

# Lingerfeldt Elementary School

*Student and Parent Handbook*

**2023-2024**

**Growing Greatness!**  
**Wildcats Never Stop Learning**



**Garey Coke, Principal**

**Angie Molla, Assistant Principal**

<https://www.gaston.k12.nc.us/lingerfeldt>

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## **MESSAGE FROM THE PRINCIPAL**

*Welcome to the best elementary school in the state of North Carolina, where we are thrilled to embark on a journey of "Growing Greatness! I am honored to serve as the principal of this incredible elementary school and look forward to a year filled with exciting opportunities and meaningful experiences.*

*At Lingerfeldt, we believe that every child has the potential for greatness! Our goal is to create an environment where students can thrive academically, socially, and emotionally. Together, we will embark on a journey of growth and learning that will prepare our students for a successful future.*

*As Wildcats, we embody a spirit of resilience, determination, and a thirst for knowledge. Our school is a place where curiosity is celebrated, mistakes are seen as opportunities for growth, and every accomplishment is cherished. We encourage our students to dream big, reach for the stars, and never stop learning!*

*I am incredibly excited about the upcoming year and the opportunities it holds for each and every one of us. Together, let's cultivate an environment where Growing Greatness becomes a way of life and the spirit of the Wildcats never stops learning.*

*Once again, welcome to the best elementary school in the state of North Carolina. Let us make this a year filled with joy, growth, and success. Together, we will achieve greatness!*

# Garey Coke

Principal

## Lingerfeldt Elementary Schools Mission

*The purpose of Lingerfeldt Elementary School is to provide a safe, inviting and nurturing learning community where all students can become 21st century lifelong learners.*

### PAWS Creed

We, the Lingerfeldt Wildcats, do hereby promise to pause before we act. We will remember to practice safety, always cooperate, work responsibly, and show respect. By following these four rules, we believe we will become better students, better people, and better members of the wildcat pack.

### REGULAR SCHEDULE

Tardy Bell	7:30
Announcements	7:35
Lunch	10:15-1:00 (see student's teacher for designated time)
Afternoon Announcements (if necessary)	2:25
Car Riders	2:30
Bus Rider/Van Dismissal <i>Walkers will be dismissed after Buses leave campus</i>	2:20-2:30

### TWO-HOUR DELAY SCHEDULE

Tardy Bell	9:30
Announcements	9:35
Lunch	TBD
Afternoon Announcements (if necessary)	2:25
Car Riders	2:30
Bus Rider/Van Dismissal	2:20-2:30

## End of Grading Periods

1st 9 weeks Report Cards - October 19, 2023
2nd 9 weeks Report Cards - January 11, 2024
3rd 9 weeks Report Cards - March 14, 2024
4th 9 weeks Report Cards - Mailed Home

## SCHOOL CALENDAR

For All School events, visit the online master calendar located on the Lingerfeldt website.  
<https://www.gaston.k12.nc.us/lingerfeldt>

## OFFICE PERSONNEL

Garey Coke	Principal
Angie Molla	Assistant Principal
Laketa Jefferies	Receptionist
Morgan Cassady	Counselor
Laura Pineros	Social Worker
Molly Burch	Media Center/Technology Coordinator
Nelissa Morell	Parent Involvement Coordinator/ Student Success Coordinator

## **Title I**

### **Title I**

Under federal law, parents of students attending Title I schools have the right to know information on the professional qualifications of the student's teacher, including:

1. Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
  2. Whether the teacher is teaching under emergency or provisional status because of special circumstances.
  3. Whether the teacher has any advanced degrees and the field of discipline of the teacher's certification or degree.
  4. Whether the child receives services from a paraprofessional and the qualifications of the paraprofessional.
- Contact the school principal for further information.

### **Parent Involvement**

Lingerfeldt is staffed with a parent involvement coordinator. Please reach out to Ms. Nelissa Morell for more information about programs, clubs, and involvement with Lingerfeldt Elementary School. Events will be posted throughout the school year for parents to attend to learn more about our programs.

## **COMMUNICATION PLAN**

- **Parent Conferences**
  - o Parent Conference Day will be held from 1:00-7:00 pm twice a year (10/12/2023 & 3/07/2024)
  - o Throughout the school year, parents can schedule a conference with any teacher as necessary.
- **Parent Assistant**
  - o The PowerSchool Parent Assistant provides parents with a secure website to access grades and attendance from any computer with internet access. First time user login information must be obtained in person by visiting the front office. VALID ID IS REQUIRED.
- **Parent Notify Calls**
  - o Automated phone calls will be sent home to update students and parents on weekly events at Lingerfeldt on Sunday evening.
- **School Website**
  - o Our school website is frequently updated to keep students, parents, and the community in the loop on important <https://www.gaston.k12.nc.us/lingerfeldt>
- **Facebook/Twitter**
  - o Lingerfeldt has established a Facebook page in an effort to provide students and parents multiple ways of distributing information. Our school Facebook page can be found by accessing our school website.

### **SCHOOL COUNSELORS**

Our School Counselors provide personal counseling and advising to all students. The guidance office operates under an open door policy with the highest standards of confidentiality. The counselors will collaborate with parents, teachers and administrators to promote student success.

Students may visit the guidance office with permission from their teacher. Parents are encouraged to call ahead and make an appointment with the counselor. Our counselor will schedule parent conferences during the year with teachers as requested.

The ultimate goal for the guidance office is to ensure the success of every student at Lingerfeldt Elementary School.

### SCHOOL SOCIAL WORKER

Our school social worker is available to assist students and parents with resources needed to attend school daily. She also monitors attendance concerns, participates in our Multi-Tiered System of Support (MTSS), and works daily with school personnel to ensure student academic success.

### SCHOOL NURSE

Our school nurse works with students regarding health and wellness issues, responds to medical emergencies, develops student health plans, and participates in the Multi-Tiered System of Support (MTSS) as needed.

## ACADEMIC INFORMATION

### K-2 Standards-Based Report Card

#### What can I expect to see on the report card?

The K-2 elementary report card is designed using grade-level priority standards. The grade-level standard descriptors on the report card remain the same throughout the year. If a standard has not been taught the student would receive an NE for not evaluated. Each grade level has a different report card unique to their grade-level standards. Standards-based report cards provide a level of proficiency using a key on specific standards for English Language Arts, Mathematics, Science, and Social Studies. There are two types of standards that will be reported to parents, behavioral and academic standards.

Behavior Standards Key		Academic Standards Key	
Behavior Standards		Academic Standards	
M	Most of the Time	NE	Not evaluated at this time
P	Progressing	4	Exceeds requirements for grade-level work.
E	Emerging	3.5	Meets requirements for level 3 and partially meets requirements for level 4.
		3	Meets requirements for grade-level work.
		2.5	Meets requirements for level 2 and partially meets requirements for level 3.
		2	Approaching requirements for grade-level work.
		1.5	With teacher support, partially meets requirements for level 2.
		1	Not yet meets requirements for grade-level work.

GCS elementary school grades 3-5 are as follows:

<b>A = 90-100</b>	<b>B = 80-89</b>	<b>C = 70-79</b>
<b>D = 60-69</b>	<b>F = Below 59</b>	<b>Lowest passing grade is 60</b>

### **SPECIAL NEEDS**

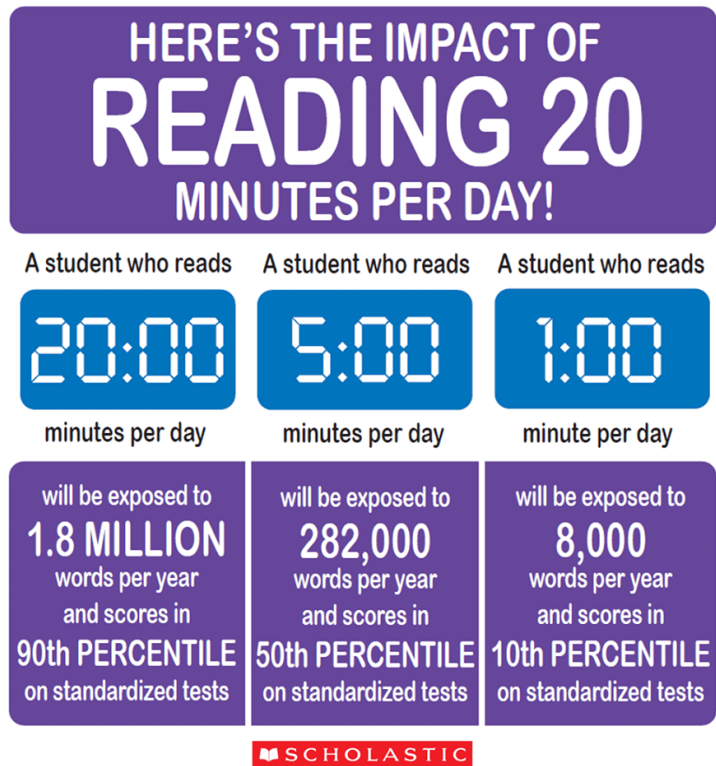
In addition to the regular curriculum, Lingerfeldt Elementary School provides instruction for students who have special educational needs. Placement is based on test scores, teacher recommendation, and placement committee evaluation.

### **GRADING GUIDELINES**

- In reading and math, at least three (3) must be test grades that are reflective of their proficiency on the North Carolina Standard Course of Study.
- Homework shall not be included in grades.
- If a child is working below grade level, it shall be noted in the comments section of the report card.
- Academic grades shall not be reduced for misconduct or for punishment.
- Grades shall be based on percentages, not points.
- The final Language Arts grade shall be based upon a minimum of ten (10) reading assignments and four (4) writing assignments.
- The final math grade shall be based upon a minimum of ten (10) assignments.
- The science grade shall be based upon a minimum of four (4) assignments.
- The Social Studies grade shall be based upon a minimum of four (4) assignments.
- Teachers shall enter grades in PowerTeacher weekly.
- School level professional learning communities shall help determine an appropriate number of additional assignments to be given for each discipline.
- The teacher shall adhere to the IEP, the 504 and any Tier Plan.



**At Home Reading Expectations:** Research shows that students who read daily grow in both academics and vocabulary. Please have your student read, at least twenty minutes a night. Feel free to read with them or to them.



### **HOMEWORK ASSIGNMENTS**

- Purpose: Homework is important in supplementing classroom instruction and furthering the goals of the educational program. It reinforces learning and stimulates independence, responsibility and self-direction.
- Homework assignments shall be designed to provide practice, preparation, or extension to the curriculum taught in the North Carolina Standard of Study.
- Homework shall not be longer than the grade level x 10 minute rule (ex. A second grader would have no more than 2 times 10 minutes); excluding reading practice.
- Total time includes completing unfinished class work.
- Homework assignments shall not be counted for a grade.
- Teachers shall avoid using homework as punishment.

## **STATE EXAMS**

- **End of Grade (EOG) Exams** - EOG exams are required by the state in specified grades. For the school year, we will have EOG testing in: 3rd Grade, 4th Grade and 5th Grade
  - o 3rd Grade EOG: Reading and Math 3rd Grade will also take a Beginning of Year assessment (BOG)
  - o 4th Grade EOG: Reading and Math
  - o 5th Grade EOG: Reading, Math and Science

## **TRANSFERS OR WITHDRAWALS**

In order for a student to transfer to another school, a parent/legal guardian must complete a withdrawal form. Grades will be recorded for each subject. Records will be sent to the new school when a request for records has been received by Lingerfeldt Elementary School.

## ***SCHOOL PROCEDURES***

### **MEDICATION**

When a student must take medication at school, including over-the-counter medicine, these requirements apply:

- All medication will be locked up properly in the nurse's office.
- Medication must be in the original container or pharmacy bottle with a pharmacy label.
- Medication can be given only after the parent has signed a permission form.
- Long term (more than two weeks) medications must have the physician's authorization. This includes over-the-counter medication.
- Parents should deliver medication to the nurse or school office.
- Medication will be discarded properly at the end of year if not picked up .
- In school disciplinary actions will occur for any violations.

## **SECURITY**

Random searches and metal detecting will be conducted according to the guidelines set forth by Gaston County Board of Education Policy during the school day and at school events (*See GCS Student Code Conduct.*)

Fire drills, tornado drills, metal detection, and lockdown procedures are held on a regular basis. Fire drills are held monthly as required by state law. A tornado drill will be held in the spring on a date selected by the Emergency Management System. A lock-down drill will be performed a minimum of two times per semester. If the school is in lock down, no one will be allowed in or out of the building until we have clearance from the proper authorities.

There is a picture of a Bell on the White Screen beside the Front Office Door. You must press the button to access the school.

## **VISITORS**

- All visitors must immediately report to the main office.
- Visitors will be issued a visitor's badge that should be displayed below the collar of your shirt at all times during your visit.
- Cell phones should not be used to call or text throughout the school day.
- **There is a button to the left of the front door, you must press the button to access the school please wait for front office staff to allow access.**

## **ENTRY & EXIT**

- The school building doors open at 7:00 a.m.
- All students must come into the building beginning at 7:00 a.m. each morning and report to class.
- **The morning car line operates on Madison Street from 7:00-7:30 every morning. Once the gate closes at 7:30 parents should sign their student in at the main office. To maintain student confidentiality, one family is allowed in the office at a time. One family is allowed to wait in the lobby. The school will utilize a paper sign-in if temperatures drop below freezing. Families will be asked to wait outside if there are more than 3 families in line for tardy check-in. To avoid this parents are encouraged to drop off on Madison from 7:00-7:30 or arrange bus transportation through the Assistant Principal.**
- At the conclusion of the school day at 2:30 p.m., students are expected to exit the building in an orderly fashion to board buses or report to the Multi-Purpose Room (Car Riders) and report outside once Car Rider Number is announced.
- All parents picking up their children must have a visible and numbered student identification card in their vehicle. If additional numbers are needed, please contact the Front Office.
- Students signing in tardy after 7:30 must be signed into the main office by an adult. One family is permitted at a time in the office to protect confidentiality. Limited space is available in our lobby and parents may be asked to wait on the sidewalk until space is available. The car line does run from 7:00-7:30 in the rear of the school and staff are available to help children into school.
- Students should not be signed out early after 2:00. The day is beginning to wrap up and the Front Office must prepare to transition students for Dismissal.
- Students cannot be picked up from the office during dismissal.
- Students picked up after 3:00, will need to be picked up in the front office and parents will be required to come in and sign students out with identification.
- Parents with multiple late pick ups will be contacted to create a plan of action.

- All students (car riders) must be picked up no later than 3:00 p.m. Please call the school if an emergency occurs so all concerned know the plan for your child. Please be aware that teachers start workshops, staff meetings, and planning at 3:00 pm.
- Leaving school early is discouraged unless a child is sick, has a medical/dental appointment (documentation required), or family emergency. If your child needs to be checked out early, a parent/legal guardian must present his/her Driver's License or ID and sign your child out through the Identity Management System. **Parents will need a picture ID to check their children out.** The office will notify the classroom teacher to dismiss the child to go home.
- **\*\*\*Parents will be permitted to walk their child(ren) to the Front of the School the first day of school. However to maintain school safety, parents are not permitted beyond the lobby in the academic halls.**

### **EMERGENCIES**

- If your child is ill, injured, or has another emergency at the school, you will be contacted. It is important for parents to give the school a home, work, and an emergency telephone number. **Please update these numbers with the school whenever they change.**

### **INCLEMENT WEATHER**

- School will be closed when the Superintendent considers the weather conditions unfit for safe operations of school buses. School closings or delays will be announced on TV channels 3, 9, & 36 (cable channels 2, 4, 6, & 21) and on most radio stations and the GCS Website and GCS Facebook Page and GCS App. Please do not tie up phone lines asking about the weather. Parents must make sure their children know how they are getting home.

### **SCHOOL INSURANCE**

- Basic school accident insurance is available for school time coverage, and for 24-hour coverage. Insurance is optional. Dental coverage is also available. Checks or money orders are made payable to the company and mailed directly to the company by the parent. **No money will be collected by the school.**

### **TOBACCO FREE CAMPUS**

All Gaston County Schools are designated as "tobacco free" environments. No tobacco of any type is allowed in the building or on the grounds.

### **TRAFFIC**

- Traffic in front of the school is heaviest between 7:15 - 7:25 a.m. off Dixon Ave.
- Cars should form a single line for drop off circling around the staff and visitor parking lot.
- All vehicles should pull all the way forward to the end of the sidewalk. Once a car is under the awning and along the sidewalk, students are to exit out of the vehicle and enter the school.
- Make sure your student is ready to exit the vehicle quickly and safely when the vehicle comes to a complete stop.
  - Waiting on student(s) to exit the car due to not being prepared, can cause traffic to build up quickly.
- Please avoid placing book bags in the trunk as this causes major delays during drop off or pick up times.
- Students should not be signed out early after 2:00pm.
- Students cannot be picked up from the office during dismissal.
- Students picked up after 3:00 pm will need to be picked up in the front office and parents will be required to come in and sign students out with identification.
- Parents with multiple late pick ups will be contacted to create a plan of action.

### **TRANSPORTATION CHANGES**

There are a few ways to change the student's transportation after your beginning of year transportation setup is complete. If your child needs to use a different mode of transportation or be picked up after school by a different person.

- ❖ Provide the teacher or office administration with written note documenting transportation change

**\*\*\*Phone calls are no longer a method of changing transportation. This method was eliminated for the safety of your child.\*\*\***

### **WALKERS**

- Walkers must live in walking distance (.5 mile or less from the school)

### **SUPERVISION**

- Students are expected to remain in designated adult supervised areas at all times throughout the school day.

### **LOST AND FOUND**

- Lost articles should be taken to the multi-purpose room and placed in the Lost and Found Box. Items that are of value are kept in the main office. Items remaining at the end of each semester will be donated to a local charity.

### **Parent Involvement (School and PAC)**

- Parents are considered "Coteachers." When providing a well-rounded educational opportunity, we believe the learning that takes place at home and at school are equally important. Together, we achieve more.
- Parents may become mentors' to students (GCS Approval Process)
- Parents may donate items from our wishing tree any time during the year.
- Parents may become a club sponsor to help financially or with your time with a club offered for our students.
- Parents may become a member of our Parent Teacher Organization.
- If Field Trips are allowed, parents may attend most field trips (Must be Approved Volunteer).
- Parents may sign up to help with fundraisers.
- Parents can sign up to help with Lingerfeldt Beautification.
- Parents may sign up to help with the PBIS Team (Positive Behavior Intervention Support Team). This group will work with our teachers and PTO to help provide ways to recognize students in fun yet meaningful celebrations. The goal of this group is to acknowledge the accomplishments of the students as individuals.
- Parents may sign up to help with the "Wiley Wildcats" Social Committee. This group will work with our "Wiley Wildcat" Social Committee to celebrate the efforts of our teachers.
- Due to time restraints with work or other obligations, parents may not be able to come in and volunteer, but please know reading with your child every night is the most important involvement that you can give!
- There are many ways parents can be involved, don't hesitate to ask if there is something you are interested in doing.

### **VOLUNTEERS, MENTORS & TUTORS**

- Gaston County Schools requires anyone who desires to serve as a mentor, volunteer, or field trip chaperone to complete an application process that includes a criminal background check and be approved by the principal.

- We have a tremendous need for parent volunteers and encourage you to complete this process and give your time to help our teachers and students. We want all parents to have the opportunity to be involved however they can with their personal schedule and / or talents.

### **GCS SCHOOL NUTRITION**

**Breakfast and Lunch at Lingerfeldt is 100% free for all enrolled students. Lunch extra items and a la cart are priced in the cafeteria for sale.**

- Breakfast and Lunch are offered daily in all schools. All students will receive free breakfast and lunch.
- Breakfast -A complete school breakfast consists of:
  - An entrée made with grain and /or protein. Fat free or 1% milk, and Fruit and/ or juice (limit of one juice per meal)
- All students will be required to take at a minimum one serving of fruit or juice and an entree in order to receive a complete School Breakfast. The maximum amount of food a student can select is one entrée, one milk, and one fruit and /or juice.
- If a student does not select a complete school breakfast as outlined above, they have to pay individually for the items they choose.
- Lunch - A complete school Lunch consists of: An entrée made with protein and/or grain, Fat free or 1% milk, Vegetable, and Fruit.
- All students will be required to take a minimum one serving of vegetable or fruit and two additional items in order to receive a school lunch at an established meal price (or no charge for CEP schools). A lunch entrée may count as two items. At a minimum, a student must select an entrée and a fruit or vegetable OR they must select two fruits or vegetables and two additional items to have the meal count for lunch. The maximum amount of food a student can select is one entrée, one milk, two vegetables, and two fruits.
- If a student does not select a complete school lunch, as outlined above, they will have to pay individually for the items they choose.

#### **Meal Prices**

##### **Breakfast**

Paid students (all grade levels) \$1.40

Reduced price students (all grade levels) \$0.00

Adults (staff and visitors) \$2.00

##### **Lunch**

Paid students (grades K - 5) \$2.90

Paid students (grades 6 - 12) \$3.00

Reduced price students (all grade levels) \$0.40

Adults (staff and visitors) \$4.00

Students are expected to pay the cashier. Parents may utilize [www.mypaymentsplus.com](http://www.mypaymentsplus.com) to pay with a credit or debit card and to add money for extra items.

**Lunch Charges:** Students will NOT be allowed to charge a la cart items (e.g., cookies, juice, ice cream). Please contact the cafeteria manager for food and nutrition concerns.

**ADULT (VISITORS AND STAFF) PRICE FOR HOLIDAY MEALS IS \$4.50**

**\*\*Disclaimer\*\*** Due to COVID Restrictions, some of items listed below may not be allowed

Special holiday themed menus are offered on these days in place of the regular menu cycle. Many schools invite parents and grandparents to join their children in the cafeteria for a traditional dinner of turkey, dressing, and all the trimmings at Thanksgiving and/or Christmas. Some schools with high parental participation invite designated grade levels for Thanksgiving, Winter Meal and the remaining grade levels for the Spring Meal

November- Thanksgiving Lunch (Reserved for Kindergarten and 3rd Grade Families)

December- Winter Holiday Meal (Reserved for 1st and 4th Grade Families)

April- Spring Holiday Meal (Reserved for 2nd and 5th Grade Families)

### ***MEDIA CENTER GUIDELINES***

The following guidelines should be followed for use of the Media Center (MC):

#### **LIBRARY MEDIA CENTER HOURS**

The Media Center is open Monday-Friday 7:30 AM - 2:30 PM.

#### **LIBRARY BOOKS**

All library books are loaned to students for their use. Books should be handled with care and kept clean. **Students will be required to pay for lost or damaged books.**

#### **EXPECTED BEHAVIOR**

The Lingerfeldt Media Center is designed for students to check out books of interest. So that all students have an enjoyable experience in their library media center, the following guidelines must be observed:

1. Sign in
2. Upon exit, sign out.
3. Food, drinks, candy and gum are not permitted in the library media center.
4. Students must be actively searching for new books.
5. Be considerate of others and maintain a quiet voice level.
6. All school rules apply in the library media center.

### ***Lingerfeldt Technology Student Procedures***

Students at Lingerfeldt have access to iPads and Chromebooks with teacher direction in classrooms, computer labs and the media center. To use any of these devices, students must accept an electronic Responsible Use Agreement ("RUA") when they first login to a desktop or laptop on campus. If a student does not accept the RUA, the computer will not allow the student to login. Students should only use the device assigned to them by their teacher and never allow another student to work under their login.



### Student Login for Chromebooks

Chromebooks at Pleasant Ridge are managed by Gaston County Schools and will only accept a GCS Google account login. All students have a google account with the following address:

firstname.lastname####@gaston.k12.nc.us  
#### is last three numbers of the Student ID (PowerSchool)

### Student Login for Desktop/Laptops

1. Students will login to desktops and laptops with the following username/password:
  - Username: Powerschool number
  - Password: Student's birthday (month and day) (*For example, a student born on Nov. 1 will have the password 1101*)
2. Logins will be automated each night. A transfer student's login should be working on their second day at Lingerfeldt. Their home directory should follow them to their new school if they were previously registered in GCS. Students who leave GCS will have an inactive account that can be reactivated should they return. A student may request that their password be changed in the media center if they feel their login information is no longer secure.

## **EXPECTATIONS OF STUDENT BEHAVIOR AND DISCIPLINE**

Our faculty and staff are committed to giving you the best well-rounded education. Your behavior at school and in the community will be representative of our fantastic facility and image. Throughout this year, we will expect you to display the behaviors and responsibilities listed below:

- **P- Practice Safety**
- **A- Always Cooperate**
- **W- Work Responsibly**
- **S- Show Respect**

Students are expected to show good citizenship at all times and follow the instructions given by any teacher or staff member. Students who misbehave will be dealt with fairly, but firmly to protect the rights and safety of all students and staff members. Classroom teachers will handle minor misconduct. If a student's behavior does not improve with the teacher's efforts, he/she will be referred to the administration that will follow Lingerfeldt's Discipline Steps and/or the disciplinary measures outlined in the GCS Student Code of Conduct.

Although we expect all students to comply with these responsibilities, it is necessary to include a list of behaviors, which are unacceptable at Lingerfeldt Elementary School during the school day, at school functions, or while on a school sponsored trip. **The list is not intended to be all-inclusive.** Administration has the right to add to this list of unacceptable behaviors to ensure the safety of all students and faculty. Please refer to the exact rule in the GCS code of conduct. Consequences may be more severe depending on the situation and/or number of office referrals the student has received. Other behaviors which violate the GCS Student Code of Conduct, but are not listed here will be punished according to consequences outlined in the GCS Student Code of Conduct.

- **FIGHTING:** Fighting will not be tolerated. (see GCS Student Code of Conduct)
- **PROFANITY:** Use of obscene or profane language or gestures to a staff member or student will not be tolerated. (see GCS Student Code of Conduct)



- **WEAPONS:** Possession of any kind of weapon, such as a BB Gun, toy gun, knife, razor, or any object that can be considered a weapon is not permitted. (see GCS Student Code of Conduct)
- **THEFT:** Theft will not be tolerated. (see GCS Student Code of Conduct) Students should keep valuables with them at all times. The school IS NOT responsible for lost or stolen articles.
- **BULLYING & HARASSMENT:** Bullying or harassing of other students through gestures, written, verbal, or electronic communication will not be permitted. (see GCS Student Code of Conduct)
- **FIREWORKS:** Possession of fireworks, laser lights, cigarette lighters and/or matches on school grounds is not allowed.
- **LUNCH PROCEDURES:** Students will remain in the cafeteria during their designated lunch time only. Students are not permitted in any other areas during lunch, except the cafeteria. Students should clean their areas before leaving the cafeteria or disciplinary measures will be enforced. All trash should be placed in the trash containers located in the lunchroom area.
- **FOOD:** All food eaten for lunch must be eaten in the cafeteria. Food items cannot be taken back to the classroom.
- **EXTRA-CURRICULAR ACTIVITIES:** Students are expected to exhibit good conduct during evening extra-curricular activities. Anything other than this will result in your removal from such activity and/or other disciplinary actions.
- **BUSES:** Students are to listen and follow the directions of the Bus Driver. Students should not go on unoccupied school buses.
- **DELIVERIES:** No deliveries of flowers, balloons, etc. will be accepted during the school day. Classroom events will be organized through the teacher. Please contact your child's teacher to bring in store bought food items.
- **COMPUTER & INTERNET USE:** Students may not engage in unauthorized network access, restricted website access, or other illegal activities on-line while using school system computer equipment or the Internet. (see GCS Student Code of Conduct; GCS Responsible Use Policy (RUP)).
- **CELL PHONES & ELECTRONIC DEVICES:** Cell phones, tablets, MP3 players, radios/CD players, cameras, or any other electronic equipment should be left in a book bag in a vehicle during the school day. Technology should be turned off and out of sight of all teachers and students during the school day. **Lingerfeldt is not responsible for cellular devices and recommends that parents not allow students to carry them to school.**
  - **Use of Wireless Communication Devices** (see Policy 4318 for complete policy). As per the Gaston County Schools Code of Conduct: The board recognized that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices.
  - School employees will immediately confiscate the cell phone or wireless device for any of the above violations. The device will be turned into the front office and a parent or legal guardian can pick up the phone after school. Devices will not be returned to students. Additional repeated violations could result in disciplinary action. (see GCS Student Code of Conduct)
  - Unfortunately, electronic devices are sometimes stolen. Students are advised that SCHS assumes no responsibility for lost or stolen electronic equipment. It is advised that cell phones and all other electronic equipment be left at home.

- **DRESS CODE:** Each student in Gaston County Schools is expected to maintain an appearance that is neither distracting to other students nor disruptive to the educational environment or the safe and healthy climate of the school.

**Students Shall Not Wear:**

- o Headgear - Hats, knit caps, bandannas, hair picks, combs, or other types of headgear or sunglasses in the school building. Students will not be allowed to wear a hood inside of the building.
- o Clothing with indecent language or pictures, or containing alcohol, drug, or tobacco related messages or clothing that depicts violence or is sexual or suggestive in nature with words or symbols.
- o Clothing that exposes undergarments. Shirts must cover the back and shoulders.
- o Appropriate shoes, flip flops are dangerous for students and will cause them to fall. Students should not wear high heels, flip flops, slides, or sandals without heel straps.
- o No bike shorts.
- o Shirts cannot be revealing or too low-cut.
- o Hem of the shirt must meet the top of the waist of shorts or skirts.
- o Pants are to be worn at the waist with a belt securely fastened and overall straps are to be fastened properly.
- o Necklaces, bracelets, or body piercings with spiked points.
- o Tank tops (unless covered by a blouse), see through shirts, muscle shirts, or shirts with excessive low necklines.
- o Dresses with spaghetti straps unless covered by a blouse or sweater.
- o Excessive short skirts, dresses, or shorts. The correct length can be determined by measuring the shorts/dress/skirt length using a dollar bill. One end of the dollar bill is placed at the kneecap and the other end must touch the hem of the skirt/shorts or dress (applies to both front, side and back lengths). If leggings or tights are worn, the garment must still meet the dollar bill requirement for length as stated above.
- o Bedroom slippers or pajama pants/shirts.
- o Students are not allowed to bring blankets to school.
- o Chains used to secure wallets or otherwise attached to pants/belts are not permitted.

\*Changes in styles/fashions will be dealt with on a case by case basis and the principal has the discretion to modify the above guidelines at any time throughout the school year.

\*\*For safety reasons, shoes must be worn at all times.

## **DISCIPLINE STEPS**

The following consequences for violating Lingerfeldt Rules and Procedures or the GCS Code of Student Conduct are **not** intended to be all-inclusive. Consequences may be more severe depending on the situation and/or number of office referrals the student has received (See Repeated School Violations in the GCS Code of Student Conduct 2019-2020).

- **Dress-Code Violation**
  - o 1<sup>st</sup> offense: A call home to change clothes. Further violations will result in school disciplinary action
- **Cell Phone Violation**
  - o If Cell phones are confiscated a parent must pick up the phone after school in the office.
  - o Repeated Violations: Cell phone is confiscated and further disciplinary action up to OSS may occur.
- **Tobacco/Lighters/Matches**
  - o Items will be confiscated. Consequences range from in-school disciplinary action.

- **Profanity**
  - Profanity will not be tolerated. Consequences range in school disciplinary action up to 5 days of OSS.
- **Non-compliance with Directions of Principals, Teachers, and other School Personnel and with School Rules**
  - Consequences range from in-school suspension to 5 days OSS.
- **Any altercation on school grounds is considered serious by the Lingerfeldt Administration.**

Other behaviors which violate the GCS Code of Student Conduct, but not listed here will be punished according to consequences listed in the GCS Code of Conduct.

## ***BUS PROCEDURES***

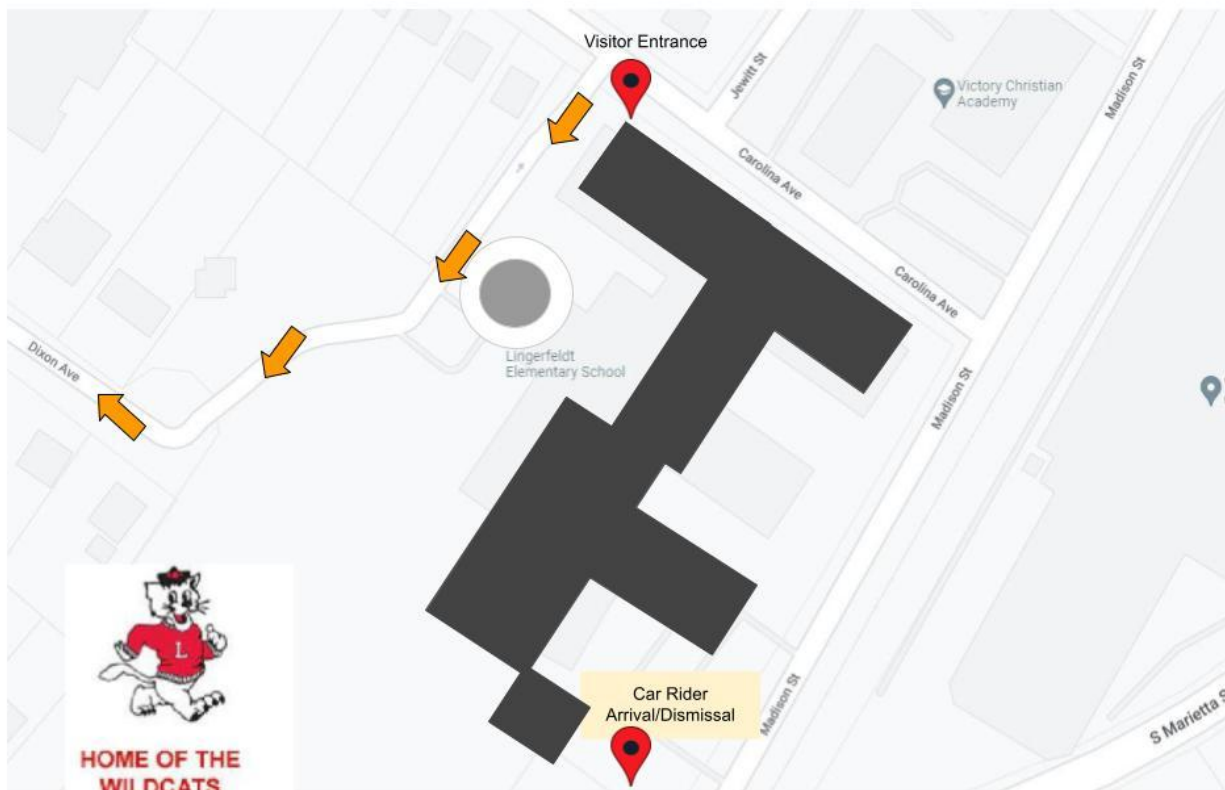
- Riding home with another student is not permitted. If a student has planned a "play date" students must be picked up as car riders and a note must be provided. You must submit a note at the beginning of the school day to be verified by administration. The note should have both parents' phone numbers on the signed note.
- Student safety is a primary concern in all bus procedures. Riding the bus is a PRIVILEGE, not a RIGHT. Students will lose bus privileges if their conduct endangers others or distracts the driver.
- Bus rules include:
  - Obey the bus driver promptly and with respect.
  - Be at the designated stop ready to board the bus at the scheduled time.
  - Leave no trash on the bus.
  - Stay in your seat while the bus is moving.
  - Respect other students and their property.
  - Horseplay, fighting and other misbehavior is not allowed.
  - Students may only ride their assigned bus.
  - Keep all body parts inside of the bus.
  - Don't throw anything out of the bus.
  - Follow all rules listed in the GCS Code of Conduct
- **Consequences** for violation of bus rules will range from parent contact, temporary bus suspension and/or permanent removal for riding the bus.

## ***ARRIVAL & DISMISSAL PROCEDURES***

Car Riders should drop-off and pick up in the back entrance near the gym on Madison Avenue. Car-Riders can begin dropping off students at 7:00. Staff members will be on hand to receive students. Dismissal will begin at the same spot starting at 2:30. Please display your car tag prominently in the window to display a smooth drop off.

Bus Riders will be dropped off and picked up in the front circle off Carolina Avenue. DayCare facilities will park in parking spaces on lower parking lot at dismissal.

Traffic Pattern Change: The main entrance to Lingerfeldt is 303 Carolina Avenue. Please use the main entrance across the street from Victory Baptist Church to enter the school and visitors will exit out Dixon Street throughout the school day. Signs and arrows have been posted to assist visitors with the change in traffic pattern.



## TRANSFERS/ENROLLMENT

### Enrollment

Students enrolled on an Approved Transfer to Lingerfeldt must continue to meet the transfer requirements established by Gaston County Schools which is to remain in good standing academically, behaviorally and in the area of attendance. Any student not meeting any one of these requirements will require a parent conference with administration to discuss a plan of action.

### Transfer Requirement Guidelines:

**Attendance:** 5 unexcused absences will result in watch status and 10 unexcused absences result in students being transitioned back to their home school. Students must also be picked up by 3:30 each day. Students with excessive tardies will be notified about watch status after 8 unexcused tardies and may be transitioned back to their home school after 12 unexcused tardies.

**Behavior:** Students reaching the behavior tier equivalent to office referral will get a verbal warning about the type of behavior and replacement strategies to be used as well as a parent phone call. The 2nd office referral will result in school disciplinary action up to OSS and watch notification letter sent to parent as well as phone call. The 3rd office referral will result in a day of OSS and student will be transitioned back to their home school.

**Academic:** Students must participate in the academic program of our school. Students who refuse to collaborate, complete assignments or are not making academic growth will be contacted immediately by the homeroom teacher. Repeated violations will result in an administration conference with parents, plan created and watch status. Transition back to home school will result if no improvement is made or the student does not maintain academic progress needed to be promoted to the next grade level.

### WITHDRAWAL OF STUDENTS

- Parents should notify the school at least two (2) days in advance of a student's withdrawal.
- All textbooks, library books and school devices must be returned before withdrawing the student.
- Lunch payments and other debts must be paid before withdrawing the student.
- A withdrawal form must be completed and signed by the parent / guardian before withdrawal is processed.

## **ATTENDANCE POLICIES**

### **COMPULSORY ATTENDANCE - STUDENTS 7-16 YEARS OF AGE**

(Please see policy code #3480 for complete policy)

- The public school laws of North Carolina require compulsory attendance for all children between the ages of seven and sixteen years (N.C.G.S. §115C-378). Every parent, guardian or other person having charge or control of such a child enrolled in the Gaston County Schools is charged by law to cause the child to attend school continuously for a period equal to the time when the public school is in session unless the child has withdrawn from school.
- Failure to comply with the Attendance Law by having excessive absences may result in referral to truancy mediation, district court (parent) or juvenile court (child). If a parent, guardian or custodian is found guilty of violating the Compulsory Attendance Law, they may be ordered by the Court to do community service, fined or be incarcerated.
- If a student has accumulated three (3) unexcused absences in a school year, the law requires the principal or designee to notify the parent/guardian of the student's excessive absences from school.
- The following reasons can be accepted by school principals as valid excuses for school absences:
  - o **Illness or Injury-** An absence is excused when the absence results from illness or injury which prevents the child from being physically able to attend school.
  - o **Death In The Immediate Family-** An absence is excused when it results from the death of a member of the immediate family of the child. For purposes of this regulation, the immediate family of a child includes, but is not necessarily limited to, grandparents, parents, brothers and sisters.

**Medical or Dental Appointments-** An absence is excused when it results from a medical or dental appointment of a child, and approval of the appropriate school official is gained prior to the absence, except in the case of an emergency.

- o **Religious Observances-** A student may be absent for a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s).
  - o **Educational Opportunity-** An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity. Approval for such an absence must be gained prior to the absence. The form entitled "Request for Excused Absence for Educational Opportunity" may be obtained from individual schools.
  - o **Quarantine-** An absence is excused when isolation of the child is ordered by the local health officer or by the State Board of Health.
  - o **Special Emergencies-** as determined by the principal.
  - o **Short-term Suspension.**
  - o A student whose parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4176, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting will be granted additional excused absences at the discretion of the superintendent or designee to visit with his or her parent or legal guardian as required by G.S. 115C-407.5.
  - o Students with a valid health plan (Issued by the school nurse) or accommodation plan (504) may have absences/tardies disregarded for days missed as a result of illness. It is the responsibility of students and parents to provide necessary documentation.
- **Prior to six unexcused absences**, the principal shall notify the parent, guardian or custodian by mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policy of the state and local board of education.
  - A copy of the notice of absences will be sent to the school social worker who will contact the student and family in an effort to assist them in solving the attendance problem.
  - **After a student has accumulated ten (10) unexcused absences in a school year**, the principal/principal's designee shall review any report or investigation concerning the unexcused absence and shall confer with the student and his/her parent/guardian/custodian to determine whether the parent/guardian/custodian has received the required notification and made a good faith effort to comply with the Compulsory Attendance Law. If the principal/principal's designee determines the parent/guardian/custodian has not made a good faith effort to comply with the law, the principal/principal's designee shall notify the school social worker, who shall notify the district attorney unless the case has already been initiated in the courts. Services of the social worker are available to assist in the initiation of court proceedings. If the principal/principal's designee determines the parent/guardian/custodian has made good faith effort, the principal/principal's designee or the school social worker may file a complaint with the juvenile intake counselor that the student is habitually absent from school without a valid excuse.
  - All teachers are required to report attendance each day and maintain accurate attendance records.
  - Report cards will accurately reflect the student's attendance record.



## **GASTON COUNTY SCHOOLS REQUIRED ATTENDANCE**

(regardless of student age)

- Required Daily School Attendance
- After each full day absence whether excused or unexcused, the school will attempt to contact the parent or guardian using personal staff contact or automated telephone/email contact.
- Upon the student's third (3rd), sixth (6th) and tenth (10th) full day absences, the school will notify the parent or guardian of the violations of the school attendance policy (as is consistent with State Policy for students under 16 years of age).
- Daily attendance is essential to student achievement. Attendance in school and participation in class are integral parts of academic achievement and the teaching and learning process. With this in mind, all students are expected to be in attendance each day school is in session.
- In order to be recorded present for daily attendance, a student must be present at least one-half of the school day (12:00 pm).

### **Requirements for attendance:**

- **It is the responsibility of the parent to see that their children attend school according to Article 20, section 115-166 of the Public School Laws of N.C. All students under the age of 16 are required to attend school. The school year is 180 days. Students must be in attendance at least 168 days. Only 12 absences, including excused and unexcused absences, are permitted each school year.**
- Each day school is in session for students, classroom teachers will report student attendance by 9:00 am to maintain accurate student attendance records for report cards.
- By the third (3rd) absence, where no contact has been received from the parent/guardian, the classroom teacher will contact the parent/guardian using telephone, email, letter or automated telephone message. The classroom teacher will remind the parent/guardian of the number of absences and The Gaston County Board of Education Policy on high school student attendance.
- Prior to six (6) absences, the classroom teacher will contact the parent/guardian using telephone, email, letter or automated telephone message. The classroom teacher will remind the parent/guardian of the number of absences, the Policy on elementary school student attendance and specifics regarding the appeal process.
- Prior to six (6) absences, the classroom teacher will notify the school's Multi-Tiered Systems of Support (MTSS).
- Upon notification from the classroom teacher, the MTSS committee will evaluate the overall academic and attendance information of the student and if deemed appropriate, consult with the school social worker and/or other support personnel for possible additional interventions, recommendations or consequences for the student/parent/guardian.
- On the tenth (10th) absence and beyond, the classroom teacher will contact the parent/guardian using telephone, email, letter or automated telephone message. The classroom teacher will remind the parent/guardian of the number of absences, the Policy on student attendance. Social Worker will be contacted.

### **Documentation of Absences**

Following any absence(s), a student is required to present a written document or email from the parent or guardian stating the reason for the absence. All absences will be coded unexcused in the computer until a written note is received from the parent or guardian. Written documentation must be presented within three (3) school days after the student returns to school; otherwise, the absence(s) will be recorded as unexcused. After the tenth absence, a student may be required to furnish doctor notes to excuse future absences. Absences will be coded according to North Carolina State Regulations as printed in the Compulsory Attendance section above.

**Make-up Work**

Students with excused and unexcused absences are required to make up missed work. Upon the student's return to school, the student has three (3) school days to arrange for makeup work with each of his/her teachers for which a class was missed. Work missed must be completed as directed by each teacher within seven (7) school days from the student's return to school.

**Reporting Attendance**

All teachers and attendance personnel are required to report attendance each day to maintain accurate attendance records. Daily attendance data is managed by teachers and school support personnel and is reported at the top of each report card. Class attendance is reported and maintained by each classroom teacher. It is important for students to be present and engaged every day for optimal success.

**Possible Upcoming Policy Revisions**

Student attendance is a priority for Gaston County Schools. Therefore, a standing committee of parents, students, teachers, administrators and support staff will periodically review student attendance data, trends and formulate suggested revisions to the student attendance policy of the school system. All policy suggestions should be completed and sent to the Superintendent for consideration by the end of February of each year