

# Lake Norman Elementary School

## Student Handbook



### **Our Vision...**

Commitment. Innovation. Excellence

### **Our Mission...**

LNE provides a rigorous student-focused learning community devoted to growth and achievement.

### **LNE Behavioral Norms**

Be Safe - Be Respectful - Be Responsible

### **2021-2022 SCHOOL CALENDAR**

<b>First day of school</b>	August 23
<b>Progress Report</b>	September 22, December 2, February 21, May 3
<b>Report cards</b>	November 4, January 25, April 7, June 8
<b>Early Release Days (Dismiss at 11:00am)</b>	September 22, October 20, February 23, April 6
<b>Holidays</b> (NO SCHOOL)	September 6; November 11, 24-26; December 23-31; January 3, 17; March 7-11; April 15; May 30
<b>Teacher Workdays</b> (NO SCHOOL)	October 27; January 4, 18; February 11; April 18
<b>Last day of school</b>	June 8

**\*\*All guidelines are subject to change (Health Department, State Guidelines, etc.)\*\***

**ISS Current COVID Update ([Click Here](#))**

### **ABSENCE and ATTENDANCE POLICIES**

A student must attend school 50% of the day in order to be counted present for the entire day (11:00 a.m. is the official ½ day for Lake Norman Elementary School). If a student must miss school, a written excuse signed by the parent/guardian must be brought to school upon return. You may also fill out the online Student Absence Excuse Form found on our school website under Quick Links. **If the student does not present a note within 2 days, the absence will be coded as unexcused/unlawful. Vacation trips will not be coded as excused.**

Lake Norman Elementary will follow the district policies on attendance listed below.

As it states in the district-wide handbook, elementary students are limited to no more than 10 excused or unexcused absences during the school year. Ten (10) early dismissals and/or tardies = 1 absence for the purposes of promotion/retention. After 10 absences, the student's promotion to the next grade level is at risk. All assignments missed during any absence must be completed within the time period set by the teacher. Non-school sponsored trips will be coded as unexcused.

According to I-SS Attendance Policy Code #4400, when a student misses school, the parent/guardian/custodial parent must submit a written and signed excuse or complete an online Student Absences Excuse Form (available on the school's webpage). The excuse must be presented/submitted within two (2) days of returning to school or the absence(s) will be coded as unexcused.

The school will code absences in accordance with state guidelines, which provide that an absence may be coded excused for the following reasons:

1. **Illness or Injury:**

When the absence results from illness or injury which prevents the student from being physically able to attend school. If your child misses ten (10) or more days due to illness/injury the principal will require a doctor's statement for any further absences due to illness/injury.

2. **Quarantine:**

**When isolation of the student is ordered by the local health office or by the State Board of Health. Documentation needs to be provided (if the quarantine occurs because of the student's attendance at school, the local health office will provide the documentation to the school; documentation is only required if the quarantine happens outside of the school). Please understand the school does not determine who quarantines, the Health Department does.**

3. **Death in the Immediate Family:**

When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters. School policy states a maximum of two (2) days will be excused for a death in the immediate family.

4. **Medical or Dental Appointments:**

When the absence results from a medical or dental appointment of a student. A note from the medical facility must be provided.

5. **Court or Administrative Proceedings:**

When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal.

6. Religious Observance:

When the student is absent due to a religious observance in accordance with local school board policy.

7. Absence relate to deployment activities:

A student whose parent/legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian. (G.S. 115c-407.5 Article V (E))

Unexcused Absences:

In accordance with the Compulsory Attendance Law and the attendance regulations adopted by the State Board of Education, an unexcused absence is an absence for any purpose other than those listed above (Section A, 1-8). The term “unexcused absence” applies only to the Compulsory Attendance Law. Additionally, if the parent/guardian fails to provide written explanation of the absence within two days of the student’s return to school, the absence will be unexcused.

After 10 absences, only medical/dental appointments will be excused as long as a written note from the medical/dental office is provided within 2 days after returning to school. Extended illness requires a doctor’s note. If a student does not attend school on a given day then that student will not be permitted to participate in school sponsored events taking place after school that same day.

If your child is absent for an extended time (more than one or two days) and you want your child to make up his/her work while they are home, you may call the school office **before 10:00am** to request make-up work. This work can be picked up in the office **after 2:30pm**. If children must leave school during the day for routine matters, such as medical and dental appointments, a note should be sent to the school in advance. Please come to the office and your child will be called from class while you are signing him/her out. When/if returning, the child will need to be signed back in by the parent.

If a student is absent from class due to attending a field trip with a grade level other than their own, that student will be marked absent. This absence will be unexcused.

## **ARRIVAL AND DISMISSAL**

**Based on the StrongSchoolsNCToolkit and under the current guidance of the Board of Education:**

- Except for buses and other modes of transportation, masks are optional for both students and staff (masks are required on the buses unless a student has a mask waiver). Masks are encouraged for unvaccinated individuals but not required.

AM car riders can be dropped off in the following areas:

- K-3 in the front of the school
- 4-5 in the 4/5 area behind the school

Parents need to circle the drive- please do not stop and park.

All students should arrive between 7:10 - 7:30am. **Students should not be dropped off and left unsupervised before school is open; students need to remain in the car they arrived in until a staff member opens the car door.** For the safety of all our students, please adhere to the one-way entrance and exit signs and do not enter or drive through the bus lot. Please follow the arrival/dismissal procedures.

**A student is considered tardy when he/she is not in their classroom by 7:30am. Students arriving after the 7:30am tardy bell will need to be brought in the office to be signed in by a parent.** We would appreciate you making every effort to have your child here on time so that the instructional day can begin promptly for all of our students. Students are dismissed from school at 2:20pm. If your child is a car rider in the afternoon, please follow traffic safety rules and stay in a single line through the pick-up line.

**There will be no early dismissals permitted after 2:00pm.** If you are checking your child out of school before 2:00pm please come to the office and your child will be called from class while you are signing him/her out.

If there is a change in your normal transportation plan, a signed note or email must be sent to the teacher in advance. **If an emergency should arise, and plans need to be changed, the office should be contacted by phone before 1:00pm.**

**Every parent needs a school issued car tag that matches their child's last name in order to pick-up their child during PM car dismissal. If a parent needs additional car tags for pick-up please let their child's teacher know and the tag will be sent home with the child.**

If someone other than the parent is to pick up a child, the parent must send a note/email to the teacher or call the front office, in advance, authorizing the school to release the child to that person.

## **BUS TRANSPORTATION**

**Under the current federal order, masks are required on the bus unless a student has a mask waiver.**

Our goal is for all students to enjoy a safe and orderly bus ride to and from school. We are happy to provide your child the privilege of bus transportation. We encourage all students to use their best behavior when riding the bus to insure their safe arrival to school and back home. We ask that students:

- Keep hands, feet and other objects to yourself.
- Keep aisles clear and stay in your seat.
- Keep seat/floor clean, no food or drinks.

Appropriate consequences will be given to students that do not follow bus expectations. At times the consequence could be a suspension from the bus. In the event a student is suspended, parents are responsible for arranging transportation to and from school for these days.

**Bus riders may only ride the bus to which they are assigned.** If there is an emergency child care situation requiring an exception, both the sending parent and receiving parent must send in notes. If there is a change in your normal transportation plan, a signed note or email must be sent to the teacher in advance. Permission for alternate bus transportation for "play dates" will not be permitted.

## **CAFETERIA POLICY**

Each student is issued an account number and all money sent for meals is deposited into her/his account. Students go through the line and receive their lunch which is debited to their account. Students should always bring their lunch money in an envelope with their name, lunch account number, teacher's name, amount enclosed, and any special instructions. Make checks payable to Lake Norman Elementary. Desserts and snacks cost extra. Lunch and Breakfast are currently free but there is still a cost for extras (cookies, ice cream, snacks, etc.). Information regarding student lunch accounts may be obtained online

<https://www.k12paymentcenter.com/>. You may also contact the cafeteria manager by calling 704-662-8717.

Parents/Guardians and Grandparents are welcome to have lunch with their child(ren) in the cafeteria on the days their child's class is eating in the cafeteria. Parents/Guardians and Grandparents are to sit with their child at the visitor table. After signing in at the Front Office, guests should go straight to the cafeteria. Please do not stop by the classroom and interrupt instruction.

In the cafeteria, alternate seating within the class is available for students with allergies.

Parents/Guardians and Grandparents are welcome to have lunch with their child(ren) on the days their child's teacher shared the class would be eating outside (weather permitting). Parents/Guardians and Grandparents need to be signed in prior to the lunch time and can report to their child's class to walk with the class to their picnic area. Those visiting must report back to the office when lunch is over to protect the instructional time.

Due to available space, parents/guardians and grandparents are not permitted to eat in the classroom.

**Parents bringing birthday treats should communicate with the classroom teacher in advance. The classroom teacher will decide when and where the treat will be distributed. Food should not be passed out to children prior to the entire class having the opportunity to go through the lunch line. Birthday treats should be distributed either at lunch time or right after. Under the current guidelines, birthday treats need to be pre-packaged.**

### **CALLS HOME**

We try to restrict students making phone calls home to emergency situations only. Calls home for missing work and other items **will not** be permitted.

### **CAR RIDERS**

All car riders must be dropped off and picked up in the car rider line. Please do not stand and wait on your child at the entrance of the school at dismissal time. You must remain in your car and travel in a single line through drop-off and pick-up.

Adults picking up their student(s) **must have a school issued car tag that matches the child's last name.**

To protect the safety of our children, if an adult does not have a car tag they must park, come into the office, present a valid driver's license and be on the pick up list in order to pick up that child. If a parent needs additional car tags contact the front office - car tags are free. Parents will need to write the student's first name on the car tags.

Students who ride home with another student, outside of the normal routine, will need a note indicating the change, stating the child they are to ride home with and signed by their parent(s).

### **CHECKS**

All checks written to the school should have a child's name and a current phone number listed on them. Returned checks will be processed through CHECKredi. When you provide a check as payment, you authorize CHECKredi to use information from the check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction. You authorize CHECKredi to collect a fee through an electronic funds transfer from your account if your payment is returned unpaid.

### **CLUBS**

Clubs are open to specified grade levels. Club sign-ups will be communicated via mass communication system (Connect-Eds- email and phone). Clubs are first come, first serve. Students must have the signed Club

Participation form in order to participate in a club. If a student is unable to attend on the club day parents must send in a note stating otherwise or, in emergency situations only, email the student's teacher and/or the office prior to 2:00pm.

### **CONNECT ED/MASS NOTIFICATION SYSTEM**

Connect Ed is a telephone calling system we use to communicate pertinent information taking place at school and/or within the I-SS school system. You will typically receive a phone call and an email. Please listen to and read the Connect Ed messages so you will be aware of important information. We will make a weekly Connect Ed call/email to inform you of any upcoming LNE events. Connect Ed calls/emails are also made in emergency situations. Connect Ed messages are always posted on our school website - scroll down to the bottom to see the FB connection at the bottom with a copy of the message. If you are not getting the messages (phone and/or email) please reach out to our data manager, Stephanie Pennington, at [stephanie\\_pennington@iss.k12.nc.us](mailto:stephanie_pennington@iss.k12.nc.us)

### **COUNSELING**

Lake Norman Elementary has a full-time school counselor who is available to help students and/or parents with problems that may interfere with schoolwork. Our school counselor is available to parents by calling the school for an appointment 704-662-8261.

### **DRESS CODE**

Clothes should be appropriate to both age and weather. The following guidelines will help you to make good choices:

- No Book Bags with wheels
- For sanitary and safety reasons, shoes must be worn at all times. **Flip flops are not permitted, open toed shoes are not recommended.** All students should wear sneakers on PE days.
- Hats and hoodies are not allowed to be worn in the building.
- Shorts and skirts should come to (or be longer than) the child's fingertips when child is standing with arms straight down.
- Straps on sleeveless tops should be at least the width of 3 fingers.
- Midriffs, halter tops, spaghetti strap tops, 'short' shorts, biking shorts, leotards, pants below the waist, and tight fitting attire are not allowed.
- T-shirts that advertise tobacco or alcoholic products, profanity, or inappropriate gestures or pictures are not allowed.

Minor issues will be managed by the classroom teacher. Major and repeated issues will be managed by the principal.

### **ENTERING OUR BUILDING**

Safety precautions cause us to limit access to our building. The only access will be through the main entrance. All outside doors to our school will be locked while there are students on campus.

To enter our building press the button located on the wall outside and to the left of the main entrance doors. Someone in the office will buzz you inside. Follow the posted signs to enter our main office. All visitors to our building **must have a valid ID to enter (passport and/or driver's license)**. Visitors who are experiencing the following symptoms please avoid entering the building: fever, cough, chills, short of breath, vomiting and/or diarrhea and/or any symptoms that can be deemed contagious.

## **FIELD TRIPS**

Teachers will arrange field trips that are related to the instructional program. Signed permission slips and payments must be sent to the child's teacher prior to the field trip. Parents may visit the LNE website under Quick Links for making an online field trip payment. The school will also accept cash or check in the exact amount. See the section labeled CHECKS for our check writing guidelines.

Students will have the option to purchase a bag lunch from the cafeteria or may bring lunch from home for an all day trip.

School Board policy states the Principal may determine that a student be excluded from participating and/or require a parent/guardian chaperone on a field trip because of prior unacceptable behavior.

Students should follow all rules while on field trips. Trips are planned to be fun and educational. In an effort to maintain comfort, safety, and order for everyone, students are assigned to a specific staff member or chaperone for field trips.

Chaperones responsible for assisting and supervising students are not permitted to bring other children or siblings while completing their duties as a chaperone.

Due to insurance purposes, parents are not allowed to ride the activity buses. Students must ride the school sponsored transportation to the Field Trip location.

Volunteers/Chaperones must fill out a Volunteer Profile Form (available in the school office) and be approved prior to chaperoning field trips.

Students attending another grade level's field trips, such as a student accompanying his/her parent chaperoning a sibling's trip, will be counted as an unexcused absence.

## **GRADING POLICY**

Feedback on student achievement is one of the important functions of the teacher. In an effort to keep you well informed about your child's academic performance, be aware of the I-SS and Lake Norman Elementary grading policies and practices. Teachers shall ensure grades reflect mastery of content. Classroom, grade level, and district assessments should also be reflective of student performance on classroom assignments. Grades should not be used in a punitive manner, or as a means to teach responsibility. Teachers will use professional judgment, and consider negative ramifications to prevent assigning a zero as a grade.

### **Grades K-2**

M - Meets Standards

P - Progressing

N - Not Yet

### **Grades 3-5**

A - 90 -100

B - 80 - 89

C - 70 - 79

D - 60 - 69

F - 59 or below

S - Satisfactory: Meets grade level expectations (80%-95%)

N - Needs Improvement - Demonstrates a need for additional support (79% to 70%)

U - Unsatisfactory - Strong need for intensive support (69% or below)

To keep communication a top priority, Progress Reports and Report Cards will each be sent home 4 times a year. Information on grades is also communicated through weekly graded work, PowerSchool, email, and parent conferences. All students will have two (2) required conferences per year (more frequently if needed).

Students will be provided with opportunities to make up missing or late work.

State Assessments are used to inform the teacher on progress being made by students and will not be used for grades.

## **HOMEWORK**

Homework should be a practice of mastered concepts/skills that had been previously assessed. Reading and writing should be incorporated into nightly assignments. Grade levels will collaborate to ensure consistent expectations for homework. A suggested amount of time is 10 min per grade level. (i.e. 4<sup>th</sup> grade = 40 minutes). It is left to each individual teacher to determine how the homework will impact a child's overall grade. Concerns over the amount or content of homework should be communicated to the teacher.

## **IMMUNIZATIONS**

State law requires that all school children be immunized with the following:

- 5 DPT, DTaP, or Td doses
- 4 Polio (IPV/OPV) vaccine doses
- 2 MMR (Measles, Mumps, and Rubella)
- 1-4 Hib doses (Haemophilus Influenza B)
- 3 Hep B doses (Hepatitis B)
- 2 Varicella vaccine doses (Chicken Pox)

It's the parent's responsibility to provide this documentation to the school. If the required certificate of immunization is not received by the school within the first thirty (30) days of school, state law requires that the child must officially be suspended from school.

## **INCLEMENT WEATHER PROCEDURES**

School will close if we have severe winter weather. When possible, the announcement will be on the radio, posted on our school Facebook page, posted on our school website and sent through Connect Ed as soon as the decision has been made. The Iredell Statesville Schools website will also have updated information on any school closings or early dismissals. The procedures used by the Iredell-Statesville School System are as follows:

- Schools will operate – no announcement made by media.
- Schools will close – Media will report school closing announcements as early as possible, but no later than 6:00am.
- One/two/three-hour delay – Everything is on a one/two/three hour delay. The media will announce decision by 6:00am
- Early dismissal – If it looks like roads will be icy or covered with snow, an announcement will be made that schools will dismiss early.



PRIME TIME AND MOST OF THE OTHER AFTER SCHOOL PROGRAMS WILL NOT OPERATE IF SCHOOL IS CLOSED OR DISMISSED EARLY FOR WEATHER. Parents who usually rely on some type of after-school day care (YMCA, Primrose, Goddard School, etc) will be expected to pick up their child from the school immediately.

Parents should complete and return the Emergency Early Dismissal Form so students and teachers know the preferred procedure to follow if school is dismissing due to weather or any other emergency. **PLEASE KEEP THE EMERGENCY DISMISSAL FORMS UP-TO-DATE- IF THERE ARE CHANGES PLEASE NOTIFY YOUR CHILD'S TEACHER.**

### **LOST AND FOUND**

Please write children's names on their clothing, lunch boxes, and other personal items. Identified items are returned to children immediately. If your child loses an item, he/she should check the Lost and Found boxes located in the NC History Hall. At the end of the school year we will donate all items not claimed to a worthy charity.

### **MASKS**

**While under Plan B, the following policies will be adhered to:**

- Staff, students and anyone that enters the building is required to wear a mask that is secured around the mouth and nose- a mask AND a face shield can be worn but a face shield cannot replace the mask unless there is documented medical reason stating that
- Only those with a medical note from the doctor stating that there is a medical reason preventing the person from wearing a mask is permitted to remove their mask- face shields are encouraged in place
- Staff are allowed to temporarily wear a face shield in lieu of a mask when the instruction requires the student to see the teacher's mouth (phonics, Speech, etc.)- outside of the instruction the mask is required
- If a student refuses to wear a mask the student will need to utilize the 100% virtual option
- Staff and students will be provided, upon request, a pack of 5 cloth masks (provided by the State)
- Staff, students and any adult that enters the building without a mask will be provided a disposable mask (this excludes staff and students who haven't been provided the 5 cloth masks- that will be given in lieu of the disposable if they haven't been provided prior to)

### **MEDIA CENTER**

**While under Plan B, the following policies will be adhered to:**

- Students will be able to check out books
- Mrs. Bradford will provide a form for teachers to allow students to check out books online and then will deliver the books to the classroom
- Students who are virtual/remote can request books online and parents can either pick them up from the office and/or students who are remote can pick them up on their Face-To-Face days
- It is still the responsibility of the parent/student to care for the books

We believe that developing a reading habit is an essential component of learning. Our school media center is much more than a place to check out books. We utilize the library for audio-visual production, research, computerized instruction, and more. We are constantly adding good reading materials and audio-visual equipment for your child's enrichment and pleasure.

Please help us to teach our students to care for books and materials and to use them properly. If a book is lost

or damaged, parents will be expected to pay the book replacement cost and or damages. A notice will be sent home with your child listing the amount due for the book. LNE will accept a check for the exact amount. We are unable to accept another book in its place. The LNE Media Center purchases books with special binding that are not available to the general public.

## **MEDICATION/STUDENT ILLNESS**

For all COVID related questions please utilize this link: [District COVID Resources](#)

All medication administered at school requires a physician to complete a **Request for Medication to be Given at School** form. Once the form is completed and returned to our school nurse, medication is to be brought to the school in the original container by the parent. If your child has problems with coughing, headaches, upset stomach, cramps, etc., bring the completed form along with the authorized medications to school. There are absolutely no exceptions to this rule.

If a student is too sick to remain at school or has thrown up while at school or if the student's temperature is 100° or above his/her parents will be called to pick up the child. A child should be kept home for 24 hours fever and vomit free after any illness and before returning to school.

Please make sure that your home, work and emergency contact telephone numbers are up-to-date so we are able to contact someone in the event your child becomes ill at school.

## **PERSONAL PROPERTY**

Leave valuables at home. Electronic devices, games, CD players or similar devices are not permitted at school or on the bus without the **prior approval of an administrator and/or staff.**

Students should not bring cameras, trading cards, toys, fidget spinners, expensive jewelry or large sums of money to school. Students should not leave valuables in their desks or cubbies. Teachers should not be asked to "hold" jewelry, money or other items. Teachers and/or the principal will confiscate inappropriate belongings brought to school and the parent will need to come to school to retrieve the item at the end of the school day. It is not the responsibility of the teacher or principal to track down these items if lost or stolen. Special circumstances need to be approved by the principal.

Cell Phones or similar devices, brought to school are to be turned off and kept in school bag during the school day and while on the school bus. The school is not responsible for lost, stolen or broken cell phones. Special circumstances need to be approved by the principal. Phones that are used or disrupt class will be handled as follows:

- 1st Offense: Teacher warning
- 2nd Offense: Teacher warning, device held to the end of the school day, teacher contacts parent
- 3rd Offense: Phone turned over to the office, teacher contacts parents, parent must pick up device
- Additional offenses: Office discipline referral

## **PICTURES**

Individual pictures of each student enrolled will be taken by a professional photographer in the Fall and Spring. Class (group) pictures will be taken in January. Parents will be given the opportunity to purchase any/all of these photos. Yearbooks will be sold each year with a schedule TBD.

## **PLAYGROUNDS AFTER HOURS**

**While under Plan B, the playgrounds are off limits to students and our community.**

### **If we go to Plan A- the former policy is to be adhered to:**

If the K-1 or the 2-5 playgrounds and/or fields are utilized by the community (parents, students, etc.) it is the responsibility of the community to supervise their children. An adult must be present and actively supervising their children. If playground rules are not adhered to during after-school hours, the use of the playgrounds and/or fields will be restricted to outside use after school hours. Any use of the playground after hours is 'play at your own risk' and the school is not liable if injury occurs.

#### **Playground Rules for After Hours**

- Climbing should be kept to the playground structure and structures intended for climbing- not the tree, gazebo, shelter, areas not meant to be climbed on the playground structure, etc.
- Chalk should be kept to the sidewalk not the building, wood structure, benches, playground structures, trees, etc.
- Active supervision is required (up moving, in close proximity to your child)
- Do not leave any trash- leave the area better than you found it
- Keep the gates closed to the playground
- No pets are allowed in the playground area
- If these rules are not adhered to the playground will be restricted to school hours and use only by staff and students during the school day

## **PRIME TIME**

Information regarding this after-school daycare program may be obtained by contacting the Prime Time office at 704-902-3328. Prime Time after school care is available from 2:20pm-6:00pm.

## **PTO**

The Lake Norman Elementary Parent-Teacher Organization (PTO) is a vital part of our school. The PTO is a great way for parents to be involved in their child's education. PTO meetings are held monthly throughout the year and we encourage your participation. Minutes from PTO meetings are posted on our school website under the Parents tab.

## **QUARANTINES**

Per the Strong Schools NC Toolkit, vaccinated individuals who are deemed as close contacts, do not have to quarantine unless symptomatic.

If a student is identified as a close contact to a COVID-19 positive staff member or student, the close contact does not have to quarantine as long as both individuals were consistently masked and the close contact does not become symptomatic.

## **SAFETY PROCEDURES AND DRILLS**

The school will hold a fire drill each month to practice actions needed should there be a real fire. It is absolutely essential that no talking occur during the fire drill. Students should walk quickly to the designated area and listen for directions from each teacher or the principal. There are exit maps posted throughout the school for safe exits during a fire drill.

The school will also periodically hold lockdown safety drills. Lockdown drills prepare our students in the event of an intruder on campus.

At least once during the year the school will hold a tornado drill.

### **SCHOOL INCENTIVE PROGRAMS**

- AMAZON SMILE- Please elect LNE as your designated school
- BOX TOPS – Redeemed for funds for supplies
- CAN TRAILER - You are welcome to leave any aluminum drink cans in the trailer parked in our parking lot. Please make sure the doors to the trailer are shut after you deposit your cans.
- HARRIS TEETER VIC CARD - Ask the cashier to link your VIC card to Lake Norman Elementary School once and each time you use your VIC card the school benefits.
- TARGET STORES - Ask the cashier to link your Target Red Card to Lake Norman Elementary and Target will donate an amount equal to 1% of your qualifying Target Visa or Target Guest Card purchases at Target stores or [www.target.com](http://www.target.com) to area schools.

### **SNACKS**

At the discretion of the teacher, your child may have a working snack. A nutritious snack may be eaten at that time. Candy and gum are not allowed and sweets should be limited. Please be aware that some rooms have special requirements due to students with food allergies.

Water bottles are allowed in the classroom as long as they are only filled with water. No juice, soda, or milk.

### **TECHNOLOGY**

We are fortunate to have a device per a child (might be a few weeks into the school year). Children will utilize the same device each day. Teachers will review expectations and care of the device during use. Devices will remain at school.

### **VISITORS AND CONFERENCES**

In order to protect instructional time and to insure the safety of all of our students, all visitors should check in at the school office to receive a visitor's pass or sticker- all visitors must check in with their driver's license. We do not allow unannounced or unscheduled visits to our classrooms. We strive to reduce interruptions and protect instructional time between the hours of 7:30am-2:20pm. Phone calls made to the teacher should be conducted after school or during the teacher's planning time.

### **VOLUNTEER PROGRAM**

Volunteers must fill out a Volunteer Profile Form (available in the school office) and be approved prior to volunteering at our school. When volunteering, all volunteers will need their driver's license to sign in to receive a pass or sticker.

All volunteers must go through volunteer training prior to volunteering.

Parents are urged to volunteer throughout our school. We believe that parents have much to contribute to the educational process. Information about how you can become a volunteer will be sent to you early in the year. Any other opportunities will be available through your child's teacher, Connect Ed messages, Facebook posts and on our school website. Classroom volunteers must be scheduled with the classroom teacher. When you

come to school to volunteer, please sign in at the office with your driver's license so we have a record of your presence in the building.

### **WALKERS**

Students who are walkers must report to the last door by the cafeteria at the front of the school. Students will exit out that door. K-3 students will not be allowed to walk without an adult, who is on the pick-up list, present. For the first few weeks of school parents/adults who are picking up a student must present a car rider tag in order for the student to be released to them. Grades 4th and 5th can walk without an adult but must have notified their child's teacher before hand. At any point if a staff member has concerns about a 4th and/or 5th grade student walking the school will require the parent to come pick-up especially if there are safety concerns.

To avoid accidents, injuries, traffic jams, parents should avoid parking and walking to pick up their child. Walkers should be limited to those who live in the direct area.

### **WEBSITES**

We invite you to visit the Iredell-Statesville School website to find more information about our school district and our schools.

Visit our school website for important announcements, monthly breakfast and lunch menu and the calendar of events.

You will also find us on Facebook, Twitter and Instagram.