

Lyle Creek Elementary School

2022-2023 Parent and Student Handbook

www.lylecreek.catawbасchools.net

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Principal: Laurie Sellers

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Catawba County Schools Mission: "We engage, inspire and empower tomorrow's leaders."

Lyle Creek's Mission- Character, Responsibility, Opportunity, Community, Success

Lyle Creek's Vision- To develop a collaborative community of students, staff, and families that demonstrate leadership, success and kindness.

Dear Parents and Guardians:

Welcome to the 2022-2023 school year.

We can't wait to see everyone together in our building again! We have missed our students and families.

Effective communication between home and school is the key to the success of our Lyle Creek students. I will be sending out weekly updates as needed through parent square email/text system on Sundays. Classroom teachers will also use parent square to communicate information to the whole group or one on one as needed. Please make sure we have your current contact information. This handbook provides you with essential information. Please take time to review it and sign the last page.

2022-2023 Theme: Growing Kindness

Lyle Creek Daily Schedule

Doors open: 7:55, Tardy bell: 8:15,

Dismissal 3:15

Half day to be counted present is 11:45

Car Riders/Walkers

- Students may not be dropped off earlier than 7:55.

- One lane of car rider traffic will operate from 7:55-8:15 at the front of the school for K-6 .
- Any student/parent wishing to walk in must park in the parking lot and travel on the sidewalks to the front entrance. Present your photo ID and sign them in using our computer system.
- Any student arriving after 8:15 must be signed in by an adult in the school office/lobby- no exceptions. Please park in the school parking lot and accompany your student to the front doors. Present your photo ID and sign them in using our computer system.
- Car riders are to be picked up in the car rider lines by 3:25. Each car must have a car rider sign on display in the front car window. Please list all names of students you are picking up. If you don't have a sign on display, you will be asked to park, come into the school, show your ID, and sign your child out with our computer system.

- If your child does not come out when you are in spaces 1-8 please pull up to the green cones and we will call them again.
- Pre-K parents are required due to state licensing to sign their students in and out each day. We will use the back door of the Pre-K classroom to ensure safety. Please park on the side of the school and use the sidewalk to enter by the Pre-K playground at the classroom's back door. Please have your picture ID with you each day.

Absences

If a child has been absent from school please write a note including the following information within 3 days of their return to school in writing or parent square:

Date of the note

Student's Name

Date of the absence(s)

Reason for the absence(s)

Parent Signature

All absence excuses need to be submitted **in writing**; verbal and phone messages will not be excused. Any student leaving before 11:45 or arriving after 11:45 will be recorded as absent for that day.

- **Tardies**

If a student arrives after the 8:15 tardy bell they must be signed in by a parent in the lobby outside the office. Students who are not in school, constantly signed out early, or excessively tardy will be considered truant. **Truancy violates state and local attendance laws and will be considered a serious offense.**

Attendance

A child should be in school every day that he/she is physically able. A student's success in school and adequate progress toward learning goals is dependent on regular school attendance. It is difficult for students with poor attendance to demonstrate academic and social growth. The school social worker will be notified if repeated absences or tardies become an issue for a student. Students are expected to make up any missed assignments, projects and tests in a timely manner. If your child has a fever or COVID19 symptoms please keep them at home to keep the spread of germs to a minimum. Students need to be fever free without medication for 24 hours before returning to school.



Breakfast

Breakfast is free to all students at Lyle Creek. Students will be served breakfast in the cafeteria and eat in the classroom.

- **Cafeteria Lunch Service**

The cafeteria serves lunch every school day. Students have the opportunity to enjoy entrees. Students may purchase extras if they have funds in their account or money that day.

Breakfast is free and lunch will be based on free lunch form acceptance. If your

work/income changes any time in the year you can fill out another free lunch form. When you send lunch money or to buy extras, please place the check/money in an envelope with the amount, student name, student lunch number, and teacher name on the front.

Students receive a weekly message when they have a balance due on their account. It is the responsibility of the parents to check their child's paperwork for these notices and avoid excessive charges. Parents can also contact the school cafeteria to be updated on their child's account information.

CCS offers parents the option to pay for meals online through the Lunch Prepay website. Parents can log on the website, create an account, and pay for meals by credit card. Parents must know their child's student lunch number to apply money, or view history. If you have more than one child you can even transfer money between their accounts. Please visit <http://www.lunchprepay.com> for more information.

- **Free and Reduced Lunch**

We need you to renew your free/reduced lunch application each year. There is a 10 day grace period to process the application at the beginning of the year. Forms can be found online (preferred and faster) at <https://www.catawbaschools.net/parents-students/school-nutrition> or filled out paper pencil. It is the responsibility of the parent/guardian to fill out and turn in a new application each school year and to monitor the approved/not approved status. It is also the responsibility of the parent/guardian to pay any charges

accrued by the student before free or reduced status is active. Please have your child's lunch number available or their case number if they receive SNAP. **Lunch for Elementary and Middle Schools \$2.80**

Students should not bring soda to school in the morning or in lunches.



Bus Transportation and Safety

Bus transportation to and from school is provided for all students who legitimately live in the Lyle Creek District. Because we are concerned with our students' safety and welfare, it is highly recommended that parents be at the bus stop to supervise the younger students when the bus picks up in the morning and arrives in the afternoon.

Riding the school bus is a PRIVILEGE, NOT a right. The school administration reserves the right to deny transportation privileges to any student who misbehaves on the school bus.

Students **MUST** ride the same bus consistently every day for their safety. Students will not be allowed to switch buses or get off at a different bus stop.

Cell Phones

Cell phone use, including texting, is not permitted during the school day. All cell phones and electronic devices must be

powered off and kept in student bookbags during instructional time. When students bring cell phones or other electronic devices to school, we are not responsible for the loss or damage of phones/electronics. Students must keep these devices in book bags when on board school buses to prevent theft/damage.

Child Custody

In all cases where custody of the child has been granted to one parent, with restriction to the non-custodial parent or any other adult, the court documents **MUST** be on file in the school office. We are required to grant educational access to all parents unless we have signed orders by a judge that states otherwise. This is for every child's protection and safety. If there is no legal ruling on file in our office, we are obligated to release a child to either biological parent listed on the child's birth certificate. This is a matter we take very seriously, so please submit any court documents immediately. This includes updates that you may receive during the year.

Communication

We consider communication with our Lyle Creek Families a priority and will be using several methods to communicate important information with you. In addition to newsletters, phone calls, and notes from teachers, we will communicate with

- Parent Square weekly phone messages
- Lyle Creek website
<https://lylecreek.catawbасchools.net/>
- Facebook

Be sure our data manager has your current telephone number, physical address, and email address at all times to ensure you receive important school information all year.

In addition to completing infosnap, we will also ask you to complete a paper copy in case the internet is down.

Early Dismissal

In the event that you need to sign your child out early, please send a note so the teacher knows to expect the early dismissal. Instruction takes place up until the final minutes before dismissal. Please work with us to maximize our precious instructional time.

We will not have any early checkouts after 3:00 as students, staff and parents are preparing for dismissal.

If you must pick up your child early for an appointment please do so **prior to 3:00**. Park in the parking lot and come into the school lobby with a picture ID to sign your child out.

Field Trips

A school field trip is defined as a student or a group of students leaving the school campus under the sponsorship of the school, and under the supervision of the school employee(s), to extend educational experiences consistent with the general goals and objectives of the total school program. We are hopeful that each grade will be able to attend 2 field trips this year.

Quest

Catawba County Schools operates a before school and afterschool program

known as QUEST. The program hours are 6-7:55 AM and from 3:15-6:00 PM. Information about QUEST can be located at

<https://www.catawbасchools.net/parents-students/quest> or from the Quest office.



Report Cards

Report cards are issued every 9 weeks. The parents should sign the report card envelope and return it to the teacher. Please place 2 forever stamps on the outside of the envelope for mailing the final report card.

- **Progress reports** will be issued at the four-and-one-half weeks mark. Parents are encouraged to use the Parent Portal from Powerschool to stay informed of student grades throughout the year. If you need more information please contact your child's teacher, our school counselor or our data manager.
- **Grading Scale**

Catawba COunty Schools Board of Education uses the following 10-point grading scale.

A=90-100
B=80-89
C=70-79
D=60-69
F=0-59

___/NGG= No grade given

Student Dress Code

The board of Education delegates the authority to determine the appropriateness of dress to school administrators. Students' dress and personal appearance plays a vital role in the learning environment. Students are expected to dress in a way that does not cause distractions to the educational environment for other students. In instances when the dress code is not being followed on the first offense, we will contact a parent/guardian to provide a change of clothes to school, or we will provide a change of extra clothing if available and parents will be notified. If there is a second infraction or if the problem continues, a student may be sent home. The absence will be coded as an unexcused absence. The following are guidelines for the school's dress policy for each and every student at Lyle Creek Elementary School:

- No hats (unless it is a school sponsored special event)
- No "do rags" or head wraps
- Shorts and skirts must be modest length (at least to the tip of the longest finger when the arm is extended by the leg)
- All pants must sit at the waist and may not sag below the hips or expose undergarments
- No spaghetti straps (tanks are permitted as long as they have at least 2-3 inches of fabric in the shoulder area)
- No shirts that expose the midriff, back, or cleavage

- No visible body piercings or hair styles that cause a disruption to the learning environment
- No shirts with inappropriate sayings or pictures, profanity, or slogans that promote any illegal substance or a substance that is detrimental to the welfare of children (alcohol, tobacco, vaping, etc.)
- Hoodies can be worn but hoods must remain down, students are not allowed to wear hoods up in school.
- Students should not wear shoes with wheels and tennis shoes are required on PE days

Student Health and Medications

Prescription medicines: School personnel will only administer prescription medication under certain circumstances.

1. The parent must submit an order signed by a physician with specific directions for administering.
2. The parent must submit a bottle with the pharmacist's label designating the patient's name, instructions, name of the drug, and name of the physician.
3. The school administration must keep a record, accessible in the school office, of all children receiving medication.
4. Students may not transport any medication. Parents must bring in and pick up all medications.

Nonprescription medications: The above procedure will also apply to all nonprescription medications administered to students. Teachers cannot give any medicinal products to students without a doctor's written consent.

FEVER FREE: Students returning to school after an illness must be fever free for at least 24 hours without any type of fever reducing medicine.

Transportation Changes

If a change of transportation is required for your child, you must contact the school BEFORE 2:00. All changes must be in writing. You can email our office staff, send a fax, or a handwritten note with your student. To ensure the safety of all children, we will no longer accept telephone calls as a means to change your child's transportation. Thank you for your understanding as our goal is to protect your child's safety at all times. With restrictions on numbers allowed on bus loads we can not guarantee all transportation requests for buses.

Visitors

Visitors are invited and encouraged provided the visit does not cause a disruption to the instructional time of our students. If a student needs help to their room, they will be escorted by staff or safety patrol. Parents will not be allowed to walk students to class. If you would like to conference with your child's teacher or administration, we ask that you make an appointment and we can schedule a meeting.