

LHECMES Parent & Family Handbook

Dear Lincoln Heights Families,

At Lincoln Heights Environmental Connections Magnet Elementary, we are more than a school—we are a community rooted in strong relationships, meaningful learning, and connection to one another and the natural world. Our 2026–2027 theme, “Rooted in Relationships • Growing Toward Excellence,” reflects our belief that students thrive when they feel known, valued, supported, and challenged to grow. Strong partnerships among students, families, staff, and our community create the foundation for both belonging and academic excellence. Throughout the year, students will learn through engaging academics, environmental connections, outdoor experiences, inquiry, and opportunities to develop the skills and habits that help them become thoughtful, responsible members of our school community. This handbook is designed to help families understand the routines, expectations, and opportunities that support a safe, connected, and successful school year. Please keep it as a resource throughout the year. We are grateful for your partnership and look forward to growing together toward excellence.

Warmly,
Kelly Wilson
Principal

Our Mission & Vision

Mission: To nurture the whole child through meaningful environmental connections, strong relationships, and engaging academics.

Vision: Every student will thrive in a learning environment that emphasizes curiosity, compassion, and connection to the natural world.

Environmental Connections Program

Our magnet theme integrates environmental literacy across subjects. Students engage in E-Inquiry projects, outdoor learning labs, and sustainability efforts with community partners, including NCSU, Interfaith Food Shuttle, and the NC Museum of Natural Sciences.

Volunteer & PTA Opportunities

The Parent Teacher Association at Lincoln Heights Elementary will strive to make every child's potential a reality. We give families a powerful voice to speak on behalf of every child, while providing the best tools to help parents support their children's success at school and in life. The PTA sponsors numerous activities throughout the school year, but they are only as successful as the degree of parental and teacher involvement. Information about upcoming events and volunteer opportunities will be in school newsletters and on Facebook. All stakeholders are strongly encouraged to join the LHES PTA. LHES Staff membership will allow all teachers to receive the organization's benefits. Families can volunteer in classrooms, the media center, and our school gardens. PTA membership helps fund events, field trips, and learning materials. All volunteers must complete WCPSS volunteer registration annually. Join the PTA: [Join the LHES PTA](#)

Our 2026-2027 PTA Board

President- LaKendria Williams

Vice President- Lara Quinlivan

Treasurer- Steven Kohne

Secretary- Heather Beesley

Contact our PTA via lincolnheightspta1@gmail.com

Daily Schedule

8:00 AM – Student Arrival Begins

8:30 AM – Instruction Begins (Tardy Bell)

3:00 PM – Dismissal

Arrival & Dismissal Procedures

- **All guests entering our school this year will need to bring a license or state-issued identification to sign in at the office. If you intend on checking your child out early, this will be necessary as well.**
- Use carpool loop. Please have students exit on the school side of the building. All parents should remain in their car during carpool.
- Students are NOT permitted to be on campus EARLIER THAN 8:00AM.
- We would like all students to be in class by 8:30 AM. The morning announcements begin promptly at 8:30AM.
- If you would like to walk your child in on the first day, please be prepared to park on a side street or at the church on Bridge St., then walk up the sidewalk to the main school entrance. Please be mindful of our neighbors. We appreciate our community church for allowing us to use their parking lot throughout the school year.

- Students should report directly to their classroom upon arrival or after breakfast. The instructional day begins immediately at 8:30 a.m. Morning work is an important part of ongoing practice and will include activities such as reading, enrichment, and journal writing. Students who ride a late bus will not be penalized for incomplete morning work.
- Students who arrive after 8:30 am **MUST** have their parent/guardian check them in at the main office front desk. Students are not allowed to enter without a parent/guardian. If they have had an appointment, you can present the note to the office staff so it can be an excused tardiness.
- A child is counted present for the day if they stay until 11:45 am. If they are checked out before that, that day is considered an absence and will require a note upon return. Based on the reason provided, the absence will be coded as excused or unexcused.

Student Check-in/Check-Out

- To comply with NC Attendance Procedures, parents/guardians must report to the office to check in or check out their child when arriving or leaving campus.
- **Only parents/guardians with proper identification can check a student out of school. Lincoln Heights Elementary will not allow students to be checked out of school by other relatives, including siblings, or friends, unless we have prior parental approval/the person is on the Emergency Contact Form, and the person is of age (has an official License/ID to present to the office staff)**
- **If you need to check your child out early, you must do so before 2:15 pm.** After that time, our students transition to afternoon Magnet Expeditions, which makes check-outs particularly challenging. We will ask families to wait until the dismissal bell at 3:00pm. This is to allow for a safe and orderly dismissal and ensure that all staff and students are clear on dismissal procedures and are where they need to be.
- Also, try to schedule all non-emergency doctor and dentist appointments after school hours. If your child must leave school early, write a note to the teacher stating the pickup time and who will pick him/her up.
- The person who will pick up your child must be listed on the Student Locator Card (Form 1728B) and/or the Student Emergency Card that parents complete at the beginning of the school year. The person picking up your child for early dismissal must report to the office (not the classroom) to sign the student out. If there is no court order or separation agreement concerning the child's custody, either parent (or legal guardian) has the same right to see the child at school or to have the child released to him/her. If you have any questions, you may call the school office at (919) 557-2587.

Attendance

- Students who leave school for any reason during the school day are counted absent for the day unless they return and the combined time in school equals half the regular school day: three hours and fifteen minutes. For example, students arriving after 11:45 a.m. or students signed out before 11:45 a.m. who do not return are counted as absent for the entire day. If students must leave campus for a doctor's appointment, please sign them out in the office. Office personnel will call your child from the classroom after you arrive. If students return to school on the same day, you must sign your child back in.
- When your child is absent, please send a written note to school on the day your child returns and include the following information: Your child's name, date(s) of absence, specific cause of absence, and signature. If students are tardy, they must be accompanied by a parent to the office to sign their child in to school.
- Children who are habitually absent, tardy, or regularly checked out of school early will be referred to the school social worker and principal. We also discourage students from taking vacations during the school year. Please follow the WCPSS policy regarding Request for Excused Absence for Educational Reasons.
- Delays and Closings WCPSS procedure for responding to inclement weather is as follows: If the weather prevents school from being held, you should hear or read an announcement from WCPSS (Principal or designated official) and/or news media outlet that states, "WCPSS schools are closed."

Perfect Attendance: To receive Perfect Attendance recognition for the entire school year, a student must have no absences, no tardies, and no early check-outs.

Visitors & Volunteers

- Register or renew your volunteer status yearly: [WCPSS Volunteer Registration](#)
- All visitors and volunteers must sign in and out at the front office. An ID and a telephone number are required to sign into the new WCPSS kiosk.
- Any person volunteering on our campus or chaperoning a school-sponsored field trip MUST be registered with WCPSS and be granted volunteer clearance following a criminal background check.
- Volunteers must also sign in at the office and wear appropriate identification.
- Prior to leaving the office, the receptionist will verify the visitor's / volunteer's purpose on campus.
- If a staff member sees a visitor or volunteer out of the area, the staff member should intervene to help maintain a safe and orderly school environment for the students and staff of Lincoln Heights
- Parents volunteering are not to bring younger or older children/siblings, or family members.

Birthday and Other Individual Student Celebrations.

- Occasionally, parents may wish to acknowledge a birthday or other event at school. While these events are primarily home events, parents may recognize a child's special day in one of the following ways:
- Be a guest reader/visitor in the child's classroom and then donate the book to the classroom library.
- Volunteer in the classroom on that day (Volunteer clearance required.)
- Send a Store-Bought Snack to the class on the child's special day for everyone to enjoy.
- Please do not bring balloons or other decorations, more than one snack per student, goody bags to send home, or gifts to school. Please do not bring full-sized cupcakes, nut products, or sugary drinks. Only store-bought items are allowed. Teachers will not distribute party invitations to/for students. Additionally, teachers will not share contact information with parents with other parents per WCPSS guidelines.

Transportation

- Bus routes are available through WCPSS Transportation.
- Students who do not access Transportation Services for 10 consecutive days will be removed from routes.
- Students who ride a bus are given a bus tag attached to their book bag, and this MUST remain attached throughout the entire year. If your child gets a new bookbag, please let us know so we can prepare another tag, or you can reattach the tag with a new zip tie. WCPSS transportation requires a child to have that tag for admittance on a school bus.
- K-2 parents MUST be at the bus stop to greet students in the afternoons...Remember, drivers will not allow K-2 students off the bus without someone with them. Allow a 10-30-minute period for schedules and routes to even out.
- If your child does not get off the bus, STAY at the stop and call the school-(919)557-2587. The bus will either loop around and return to your stop or take your child back to school.
- Other bus concerns can be reported to (919) 805-3030.
- Parents of students who ride the bus now can receive up-to-the-minute notifications via text and/or email when their child's bus/special transportation is delayed. To receive notification messages, parents will need to ensure they have given permission to receive text and/or email notifications via School Messenger. Bus delays can also be viewed by clicking on the Live Bus Updates link on our website. Parents can still track their child's bus using the Here Comes the Bus app.

Bus Conduct

The following rules have been established by WCPSS in order to ensure the safety of all students who ride buses:

- Keep your hands to yourself!
- Sit in your assigned seat!
- Use a quiet talking voice!
- Remain seated!
- Follow driver's instructions!
- Arrive at the bus stop 10 minutes prior to the stop time!
- Wait at the bus stop in an orderly manner in a safe location!
- Follow loading, crossing rules, and procedures!
- Do not bring inappropriate items on the bus or cab!
- No hitting and no fighting
- Be totally silent at railroad crossings.
- Keep the bus or cab clean.

Disciplinary Measures

Disciplinary actions for students referred to school administrators for unsafe behavior on the bus will follow the school's discipline policy. The first referral from transportation is sent to school administrators after the bus rider has had two opportunities to correct the bus driver's concerns through communication between the bus driver and student. The exception would be any major infraction listed below that poses serious safety concerns. In these cases, the student will be immediately suspended from the bus pending a review by the school administration.

Major Infractions:

- Drugs (including alcohol and smoking devices)
- Fighting (intentionally attempting to hurt another person)
- Weapons or any dangerous instruments
- Threats or bullying (physical or verbal threats)
- Throwing objects in or out of the bus or vehicle
- Sexual harassment
- Profanity in an aggressive tone or action (verbal or physical)
- Exiting the bus through safety exits
- Level II rule violations as mentioned in School Board Policy 4309 Student Behavior

Questions regarding school bus service should be referred to Wake County Public Schools Transportation at 919-805-3030 or [WCPSS Transportation](#).

Carpool

Our carpool system is designed to provide safe, efficient arrival and dismissal for students who arrive daily in private vehicles. Safety is our primary concern, not speed. Please be patient.

- You will be assigned a carpool number to pick up at Meet the Teacher, or it will be sent home on the first day of school in your child's backpack. There is one number per family and two tags per family.
- It is imperative that every family have a carpool number in the event of a weather early dismissal or unexpected check-out.
- Please display the tag throughout the carpool until the child is in the car. If you do not have a carpool number displayed, you may be asked to show identification or asked to park and go to the office to sign your child out.
- All carpool students must be dropped off and picked up at the front carpool loop.
- For safety, NO students are to be dropped off in parking lots. Therefore, drop off the child first in the carpool, then park your car if you are coming into the building for meetings or to volunteer.
- Please be sure your children know how to fasten and unfasten the seatbelt/car seat, so they can enter and exit the car quickly.
- Please have your children gather their belongings prior to getting out of the car. Give all hugs, kisses, and reminders prior to unloading.
- For the safety of the students, ALL STUDENTS MUST EXIT FROM THE PASSENGER SIDE OF THE CAR. This may require you to move car seats.
- DO NOT pass stopped cars in the carpool loop.
- Please DO NOT talk or text on cell phones as you pull into the loading area. This jeopardizes the safety of students, staff, and other parents in the loading zone.
- **Staff and Safety Patrol MAY open vehicle doors to provide additional assistance and/or help expedite the flow of traffic; however, this is NOT an expectation or requirement.** Door-opening is a courtesy extended by attendants when they are able to assist.
- All students should stay in the car and not lean out of windows or sunroofs.
- Please pull up close behind the car in front of your car and follow LHES staff directions.

Morning Procedures

- 8:00a.m. – 8:25a.m. (this ensures that students will not be late for class that begins at 8:30 a.m.)
- DO NOT LET CHILDREN OUT OF THE CAR PRIOR TO THE APPEARANCE OF LHES STAFF. This will be at or after 8:00 a.m. (we use school time, not individual times -wait for the bell)
- The lead car should pull all the way down to the first Color Cone to allow the maximum number of vehicles to unload safely.

- Pull up in line as far as possible. Do not leave large gaps in the line. Do not stop at certain doorways/walkways to the building.
- Do not pull out of line to attempt to exit the line before cars in front of you move forward. This is dangerous as students might unload from both sides of cars unexpectedly.
- Students are to exit from the passenger side of the car only.
- Students dropped off habitually early will be required to be signed in by parents/guardians in the front office after 8:00 a.m.
- Do not drop students off outside if after 8:30 a.m. - you must sign them in.

Afternoon Procedures

- Do not leave cars unattended in the carpool line.
- Your carpool number must be prominently displayed in your front window until you have your child in the car. If someone other than you is picking up your child, they **MUST** have that number.
- As cars arrive at the school, they must go to the **END** of the carpool line. Please do not skip ahead in line. School personnel enter carpool numbers in the order vehicles arrive; if you skip ahead, your number may not be entered in the correct order and you may have to wait for your child.
- Please be a good neighbor and do not stop or block driveways while waiting in the carpool line.
- School personnel will walk down the line of cars to enter your carpool number into the system. Your number will be displayed for the students in the order in which you line up.
- Students are dismissed from their classrooms. Students view their highlighted number on the Computer Screen or Promethean Board and then proceed to the corresponding placement outside. Please stress to your children that it is extremely important that they pay close attention to the screen to identify their number and then come quickly to the carpool line. Cars idling in the loading zone waiting for students delay everyone further back in the line.
- Students must wait on the sidewalk behind the Numbered Cone until their car has made a full stop in the loading zone.
- If the carpool line is moving and your child is not at the loading area when you reach your assigned cone, continue moving forward and pull up to the staff member at the end of the line. A staff member will help reconnect you with your child.
- Do **NOT** stop mid-carpool or allow your child to enter the vehicle simply because you see them. We load ten cars at a time, and stopping out of sequence disrupts the carpool order and can cause other vehicles to stop at the wrong cone. Please continue through the line and follow staff directions so students can be matched safely with the correct vehicle.
- Students are expected to be picked up by 3:30 p.m.
- Students not picked up on time must be signed out in the office, for safety and documentation purposes. Families who are chronically late will be required to use the bus as a mode of transportation or secure an after-school daycare provider.

Transportation Changes

Teachers will document each student's normal mode of transportation (bus/carpool/van rider/walker/biker) at the start of the school year.

- Planned changes to this transportation method must be made in writing to the student's teacher and will be sent to the office for confirmation. We also ask that you call the school office.
- In addition, we recognize that emergencies occasionally arise during the school day that necessitate a change to a student's mode of transportation. In this instance, a change must be made via phone call to the front office (919.557.2587) prior to 2:15p.m. For safety reasons, the sooner we are notified the better.
- **DO NOT RELY ONLY ON MESSAGING THE TEACHER.** LHES cannot authorize any method of WCPSS transportation that has not been assigned or documented by WCPSS for a student. Students will be placed on their normal mode of transportation unless noted by parents. Please do not have students inform teachers of changes as this will not be accepted.

Walkers / Bikers

In accordance with state law, WCPSS does not automatically provide school bus transportation to students attending. The School Board Policy directs the Transportation Department to evaluate whether to provide transportation within 1.5 miles based on walkability and cost factors. Based on these factors, no transport/walk zone boundaries are established. If your student resides in the no-transport/walk zone, the parent or guardian is responsible for providing transportation to and from school. Parents are urged to discuss safety rules and to observe their children walking/riding bicycles to school. Children should wear safety helmets when riding their bicycles and scooters as required by law.

Parents/Guardians must sign a Walker/Biker Permission Form yearly.

- Students approved as walkers/bikers are expected to walk or bike to and from school. Students may not be driven to school and dropped off at an alternate location in order to enter campus as a walker, and families may not use alternate locations for afternoon walker pick-up. In extenuating circumstances when an approved walker/biker must be driven to or picked up from school by vehicle, the family must use the school carpool line. Parking on Washington Street and walking students onto campus in the morning, or parking there to meet or pick up students during afternoon dismissal, is not permitted. The Fuquay-Varina Police Department (FVPD) has made the school aware that Washington Street is a no-parking zone.
- Parents/Guardians must accompany their child(ren) to and from school. If you wish to have your child released and unaccompanied by an adult, you must request and approve this method in writing.
- Arrival: 8:00 a.m. – 8:25 a.m. (this ensures that students will not be late for class that begins at 8:30a.m.); All walkers/bikers will enter the main campus and continue along the sidewalks to the

main entrance of the school. (Pre-school walkers/bikers will use the bus loop entrance in the a.m./p.m.)

- Departure: At 3:00 p.m., all walkers/bikers will be dismissed. Parent/Guardian pick up will occur at the flagpole. Students will be released only after a staff member verifies the matching parent/guardian walker tag. If a different responsible adult will pick up the student, the family must notify the office in advance, and that adult must present the parent/guardian walker tag before the student will be released.
- All approved walkers/bikers will receive two matching numbered tags: one tag for the student and one tag for the parent/guardian. The parent/guardian tag must be shown at dismissal before the student will be released to a responsible adult.
- Parents/Guardians who live outside the “walk zone” must apply for and receive approval for walker/biker dismissal. Once approved, the student and family will follow the same two-tag identification and release procedure described above.
- A walker/biker never gets into a parked car on campus.
- An alternate dismissal plan may be implemented during inclement weather.
- Lock all bikes and or scooters on the racks to deter crime.
- Any inappropriate conduct by a parent or guardian during walker dismissal may result in the loss of privilege.
- Please walk bikes through the carpool loop for the safety of all students, staff, and visitors.

Van/Bus Riders for Daycares and Camps

Families that have registered with outside care providers will have access to ride their method of transportation before and after school. These providers will use the bus loop to drop off and pick up students. Providers may drop off between 8:00 a.m. – 8:25 a.m. (This ensures that students will not be late for class that begins at 8:30 a.m.) At the conclusion of the school day, students will remain in their classrooms until their van/bus has been noted as arrived on the TV screen. Students will proceed to the bus loop to board their vehicle to leave with their provider. Pick up is between 3:00 PM – 3:30 PM. In the event of an early dismissal, it is the responsibility of the parent to arrange pick up of their child.

Breakfast & Lunch

- Reduced-price breakfast (for eligible students): \$.30
- Full-price breakfast: \$2.00
- Reduced-price lunch: (for eligible students) \$.40
- Full-price lunch: \$3.75

To pre-load money on your child's lunch account access: MySchool Bucks. Go to [MySchoolBucks](#). Family guests are welcome to join students for lunch at their assigned lunchtime after the first month.

of school (with the exception of Grandparents and Special Friends Lunch). Monthly breakfast and lunch menus are shared on our school site and at this link:

[View school breakfast and lunch menus](#)

*Unfortunately, our school will no longer be offering free breakfast to all students through the Universal Breakfast Program. This change is due to statewide updates in program eligibility and funding.

Applying for Free and Reduced Priced Meals

Apply here: [Apply for school meal benefits](#)

Every child deserves access to healthy meals at school. If your family qualifies, your student can receive breakfast and lunch at a discounted rate or even for free. Families must reapply every year. Your application matters! Even if your child does not eat school meals every day, applying for meal benefits may help your family and our school. When more families apply and qualify our school may receive more funding for books, teachers, and academic programs.

- Paper applications will always be available in our school, and at the District Office, or you can call 919-588-3535 or 919-856-2920 to have one mailed to you.
- Students can receive school meal benefits regardless of the immigration status of household members, and information provided by the household will not be used for immigration-related purposes.

2026-2027 Free/Reduced Meal Benefits Expiration Date

Meal benefits from last school year will continue for the first thirty school days of the new year, based on your child's school calendar. To keep receiving free or reduced-price meals, families must submit a new application each school year.

Student Behavior Expectations

At Lincoln Heights, our schoolwide behavior framework is the Bridge Street Basics. Building on the foundation G.R.O.W. gave us, the Bridge Street Basics provide students with clear, consistent expectations for how we learn, interact, solve problems, and care for our school community. We believe that expectations should never be assumed. They are explicitly taught, modeled, practiced, reinforced, and revisited throughout the school year so every student understands what each expectation means, what it looks like, and how to demonstrate it across settings.

Staff members use common language and consistent routines to help students build

responsibility, respect, safety, self-management, and readiness to learn. Positive choices are noticed, encouraged, and celebrated. When students need redirection, staff will respond with teaching, reflection, problem-solving, and appropriate consequences based on the individual situation. Our goal is not simply compliance, but helping students develop the habits and skills they need to be successful members of our school community.

Every child deserves to learn in an environment that is welcoming, safe, orderly, and focused on learning. Students are expected to follow the directions of staff members and to avoid behavior that interferes with the learning or safety of others. When a student receives a major behavior referral, families will typically be contacted, and consequences or supports will be determined based on the circumstances. If concerns continue, families may be invited to meet with the school team to develop a plan for additional support.

We believe strong home-school partnerships are essential. Families are encouraged to review and reinforce the Bridge Street Basics with their children and to communicate with the school when concerns arise. All students are also responsible for complying with the WCPSS Code of Student Conduct and Board policies governing student behavior and conduct. If there is a conflict between expectations described in this handbook and the WCPSS Code of Student Conduct, the WCPSS Code of Student Conduct takes precedence.

Monday Folders

Teachers will send home samples of your child's work, school correspondence from the school office, and PTA correspondence each Monday in a communication folder. Please review your child's work, remove the contents of the folder, sign the space in the folder, and return with your child on Tuesday. If your child loses his/her folder, a new one can be obtained from the school office.

Locator Information

At the beginning of the year, your child's teacher will send a "locator information" form to be completed and returned as soon as possible. The information on the form is important and will be filed in the school office. Please complete the form as soon as possible, giving the name and phone numbers of relatives, neighbors, or friends who can be contacted, in case of an emergency, when you cannot be reached. If these arrangements change during the year, please notify the office and the teacher. Please let these individuals know that they are required to show a picture ID.

Change of Address or Phone Number

Parents must inform the school office in writing of any change in address or phone numbers so that we have accurate, up-to-date information for all students. For your address to be changed on the

WCPSS Infinite Campus, please also provide the school office with a copy of your current utility bill showing your new information. All parents must give them a phone number (home, work, mobile, etc.) where they can be reached during the school day in the event of an emergency.

Environmental Learning Experiences

Students participate in outdoor learning, Environmental Focus Days, and project-based units tied to real-world environmental issues. We use our trails, gardens, and habitats for authentic learning across subjects.

Field Trips

Current educational philosophy recognizes the desirability of using the total community environment as a learning laboratory. To this end, teachers may schedule field trips for their classes. These trips enable students to see people at work and serve to broaden the students' total educational experience. The field trip's cost will include transportation costs, and any other fees associated with the trip. Every effort will be made to ensure both the suitability of any trip away from school and the reasonableness of any cost involved in the trip. For this reason, all field trips must have the approval of the principal. Before a student can go on a field trip, a Wake County permission sheet signed by the parent must be on file in the office. Verbal permissions and handwritten notes are not accepted. All volunteers on field trips must be approved volunteers to be a chaperone. There are two kinds of field trips: (1) an off-campus field trip is defined as any planned activity that necessitates the student leaving the school grounds during the instructional day (2) and on-campus field trip is defined as any planned activity by an outside organization during the instructional day. Trips are an extension of learning and students are required to travel with their class to the destination. However, if students do not have permission to go on a trip, those students will be placed in another classroom for their instruction.

Health & Wellness Guidelines

When students become sick or hurt during the school day, parents will be called. Please keep your child's teacher and the school office informed of any changes with your address, phone numbers (work and home), and emergency contacts.

Children must be fever-free for 24 hours, without medication, before returning to school to reduce the chance of a relapse and/or transmission of illness. Please also keep your child home if he/she has vomited within a 12-hour period. Sick children should not be at school. Please notify the school when your child has a contagious illness such as COVID-19 or has been exposed to such an illness.

Students will be sent home if they have the following symptoms:

- Temperature of 100.4 or higher (A child should remain at home for 24 hours after the temperature has returned to normal without medication.).
- Nausea, vomiting;
- Severe headache.
- Diarrhea.
- Red, watery eyes with yellowish discharge.
- Undiagnosed rash; and/or head lice. (Students will need to be checked upon returning to school to control outbreaks in the school.)

If your child has a special health problem or a condition that the school should be aware of, it is the parent's responsibility to provide written documentation of this condition. If any other health conditions occur during the school year, parents should still contact the school to notify them of any health changes. This includes broken bones, concussions, food allergies, and/ or chronic health conditions. The school nurse will work with the family and staff members to be sure your child's medical needs are met. Teachers and other school personnel are prohibited from giving prescribed and over-the-counter medications, such as cough drops, cough syrup, acetaminophen, etc. to students without the completion of the appropriate medical forms. Medical forms (Form 1702) are available in the school office, on the school website, and in most pediatricians' offices. The medicine (in its original container) and completed form must be taken to the office by an adult for administration by office staff.

School Insurance / Student Accident Coverage

WCPSS automatically provides student accident coverage for all PreK-12 students while they are at school or participating in school-sponsored activities. This school-provided coverage is secondary to other insurance and is subject to benefit maximums; expenses above those limits are the responsibility of the parent/guardian. If a student has no commercial health insurance, Medicare, or Medicaid, the Student Accident Insurance becomes the primary policy. Catastrophic athletic coverage begins after eligible expenses exceed \$25,000.

Families may also purchase voluntary student accident insurance at any time during the school year. This optional coverage provides 24-hour, 7-day-per-week protection for one year, including accidents outside of school or during non-school activities, and may help offset costs that exceed the school-provided benefit maximums. Voluntary student accident insurance is primary accident coverage, meaning it can pay even if a student has other medical insurance. The cost is the same regardless of when coverage is purchased during the school year. Families are still encouraged to maintain comprehensive primary health coverage for their child.

To learn more or purchase voluntary coverage, visit [HSR K-12 Student Insurance](#).

Kindergarten Health Assessment

The 1993 General Assembly session amended the law to ensure that all students entering Kindergarten have a Kindergarten Health Assessment. Assessments must occur between the first of January prior to school entry and the date of school entry. Students will have thirty calendar days from entry to school to have the Health Assessment completed. Kindergarten teachers should check students' folders immediately and inform the school nurse of students who are missing Health Assessments. If the form is not returned, the student is not allowed to attend until the form is provided.

Dosage and Age Requirements

State Law regarding immunizations has been amended and affects children enrolling in school for the first time (K-1) after July 1, 1994. North Carolina Law requires that each child be immunized with:

- Diphtheria–Tetanus–Pertussis: 5 shots of DTP vaccine (diphtheria, tetanus, and whooping coughs); if the fourth dose is after the fourth birthday, a fifth dose is not required.
- Polio (OPV): 4 doses of oral polio vaccine; if third dose is after the fourth birthday, a fourth dose is not required.
- Measles: 2 doses received at least 30 days apart: one dose on or after the first birthday and a second dose before enrolling in school (K-1) for the first time. (Commonly given as MMR).
- Mumps: 2 doses received at least 30 days apart; one on or after the first birthday. (Commonly MMR).
- Rubella: 1 dose given on or after the first birthday. (Commonly given as MMR).
- Haemophilus Influenza type B (Hib): 1 dose at or before 15 months or the complete series. Hib is not given, if the child is 5 years or older.
- Hepatitis B (HBV): 3 doses (children born on or after July 1, 1994).
- Varicella: 2 doses for children born on or after April 1, 2001, without documented history of the disease.
- Pneumococcal conjugate: 4 doses. 3 doses by age seven months and a booster dose at 12 through 15 months of age.

Recess (Physical Education)

The State of North Carolina requires that all students have directed and structured physical education each day. The policy requires 150 minutes per week including Physical Education class. Weather permitting, students should be taken outside for at least fifteen minutes daily. A balance of structured games, skills, fitness, and some free time is appropriate. Our recess period is 25 minutes.

Weather Conditions - Recess & Outdoor Activities

Outdoor play and learning are important parts of the Lincoln Heights experience. Whenever possible, students will go outside for recess and other outdoor activities. Staff will monitor weather conditions and adjust the length or type of outdoor activity when temperatures create increased health or safety concerns.

- **80°F-89°F:** Outdoor activity may continue with appropriate precautions and limitations. Staff will monitor students closely, provide opportunities for water and rest, and adjust activity as needed.
- **40°F-79°F:** Outdoor activity may continue as normally scheduled when conditions are otherwise safe.
- **21°F-39°F:** Outdoor activity may continue with limitations. Time outside may be reduced, and students should be dressed appropriately for colder temperatures.
- **90°F or above:** Outdoor activity is not recommended and may be moved indoors or significantly modified.
- **20°F or below:** Outdoor activity is not recommended and will generally be moved indoors.

When weather conditions require additional precautions, outdoor activity may be reduced by approximately 50%. Staff will closely observe students for signs of heat or cold stress and provide appropriate breaks.

Families are encouraged to send students to school dressed for the weather and with a refillable water bottle, particularly during warmer months. Because outdoor learning is an important part of our Environmental Connections program, students should come prepared to spend time outside throughout the school year.

Air quality, precipitation, wind chill, heat index, severe weather alerts, and other safety conditions may also affect whether students participate in outdoor activities. School staff will use current WCPSS safety guidance when making these decisions.

Personal Technology & Telephone Use

Telephones are available in the main office for students' use as needed. Students will be called from class only in emergency situations; otherwise, messages will be given to the student's teacher. WCPSS Policy 4318 establishes the following expectations for personal wireless communication devices:

During the School Day

- Elementary students may bring personal devices to school, including cell phones and smartwatches, but devices must be turned off and put away between the morning and afternoon bells.
- "Put away" means the device is out of sight and not easily accessible, such as stored in a backpack.
- Exceptions may be permitted for documented health, communication, emergency, safety, translation, or assistive-technology needs as allowed by WCPSS policy and school administration.

On School Buses

- Students may use personal devices on school buses. Volume must remain low, and headphones or earbuds should be used so the device does not disrupt others.
- Bus drivers may limit or prohibit device use when it creates a distraction or safety concern.

If a Device Is Used When It Should Not Be

- A student will first receive a verbal warning and be directed to put the device away.
- If the behavior continues, the device may be temporarily confiscated in accordance with school procedures.
- Parents/guardians will be contacted if inappropriate device use becomes a pattern.

Important Notes

- Students are responsible for the security and care of personal devices they bring to school.
- WCPSS and the school are not responsible for personal devices that are lost, stolen, or damaged.
- A student's personal device may be searched when there is reasonable suspicion that a school rule or policy has been violated.
- Students do not need permission to use a personal device to call 911 in an emergency.

Pledge of Allegiance

At LHES students will recite the Pledge of Allegiance daily. Students may be excused from reciting the Pledge due to religious or personal reasons. Those students may sit or stand quietly when the class recites the Pledge.

At-Home Learning & Homework

At Lincoln Heights, we believe learning extends beyond the classroom, but we also recognize that elementary-aged children need time after school to read, play, explore, participate in activities, spend time with family, and rest. Research shows that traditional homework has a much smaller academic benefit for elementary students than for older students. For this reason, our focus is on meaningful at-home learning rather than routine nightly assignments.

Our approach to at-home learning is designed to:

- Encourage a love of reading and learning.
- Reinforce classroom learning only when practice is purposeful and developmentally appropriate.
- Protect time for family relationships, play, creativity, outdoor experiences, extracurricular activities, and adequate rest.
- Avoid creating unnecessary stress for students or families.
- Recognize that children have different levels of access to time, technology, materials, quiet workspaces, and adult assistance at home.

Reading at Home

Reading is the primary at-home learning activity we encourage. Families are invited to build reading into their regular routines in ways that work for their child and household. This may include a child reading independently, reading with an adult or sibling, listening to an audiobook, or being read to. Our goal is to develop strong readers and a lifelong enjoyment of books—not to create stress around a nightly timer or reading log.

When Work May Come Home

Teachers may occasionally send home preparation for an upcoming learning experience, or a larger project that benefits from additional time. Any work sent home should be purposeful, directly connected to classroom learning, and reasonable for an elementary-aged student to complete with minimal adult assistance.

Grade-level teams will coordinate expectations to promote consistency, prevent overlapping assignments, and remain mindful of schoolwide events, family commitments, and students' individual needs.

Learning Beyond a Worksheet

We value the many ways children learn outside of school. Cooking with a family member, playing outside, visiting the library, exploring nature, creating art, helping with household responsibilities, building or designing something, participating in sports or clubs, and having meaningful conversations all support a child's development.

Families who would like additional enrichment or practice are encouraged to contact their child's teacher for optional resources connected to current learning.

Our goal is not to extend the school day into the evening. Our goal is to help children become curious, capable, independent learners while maintaining a healthy balance among school, family, relationships, exploration, and rest.

WCPSS Code of Student Conduct (Policy 4309)

Students are expected to be familiar with all rules of behavior in the Code of Student Conduct. Students are to help promote a safe and orderly school environment. Students are encouraged to report to school authorities any serious violation of the Code of Student Conduct. Violations of Board policies, the code of Student conduct, regulations issued by individual schools or North Carolina General Statutes may result in some level of disciplinary action. Teachers and principals are encouraged to use various disciplinary consequences to achieve a positive change in student behavior. The Student Code of Conduct rules are leveled, indicating the severity of the violation and the type of consequence.

Level I - Possible Short -Term Suspension Only

Level I rule violations should generally result in in-school interventions in lieu of out-of-school suspensions. In cases where a student refuses to participate in the in-school interventions or engages

in persistent violations of a level I rule, or where there are other aggravating circumstances, the principal may impose a short-term suspension that shall not exceed two school days. Level I rule violations shall not result in a long-term suspension. Examples of Level I violations are Disrespect/non-compliance, inappropriate language, electronic devices, trespassing, tobacco, gambling, and misconduct on a school bus.

Level II - Short-Term Suspension/ Possible Long-Term with Aggravating Factors Level II rule violations involve more serious misconduct that may warrant a short-term suspension that shall not exceed five school days. Principals may recommend a long-term suspension based upon aggravating factors regarding the severity of the violation and/or safety concerns which may warrant the recommendations of long-term suspension. Any long-term suspension recommendation based on aggravating factors shall be approved by the impartial hearing panel pursuant to Policy 6500D. Examples of Level II violations are: Integrity, inappropriate literature or illustrations, violation of computer access, class/activity disturbance, school disturbance, school transportation disturbance, disruptive protest, false fire alarm, fire setting, property damage, theft, extortion, indecent behavior/sexual behavior, harassment/bullying, threat, false fire alarm, physical aggression, fighting, gang and gang related activity, weapons and dangerous instruments, failure to report a firearm, hazing, and aiding and abetting.

Level III - Long-Term Suspension/ Possible Short-Term with Mitigating Factors

Level III rule violations are more severe in nature and support long-term suspension. The principal may recommend a short-term suspension (10 days or less) based on mitigating factors. Any reduction to short-term suspension based on mitigating factors shall be approved by a panel of the Discipline Review Committee appointed by the Superintendent. Examples of Level III violations are Possession, use, intent to distribute narcotics, alcoholic beverages, controlled substances, chemicals, and drug paraphernalia, assault, bomb threat, or acts of terror.

Level IV - Suspensions Required under State Law

Level IV rule violations compromise the safety and welfare of students and staff and require a suspension under NC General Statutes. Examples of Level IV violations are Firearm/Destructive device.

Level V - Expulsion

Level V allows for expulsion of a student, as provided by state statute, for a violation of the Code of Conduct, if the student is fourteen years of age or older and the student's behavior indicates that his/her continued presence constitutes a clear threat to the safety of the students, employees, and the Board determines that there is no other appropriate educational program. Additionally, any student who is a registered sex offender under NC statute 14-208 may be expelled.