Lincoln Elementary School
2026-2027

Student/Family Handbook



Lincoln-LEADing the Way!

Lincoln Elementary School
1664 Lincoln Road NE
Leland, NC 28451
Phone: (910)-371-3597 Fax: (910)-294-4076
Instructional Day: 8:35am-3:35pm

Principal: Mr. Evan Roush
Assistant Principal: Mrs. Jenalene Cornely
Assistant Principal: Mrs. Wendy Daniels

Our Vision, Mission, and Values

Vision: To Build a Community of Leaders.

Mission: Lincoln Elementary empowers and expects all students to be productive leaders that are academically, socially, and personally successful.

Values: Leadership, Engagement, Attitude, and Discipline of Self (L.E.A.D.)

Beliefs: Each student is a unique individual that will grow academically, socially, and personally. Each student's growth is personal to his/her needs.

2026–2027 Theme: LEADing the Way / Level Up

Our vision and mission were reapproved on June 8, 2026.

Daily Operations and Information

Arrival at School

Students who are car riders should not arrive at school before 8:05 AM. Although some staff members may be in the building earlier, there is no supervision available for students before that time. Supervision will be provided in the gymnasium from 8:05 to 8:20 AM. At 8:20 AM, students will report to their classrooms, and breakfast will be served at that time. The tardy bell rings at 8:35 AM, so students should be in their classrooms by then.

Assignments
Students are expected to complete all assignments on time. When students are absent, they are expected to make up all assignments missed, at the teacher's discretion. Students who are absent from school, arrive late, or depart early are expected to make up for all missed work, regardless of the circumstances surrounding the absence.

Award Ceremonies (Policy 3440)
Students' achievements, accomplishments, improvements and successes will be celebrated at the end of each grading period. Awards issued during each quarter will be sent home with report cards.

- A/B Honor Roll – Students whose grades are all A's and B's and are marked S in all other areas.
- A Honor Roll – Students whose grades are all A's and are marked S in all other areas.
- Citizenship – This award is given to students who exemplify what it means to be a good citizen in the school environment.
- Specials Awards (individual and class) – These awards are given by specials teacher for students and classes that demonstrate continuous positive behavior throughout the 9-weeks.

- ❖ Attendance Awards – Students will receive awards for various attendance accomplishments. Perfect attendance is no tardies, no absences, and no early check-outs.
- Student of the Month – Students are recognized for showing L.E.A.D. behaviors and are celebrated at a Student of the Month Breakfast.
- ❖ Other Awards will be given at the teacher/staff discretion.

Book Fair

Lincoln Elementary will sponsor a Fall & Spring Book Fair. Parents will be able to view books online and purchase for shipping directly to your home. New books are sold during these weeks. The books are reasonably priced and of great interest to students. We encourage you to promote the fun of reading for your children. All proceeds are used to purchase new books and library materials. More information will be forthcoming as the dates for these events approach. Dates are on the calendar for your convenience.

Cafeteria Information

Beginning at 8:20 AM, students in grades 1–5 will pick up their breakfast from the cafeteria and take it to their classrooms to eat. Kindergarten students will have their breakfast delivered directly to their classrooms. This allows instructional time to begin promptly at 8:35 AM. All students will continue to have their regular 30-minute lunch in the cafeteria.

Car Riders Procedures

Morning Drop-Off:

If you are dropping your child off in the morning, please stay in your vehicle and drop them off at the designated area in front of the gymnasium. Staff members will be present to help guide students and ensure everyone arrives safely. For a smooth and safe process, your child should enter and exit the car from the right-hand (passenger) side.

Afternoon Pick-Up:

Dismissal begins at 3:40 PM. Car riders will wait in a designated area until they are called for pick-up. Please stay in your car and follow the traffic circle line. To help things move safely and efficiently, make sure your child gets in and out of the car on the right-hand (passenger) side. Staff members will be on duty to supervise and assist with dismissal.

Changing Transportation:

If your child usually rides the bus but needs to be a car rider on a particular day, you must send a written note, email (leshelpdesk@bcswan.net), or fax. All transportation changes must be made before 12:00 PM to take effect that same day. Phone calls and voicemails cannot be used to make transportation changes.

Change in Address or Phone Number
All updates to contact information, including address, phone number, or emergency contacts, must be made through the Infinite Campus Parent Portal. ***It is important that we have up-to-date contact information in case of an emergency.***

If you are changing your home address, you must upload proof of residency (such as a utility bill or lease agreement) through the portal. Address changes may also affect your child's bus transportation and cannot be processed without proper documentation.

Please make sure to keep your contact information current in Infinite Campus so we can reach you when needed.

Check-In/Check-Out (Policy 4210)
It is important that students arrive on time. However, when students arrive after 8:35 a.m., a parent **must bring the child to the office** to sign-in and obtain a "tardy" slip for class admission. No student is admitted to class after 8:35 without a tardy slip. Parents cannot escort tardy students to class. This ensures instructional time is uninterrupted. If you know in advance that you will be checking your child out early, please send a note to your child's teacher. All transportation changes must be in writing (notes, email, fax). Students leaving before normal dismissal at 3:40 p.m. must be checked out through the office. Your child will be called to the office once you arrive to check him/her out, not before. **Please bring a photo ID to check out your child.**

Parents must sign students out using the Ident-A-Kid software in the office before leaving. **Photo ID must be provided and scanned by front office staff to check out a student. There are no exceptions to this procedure. Students will only be released to those listed on the student's information sheet.** Please remember your child's safety is our first priority. You may be a parent who is frequently at Lincoln, but remember, the person in line behind you may not be familiar to us and if we pass you through, they will expect to pass through as well. Parents are not encouraged to check students out early due to the interruptions it causes during the instructional day. **There are NO Early Check-outs after 3:00.** ***Please try to schedule appointments and other necessary absences during breaks from school or after school hours if possible.***

CHECKredi
We gladly accept checks. However, in the event your check is returned, your account will be debited electronically for the face amount and fees allowed by the State of North Carolina.

Classroom Interruptions (Policy 3300)
Classroom activities provide support of the instructional program and should maximize the learning experiences for students. Announcements, conferences, and appointments shall be scheduled and conducted so that instructional activities are not interrupted.

Court/DSS Paperwork
All court/DSS paperwork should be given to the school as soon as possible or legal changes cannot be enforced.

D.A.R.E.
All fifth grade students participate in the D.A.R.E. (Drug Awareness Resistance Education) program. Students are provided instruction to help them recognize and better understand the dangers of drugs and alcohol so they will make good choices in life. The program is implemented through the partnership of the Brunswick County Schools and the Brunswick County Sheriff's Department.

Expectations
Students are expected to come to school on time, stay all day, complete all assignments, and do their best each day. It is expected by teachers and the administration that students will strive for and expect academic success. If a student is lacking reading or math skills, the elementary level is where intervention must take place. Parents are encouraged to utilize all resources to help their child succeed. With the support of parents and stakeholders our goals can be achieved.

Field Day
Each year, the Specials Team coordinates a group of outdoor activities for the students in all grade levels. It is our way of welcoming spring with a day of healthy fun.

Field Trips (Policy 3320)
Grade levels may participate in field trips as an extension of the classroom. Signed permission slips are required for any student to participate in a field trip. Students without a signed permission slip will remain in another classroom with relevant assignments for the duration of the trip. During the trip, students are a reflection of Lincoln Elementary School and are expected to abide by all school rules and directions from teachers/staff.

All participating students must travel to and from the school on approved school-provided transportation (i.e., activity bus, chartered bus, etc.). Supervising teachers may release individual participating students to their own parent, step-parent or legal (court-appointed) guardian ONLY for transportation either to or from the trip destination. Under no circumstances may a supervising teacher release a student to ride to or from a trip destination with anyone other than the student's own parent, step-parent, or legal guardian. This restriction applies to non-custodial parents under court-ordered restriction of access, as well as grandparents, other relatives, siblings, and parents of other students.

Fire and Safety Drills
Fire drills are conducted once a month. All students, staff, and parents must leave the building when the fire alarm bell rings. ***Pulling the fire alarm bell for a false alarm is illegal and may result in referral to authorities and suspension.*** Lincoln also conducts Tornado, Earthquake, Shelter in Place, Lockdown, Bus Evacuation, and Reunification drills. Teachers will discuss with students procedures for all drills. Parents may not enter the building during any drills or emergencies. If needed, a communication plan will be sent via the call system, social media, and media outlets as soon as it is safe to do so.

Homework (Policy 3135)
Strong parental involvement is needed to make sure homework is completed. Students work better when they know their parents are interested in what they are doing. Parents can provide a helpful home atmosphere that encourages their child to do their best. The amount and type of homework required varies according to the grade level of the student. Teachers are always available to answer questions about homework.

Library Books
Children are responsible for all books they bring home. Please keep them in the condition they were borrowed. When a student damages or loses a book, a fee will be charged and another book issued.

Lost and Found
A "Lost and Found" rack is located next to the cafeteria. Valuables such as watches, rings and money are often turned into the office. At the end of every school year, lost and found items will be donated to charity. In an effort to reduce the number of lost items, **please label your child's book bag, lunch box, jackets, sweaters, etc., so all items may be returned to the rightful owner.**

Office
The school office is located at the front of the building's main entrance. All visitors must report to the office, show a photo ID, and display a visitor's sticker before going to any location in the school. Our secretary will be glad to assist you with the check in process. **Please refrain from using cell phones in the front office as it is a distraction to the check in/out procedure**. The office will take phone calls from 8am-4:30 pm. Please leave a message if calling outside of these hours.

Outside Food Form
Parents may choose to grant or deny permission for their child to partake of goodies/treats during instructional activities, classroom celebrations, whole school events, and other activities throughout the school year. Your child's teacher will send the form home at the beginning of the school year for your signature.

Parent Resource Center
The Parent Volunteer Facilitator will assist with parenting questions and concerns, register you for our volunteer program, provide workshops and help you locate resources to meet your child's academic needs. The Parent Volunteer Facilitator, Mrs. Michele Herrmann can be contacted by calling the school at 910-371-3597.

Parent Support Opportunities
- **Card Links** - Parents, please link your Harris Teeter VIC card, Food Lion MVP, Lowes Foods, and Target card to Lincoln Elementary.

Parking
Our school has a limited number of parking spaces for staff and visitors. Please limit parking to designated areas and first attempt the visitor space and **only cross the flow of traffic at crosswalks** in front of the main building. ***The Bus Parking lot is for Buses Only.*** Parking on the street is very dangerous. Please follow staff directions and use the parking lot so students are safe. Do not park in the handicapped parking spaces unless you are displaying the appropriate decal.

Parent Advisory Council/School Improvement Team
PAC and SIT are two ways you can become more involved with the school. At monthly meetings, presentations, review of goals, and review of budgets are given. If you are interested in becoming a member, contact the principal. Lincoln's Community Engagement Committee also plans family curriculum nights and other opportunities for families to partner with the school throughout the year.

Parents' Guide to Student Achievement (PGSA): Brunswick County Schools
Based on Parents' Bill of Rights - SB 49; Session Law 2023-106
https://shorturl.at/GQMeX - This is the link to a helpful tool in supporting your student's growth and achievement while enrolled in Brunswick County Schools. If printed copies of any part of the plan are needed, please contact Central Services, at 910-406-5100. This information can also be found on the BCS website and Lincoln's website. Additionally, you can use this QR code to access this document.

SCAN ME

Parents' Bill of Rights

In compliance with the North Carolina Parents' Bill of Rights (Session Law 2023-106), we are pleased to provide you with the following resources. These guides are intended to inform you of your rights and empower you to be an active partner in your child's education and well-being.

We encourage all parents and students to review these guides, which are also available on our school's website.

- **Parents' Guide to Student Achievement:**
    - Discover your rights related to your child's curriculum, academic progress, and how you can participate in their educational journey.
- **Parents' Guide to Student Physical and Mental Health:**
    - Learn about your rights and our procedures regarding your child's physical and mental health at school, including consent for services and notifications.

Our school is committed to fostering a strong and transparent relationship with our families. We look forward to partnering with you to ensure every student's success.

Partners in Education

Support, cooperation, and teamwork must be addressed if parents and teachers are to help children be their best. Parents support their children and their teachers when they show an interest in their children's schoolwork, provide time and a place for homework, and provide a positive home environment that builds self-esteem. Your efforts and partnership are greatly valued. Students are more likely to experience greater success when educators, parents, and the community are united and work together. Together, we can make a difference in your child's life and education.

Pictures

School pictures are taken twice a year, fall and spring. Class pictures will also be available for purchase during the spring. Check the calendar yearly for dates.

PTO (Policy 5010)

Lincoln Elementary School's Parent Teacher Organization will be affiliated with North Carolina and national organizations. The organization provides opportunities for parents to participate in training activities and to provide support to the school through volunteer and fundraising projects. All parents are invited to join by paying a small membership fee. General PTO meetings are held throughout the year.

Reading Daily

The single most important thing that a parent or important adult in a student's life can do to help a child achieve school success is encourage daily reading. Research has shown that students who read at least 15 minutes a day at home achieve at higher levels than those who do not. It doesn't matter so much what is read (age appropriate books, magazines, articles, etc.) as long as students practice daily! It is important that parents show an interest in their children's reading by listening as they read aloud, reading books to them and with them, and discussing the reading afterwards. Students in Pre-K through grade 5 enjoy hearing someone read to them or partner read with them. "The more you read, the more you know. The more you know, the more places you can go." -Dr. Seuss

Recess

Recess is daily and is structured for 25 minutes with the opportunity for students to earn free play. Students will not have outdoor play when temperatures are 30°F or colder. When temperatures reach 100°F or higher, outdoor time will be limited and students will be encouraged to stay hydrated. Food is not permitted on the playground.

Report Cards
Report cards will be sent home at the end of each grading period. Midterm progress reports will also be sent home. Parents may schedule conferences with teachers to discuss their child's progress at any time. To schedule contact your child's teacher through Class Dojo. Teachers update grades in Infinite Campus weekly, so families can check progress at any time through the Parent Portal.

School Insurance
School insurance is available to all students. A packet will be sent home at the beginning of the school year. Purchase of this accident insurance is optional; however, it does provide cost effective protection. We highly recommend this insurance for added coverage for accidents during and/or after school.

Smoke Free Campus (Policy 5026/7250)
The possession, use, and/or distribution of tobacco products and electronic smoking devices by adults or students are prohibited. This regulation also applies to vehicles on the school campus.

Solicitation (Policy 5220/7331)
The selling of items by students on campus or on the school bus is not permitted. The collection of monies by or from students for parties or gifts for others is not permitted. Participation in approved school fundraisers is always voluntary, and students are never singled out or penalized based on sales.

Tardiness
It is important that your child attends school ***on time each day.*** Punctuality is a responsibility that should be instilled in the student by parents and guardians. The school instructional day begins at 8:35. Students who are tardy cause disruptions to instruction. ***School begins at 8:35 a.m. and ends at 3:35 p.m. Students are tardy after 8:35 a.m. Early checkouts also count as tardies due to the loss of instructional time. Please make an effort to schedule appointments and other necessary absences during school breaks or teacher workdays.***

Toys/Electronics
Students should not bring toys or electronics to school. This includes but is not limited to: iPads, cell phones, squishies, stuffed animals, dolls, car/truck, toys, valuables, radios, video games, electronic devices and excess money. (Lower grade students may have show and tell times when the students are allowed to bring a favorite item with teacher permission.) If a student brings these items to school, teachers are expected to take them and turn the items in to an administrator. A parent or guardian should schedule a conference to pick up the item(s). **Teachers and administrators are not responsible for lost or stolen items; including electronic devices.** All items not picked up by a parent/guardian will be discarded at the end of the school year.

Transfer Requests
Brunswick County Schools' policy 4150 allows reassignment of students under the following circumstances if space is available in the school requested:

1. If a student requires special services, programs, courses not available at his/her assigned school.
2. Parents have changed residence within Brunswick County. This request is for the student to remain at the school where he/she is currently assigned ***for the remainder of the school year.***
3. Extreme and/or unusual circumstances, including hardship situations which may affect the student's physical, emotional, social, or mental welfare. *A written description of the reason should be provided. This statement must include any supporting documentation to explain the hardship.*
4. Parent is a Brunswick County Schools employee and prefers the student to attend the school where he/she works.

Please note:

Due to the continued rapid growth of Brunswick County, BCS is unable to accommodate requests submitted on the basis of child care, transportation, or parent convenience.

A transfer is a privilege. Parents are expected to maintain a positive working relationship with the school. Principals may rescind the out-of-county approval of any student who does not maintain satisfactory grades, conduct, school attendance, and punctuality. Requests for transfer must be renewed annually. School bus transportation will not be provided for transfer students. The parent must provide the child's transportation to and from school. Transfer requests are required only if you are requesting your student attend a school other than the one to which they are assigned based on your permanent address.

Transfer Request Forms
In-County Transfer Request Form: https://app.droplet.io/form/MybOAN
Transfers into/out of Brunswick County:
https://docs.google.com/forms/d/e/1FAIpQLSfLX05irFuBIWaYALjlrxaZaQGkIKzifhC48P_llf74R4ywsQ/viewform

Visitors (Policy 5020)
Parents are welcome to visit the school or classrooms. Please schedule a time with the teacher if you need a parent conference or plan to visit the classroom. Upon arrival please report to the office with a photo ID and you will receive a visitor's sticker that must be worn in an easily seen manner. You will not be allowed to enter any school location beyond the office without a visitor's sticker. During school day assemblies/events, please arrive up to an hour early and follow any suggested school schedules announced or sent with event information.
All exterior doors remain locked during the school day, and families and visitors are admitted only through the front office. Staff members wear their BCS identification badges and will ask any adult without a visible ID or visitor's sticker to identify themselves. Thank you for helping us keep everyone safe.
Volunteers (Policy 5015)
We welcome volunteers to work with our students and teachers. Our parent facilitator is always willing to place an adult to work with students who are in need of extra support. Please contact the parent facilitator if you are interested in supporting our school through volunteering. All volunteers must complete a required background check.

Withdraw (transfer) to another school
To withdraw your child from Lincoln Elementary for enrollment in another school, please contact the school Data Manager. You will need to complete a Student Withdrawal Form, return any loaned equipment and books, and pay any outstanding fines/fees. Once you have enrolled your child in the new school, they will submit a request to Lincoln for your child's records. After we confirm attendance in the new school, your child will be officially withdrawn and records will be forwarded. Parents/guardians should facilitate enrollment at a new school as timely as possible to ensure the least amount of missed days of attendance between schools.

Workdays
Workdays are scheduled in the school calendar to allow time for professional development, meetings, and other required activities. Students do not attend school on teacher workdays.

Yearbook
The school publishes a yearbook each year. Notices will be sent home when the Lincoln Yearbook sales begin.

Bus Transportation (Policy 4317) – ***"Riding the bus is a privilege."***

The Brunswick County Board of Education recognizes the driving of a school bus requires the undivided attention of the driver, and disturbances on school buses have been directly responsible for serious accidents causing serious damages, body injuries, and even death by diverting the attention of the driver. Therefore, the driver of a school bus, subject to the direction of the Supervisor, shall have complete authority over and responsibility for the operation of the bus and the maintaining of good order and conduct upon such bus. The driver shall report promptly to the School Administration any misconduct on the bus and/or disregard or violation of the driver's instructions. ***Passengers will be informed of what is expected of them from the beginning of the school year.*** The bus driver needs to remember that all passengers are different and no two will react the same way. All problems should be handled fairly and in accordance with established rules, so that bus passengers will learn to respect the authority of the bus driver. ***To ride a school bus is a privilege, which can, and will be taken away if student behavior endangers the lives of the other students on the school bus.***

Brunswick County Schools Bus Behavior Consequence Progression

Rules	1st Offense	2nd Offense	3rd Offense	4th Offense
Disruptive Behavior/Insubordination	Warning up to Bus Suspension	Minimum Bus Suspension of 1 day up to 10 days	Minimum Bus Suspension of 5 days up to 10 days	Bus Privilege revoked
Fighting/Physical Aggression/Assault	Bus Suspension 3-5 days	Minimum Bus Suspension of 5 days up to 10 days	Bus Privilege revoked	
Inappropriate/Unwanted Touching	Warning up to Bus Suspension	Minimum Bus Suspension of 3 days up to 10 days	Bus Suspension 10 days	Bus Privilege revoked
Food & Drink/Not in seat/Standing up/Climbing	Warning up to Bus Suspension	Bus Suspension 3 days	Bus Suspension 5 days	Bus Privilege revoked as determined by administration
Profanity/Obscenities/Vulgarity/ Inappropriate/Misuse of electronic devices	Warning up to Bus Suspension	Minimum Bus Suspension of 1 days up to 10 days	Minimum Bus Suspension of 5 days up to 10 days	Bus Privilege revoked
Sexual Behavior	Bus Suspension 5 days	Bus Suspension 10 days	Bus Privilege revoked.	
Throwing items/material	Warning up to Bus Suspension	Minimum Bus Suspension of 3 days up to 10 days	Minimum Bus Suspension of 5 days up to 10 days	Bus Privilege revoked
Vaping/Tobacco Usage	Bus Suspension 3 days	Bus Suspension 10 days	Bus Privilege revoked as determined by administration	

Inappropriate Behavior not otherwise addressed by this matrix	Warning up to Bus Suspension	Minimum Bus Suspension of 1 day up to 10 days	Bus Privilege revoked as determined by administration	

Law enforcement will be involved when any illegal activity occurs

Bus Expectations

- The school bus, including the bus stop area, is an extension of the school and all school rules pertaining to conduct apply to students.
- Students are not permitted to fight, play, bully or scuffle on the bus.
- Students are only to get on and off the bus at their regular bus stops.
- Students are to sit in their assigned seats and are to remain in their seats until their bus comes to a complete stop at their bus stop.
- Students are permitted to talk quietly. Excessive noise is not permitted. Silence is required at all railroad crossings.
- Students are to enter and exit the bus in an orderly manner.
- Students are to obey the instructions of the bus driver promptly and consistently.
- Students are to refrain from eating, drinking, or chewing gum on the bus.
- Students are to refrain from throwing anything or yelling out of the bus windows.
- Students are not permitted to inappropriately touch other students or demonstrate any sexual gestures.
- Students are not permitted to use profane and indecent language while riding the bus.
- Balloons are not permitted on the bus.
- Students are not permitted to tamper with the emergency door, emergency windows, fire extinguishers, or first aid supplies.
- Students are not to deface the bus in any way.

BCS Transportation Guidelines (Policy 6321)–

The school does not assign bus stops. Bus stops are designated by the Transportation Department. If a parent believes a bus stop is unsafe, the school should be contacted to obtain information regarding the procedure to follow to resolve this problem.

- ✓ **15 feet rule -** The bus driver is required to stop 15 feet from the designated stop. This is for the safety of the students and is a state regulation.
- ✓ Students are not allowed to change buses or ride buses they are not assigned.
- ✓ **No transportation changes can be made over the phone. All changes must be made in writing and signed by the parent or guardian.** Parents may send a faxed note to school at 910-294-4076 or an email from a confirmed address to **leshelpdesk@bcswan.net, *no later than 12:00 pm.*** Transportation changes made after 12:00 pm may not be honored or received in time to process the request.
- ✓ **Do not leave a transportation request on voicemail or through class dojo.**
- ✓ Students are not allowed to carry large items, glass containers, luggage, balloons or flowers on the bus. An adult must transport these items. If an item will not fit in a child's book bag, it is too large for the bus.

Bus Transportation Locations

Students will **only** be transported to their legal home address on file. If your family has moved, proof of residency will be required before the student may begin using the new bus stop. Students are not allowed to get on/off the bus at a different address without approval from the Transportation Department (this includes babysitter's house, grandparents, friends, etc). Permission may be granted by completing an Extra Transportation form and submitting to the office. ***The Transportation Department begins reviewing these forms after the 10th day of school.*** Forms are only approved if there is additional space on a bus and an existing bus

stop at the address. Please plan for alternate transportation during the first month of school if you fill out an Extra Transportation form.

Bus Tracker
The Edulog Parent Portal app provides you with information on the GPS location of your child's school bus and sends you a push notification when the bus is nearing your bus stop. Tutorial Video - https://www.youtube.com/watch?v=vUEVprGXYnw. https://www.edulogu.com/#/login (**you will need your student's 10 digit school ID number**.)

Please download the free Edulog app. We highly recommend enabling push notifications to receive important updates. Scan the QR code below to download the app—simply open your phone's camera and follow the link that appears.

Health and Safety

Accidents
In the event of an injury to a student during school hours, the student will be evaluated by the school nurse or first responder and every attempt will be made to notify the parent/guardian. If the injury is serious and requires medical intervention, we will again attempt to call the parent/guardian, call 911, and/or attempt to contact the emergency person(s) identified. An accident report will be sent home with the student within two days of the injury. Parents must be sure that the school nurse, secretary and teacher always have a current emergency phone number. BCS does not provide insurance. However, insurance is available through various providers at a reasonable cost. (Please see the secretary/receptionist for a packet.)

Communicable Disease
A child who has a communicable disease should remain at home at least the indicated length of time. Upon readmission to school, please send a release note from your child's doctor.

Examples:
- Strep Throat – 24 hours from initiation of medication
- Chicken Pox – six to eight days after the appearance of a rash; scabs must be completely dried
- Diagnosed Pink Eye – 24 hours after first treatment
- Impetigo (skin sores) – 24 hours after first treatment; cover open wound
- Scabies – after a minimum of one treatment with prescribed medication

Illness
A child should not be sent to school if he/she is not feeling well. However, our goal is to prevent excess absences thereby enhancing the learning process. Keep your child home with symptoms of:
- Fever >100 and should be fever free for 24 hours without fever reducer medication
- Severe ear ache/headache
- Inflammation of the eyes
- Nausea/vomiting/diarrhea
- Swollen glands
- Acute cold symptoms
- Open rash or sores

If your child has a chronic health condition (asthma, severe allergies, etc) contact the school nurse. Documentation of chronic conditions may require information from your child's physician. After outpatient or

inpatient treatment/care the school may request a release notice to return to school from the child's health care provider. Children with asthma should have an inhaler at the school to assist the child when needed. Please bring the inhaler to school and deliver it to the school nurse. All medications must be delivered to the school nurse by an adult. **Children may never carry medications to school**.

Medications (Policy 6125)
Medications (prescription or over the counter) cannot be given at school without the "Physician's Authorization for Medication at School" form (available in the office) completed by the student's doctor and signed by a parent. Medication must be in the original container. If it is a prescription, it must have the correct dosage and time on the label. An adult must bring all medication to school. No child is permitted to transport medication to and from school. This includes over the counter medication, lip balm, and cough drops. A new Physician's Authorization for Medication at School form must be filled out each new school year.

Healthy and Ready to Learn State Health Insurance
NC is dedicated to ensuring that all children receive health insurance. NC offers two child health insurance programs: Health Check (Medicaid) and Health Choice. If your child is under 19 years old, he/she may qualify for free or low cost health insurance based on your family income. They both offer a full range of benefits including: checkups, sick visits, immunizations, medication, vision and hearing services, dental care, counseling, hospital care and specialty services. If you are interested in an application contact your child's school nurse, the department of Social Services (DSS) or go online to www.nchealthystart.org to download an application.

School and Home Communication (Policy 3301)

Class Dojo
Class Dojo is used county-wide to communicate with families about behavior and general classroom happenings. Parents and guardians who request access will receive an email with an activation link. Through Class Dojo, parents can directly message with classroom teachers and other staff members and see posts from teachers on the class story. Please refrain from publicly posting confidential information about students in the comments of posts. Please send transportation changes and information related to IEP/504s through email, not Class Dojo. All classes will participate in Class Dojo. Class Dojo is a communication and behavior tracking tool that the parent can access.

How We Communicate With Families
Lincoln uses district-approved platforms so that families receive timely, consistent information:

- **ClassDojo –** classroom updates, reminders, celebrations, and positive behavior updates.
- **Email –** official school communication, parent concerns, and follow-up after conferences or phone calls.
- **Infinite Campus Parent Portal –** attendance, grades, assignments, and student information.
- **SchoolMessenger –** schoolwide announcements, school closings or delays, and emergency information.
- **School website and Facebook –** school news, events, and important reminders.

Our Response Commitment
Lincoln staff will acknowledge parent messages within 24 business hours. Some concerns can be resolved right away; others may need more information or collaboration. In those cases, staff will let you know your concern was received, explain the next steps, and follow up once the information has been gathered. Teachers will also reach out regularly to share student successes, including positive phone calls home.

Who to Contact With a Concern
Most questions are resolved fastest by starting with your child's teacher. If a concern cannot be resolved at the classroom level, or if it involves student safety, legal matters, discrimination, or staff conduct, please contact an administrator at 910-371-3597. For social, emotional, or attendance concerns, you may also contact the School Counselor or Student Support Team.

Student Name and Nickname Requests
Under Senate Bill 49, the Parents' Bill of Rights, the school must notify you if your child asks staff to call them by a name other than the legal name provided at registration. The legal name is the name on the student's birth certificate or a name declared by a court. If your child would like to use a nickname that is different from their legal first name (for example, "Tom" or "J.T." for John Thomas), please complete the Student Nickname Notification form and submit it to the school data manager.

Inclement Weather
The school system officials work closely with all media outlets to share school closing information. This information is also posted on the system's website and through social media outlets Facebook and Twitter. Families are encouraged to connect with Brunswick County Schools through social media as it would be an important tool if inclement weather caused the system's website to be unavailable.

Local Media Outlets:
WECT News 6 • WWAY TV3 • News 14 Carolina • Port City Daily (online)
Star News • The State Port Pilot • The Brunswick Beacon

Newsletters
Teachers will send home/post on Class Dojo or their website weekly newsletters/assignment sheets. The school and PTO periodically send home newsletters to inform parents of school events and activities.

Parent/Teacher Conferences
Parents are encouraged to schedule conferences with the teacher, guidance counselor, assistant principal, or principal to express concerns, obtain information, or ask for help. Conferences may be scheduled with teachers by note, Class Dojo or by calling the office and having teachers return your call after school. Teachers are available for conferences after school and at other times designated by the teacher's schedule. Protecting instructional time for all students is a priority when scheduling conferences. We welcome opportunities to meet with you to discuss your child's progress. As a professional courtesy, please schedule conferences in advance. Appointments with the assistant principal or principal can be made by calling 910-371-3597.

Parent Portal – Infinite Campus
The Infinite Campus Parent Portal provides parents and guardians with secure, real-time access to important student information, including attendance, grades, assignments, and schedules. We encourage all families to download the **Infinite Campus mobile app**, which allows you to receive instant notifications when your child is marked absent or when a teacher updates the gradebook. Instructions for accessing the Parent Portal and downloading the app can be found on our county website or by contacting the front office.

Telephone Calls (Policy 3300)
Teachers may not receive telephone calls from 8:20-3:50. Teachers will be called out of class only in emergency situations. Messages for teachers may be left on voicemail or with office staff. Staff will respond within 24 hours.

Web pages (Policy 3227/7322)
Each teacher has a web page. Check your classroom teacher's web page located on the Lincoln Elementary School website https://les.bcswan.net/.

Social Media
Facebook: **https://www.facebook.com/pages/Lincoln-Elementary-School/1406856406288501**

Student Behavior (Policy 4300)

Code of Conduct (Policy 4300)
The Brunswick County School Board has adopted a Student Code of Conduct defining the rules and regulations for the control, discipline, suspension, and expulsion of students. These rules and regulations are intended to promote an atmosphere within the school that is safe and conducive to learning, as well as, ensure the protection of the rights of students. With rights, students are expected to carry out responsibilities. Self-respect and respect for others are major goals of the code. A copy of the Student Code of Conduct will be given or sent home to each parent or guardian who will acknowledge receipt of the document and awareness of the policies. Students in grades 3-5 will participate in a grade level Code of Conduct discussion with administrators and teachers. Periodically, please review the Student Code of Conduct with your child/children to ensure they have a clear understanding of what is expected of them in Brunswick County Schools.

Discipline Procedures
Lincoln Elementary has a school-wide discipline plan based on Positive Behavior Intervention Support (PBIS) discipline strategies and developing relationships between school and home. Students at Lincoln learn the expectations as they relate to being a LEADer:

Leadership, **E**ngagement, **A**ttitude, **D**iscipline of Self

Lincoln's behavior system is designed to prevent problems before they start, respond consistently when they happen, and support students who need more help. Similar behaviors receive similar responses in every classroom and setting.

Our L.E.A.D. Expectations
Good leaders show respect to self, others, and their environment. Teachers explicitly teach, model, and practice these expectations in every setting during the first weeks of school, after every break, and throughout the year. Students also take part in Harmony social-emotional learning lessons for about 10 minutes each day.

Setting	Leadership	Engagement	Attitude	Discipline of Self
Classroom	• Respect the property of others • Help keep all rooms clean	• Have all materials ready for class • Follow directions • Do your own work • Persist	• Make good choices • Follow leveled voice directions • Raise your hand and ask permission • Be honest • Do your best	• Manage your impulsivity • Keep chair legs on the floor at all times • Keep both feet on the floor • Keep hands and feet to yourself
Hallway	• Keep hallways clean • Walk quietly at level 0 • Keep hands to your side or behind your back	• Arrive to class on time • Walk on the right side of the hall	• Move in a classroom line • Level 0 in the hallway • Use appropriate language	• Keep hands and feet to yourself • Use walking feet • Stay in line with your class
Cafeteria	• Clean up your own lunch area • Have everything you need before sitting	• Use cafeteria time to eat • Follow directions • Think of who will be using the space next	• Wait your turn and stay quiet in line • Use good manners • Follow leveled voice directions at the table	• Eat only your own lunch • Keep hands, feet, and objects to yourself • Level 0 until seated at table
Bathroom	• Flush toilet • Wash hands with soap and water • Dispose of all trash • Keep it clean	• Complete task in a timely manner • Return to class immediately	• Follow leveled voice directions (level 0) • Wait in the appropriate area until it's your turn	• Ask permission to go • Keep the bathroom clean • Respect everyone's privacy • Report problems to adults
Playground	• Keep playground clean • Pick up personal items and equipment when finished • No food or eating on the playground	• Follow directions • Use playground equipment correctly	• Share playground equipment and area • Include others • Use kind words	• Keep hands and feet to yourself • Report injuries or problems to adults • Stay in assigned area
Bus	• Keep track of personal items • Throw away trash	• Follow the bus driver's directions • Keep it clean • No food or drinks on the bus	• Follow leveled voice directions (level 1) • Use appropriate language • Be at the bus stop on time	• Stay in your seat • Keep hands and feet to self • Report problems to your driver

Recognizing Positive Behavior

Students are recognized for showing L.E.A.D. behaviors through Leader Cards, ClassDojo points, class rewards, the Pop-Up PBIS Cart, the Leader Store, and the Student of the Month Breakfast.

When a Student Needs Redirection

We believe behavior is a form of communication. When a student makes a poor choice, our goal is to teach and support while holding the student accountable. Behaviors are handled in one of two ways: minor incidents managed by the teacher, or office referrals managed by administration.

Minor Incidents (Teacher-Managed)
Examples include persistent disruption, running in the hall, misuse of technology, refusing directions or work, minor pushing or shoving, leaving class without permission, and dress code violations. Every time a minor incident occurs, starting with the first one, the teacher will apply one consequence for that incident, document it in EducatorsHandbook, contact the parent or guardian, and use an intervention to reteach the expected behavior.

Occurrence	What Happens	Family Contact
1st	Documented as a minor incident with the behavior and the intervention used.	Teacher informs parent
2nd	Documented as a minor incident with the intervention and/or consequence.	Teacher informs parent
3rd	Documented as a minor incident; a parent-teacher conference is required. An administrator or counselor may join as needed.	Parent-teacher conference
4th	Documented as a major incident, and administration is notified.	Teacher informs parent

Possible consequences include a verbal warning, redirection, structured recess, a reflection sheet, loss of privileges, lunch detention, assigned seating, a brief time-out, restitution, an apology letter, or a parent contact. Possible interventions include a behavior contract, Check-In/Check-Out, goal-setting conferences, restorative conversations, reteaching expectations, and referral to the counselor or social worker.

Office Referrals (Administration-Managed)
Major or safety-related behaviors are referred to administration. Examples include fighting or physical aggression, bullying, harassment, threats, theft, significant property damage, leaving campus without permission, possession of weapons or prohibited substances, profanity directed at staff, and tampering with safety equipment. The teacher will let you know about the incident first, and administration will follow up with you. Administration assigns consequences based on the Brunswick County Schools Student Discipline Matrix.

Referrals are reviewed and addressed within 24 hours whenever possible. If more time is needed, such as for an investigation, you will be updated on the status and next steps. If an out-of-school suspension occurs, administration will make every attempt to notify parents by phone, and a letter will be sent home stating the reason for and length of the suspension.

Additional Behavior Support (MTSS)
When a pattern of behavior continues despite consistent classroom support, Lincoln's Behavior Standard Treatment Protocol (STP) guides how a student receives more targeted help, and how they step back down once things improve. Families are part of every step, beginning with a parent conference to set a goal and plan.

Level of Support	What It Is	How a Student Qualifies	Examples of Support
Core (Tier I)	Schoolwide instruction for all students	Every student, all year	L.E.A.D. lessons, Harmony SEL lessons, Town Halls, PBIS recognition, classroom counseling lessons
At-Risk (Tier II)	Targeted small-group or one-on-one support in 30-day cycles	A pattern of behavior, such as 3 minor incidents for the same behavior in a month, 2 or more office referrals in 2 consecutive months, or 1 reportable offense	Check-In/Check-Out, behavior contracts, Lunch Bunch, social skills groups, small-group counseling, Zones of Regulation

Level of Support	What It Is	How a Student Qualifies	Examples of Support
Intensive (Tier III / IST)	Individualized support reviewed weekly by the Individual Student Team (IST)	Continued concerns despite At-Risk support, frequent referrals, or a safety concern	Functional behavior assessment, Behavior Intervention Plan (BIP), individual counseling, wraparound services, referral to outside agencies

A student exits At-Risk support after 2 months with no major referrals and meeting their behavior goal. Intensive support typically steps down to At-Risk support, not directly to Core, so students are not moved from heavy support to no support overnight.

Partnering With Families on Behavior
At the beginning of each school year, Lincoln shares its behavior expectations, the L.E.A.D. matrix, and disciplinary procedures with families. Teachers will communicate both concerns and successes throughout the year. If you have questions about your child's behavior plan, please contact your child's teacher first, then the School Counselor or an administrator.

Extra Curricular
Lincoln Elementary has various extracurricular opportunities throughout the year including but not limited to Battle of the Books and Project Fitness. Any extra curricular activity will have pre-communicated guidelines for participation that will include behavior and academic expectations. A violation of these guidelines may result in a student's dismissal from the extra curricular activity.

Student Support Services

Guidance (Policy 3610)
Guidance services are available to each student to help facilitate academic success, social adjustment, and self-understanding. The counselors work closely with teachers, parents, and community agencies in implementing a successful program. Counseling is a process by which students are helped to understand themselves in relation to the developing and changing world. Although students may sometimes meet in groups, the emphasis is always upon the individual. If you have any concerns about your child, contact the school counselors at 910-371-3597.

Multi-Tiered System of Supports (MTSS)
Lincoln uses a Multi-Tiered System of Supports (MTSS) to identify and support students' academic, behavioral, social-emotional, and attendance needs. Teachers review student data regularly, and students who need more help receive research-based interventions in addition to classroom instruction. Families are partners throughout this process. You will be:

- Notified when interventions begin
- Given updates on interventions and progress monitoring results

- Invited to Individual Student Team (IST) meetings
- Included in decisions about your child's support

Exceptional Children (EC) Services
Lincoln is committed to providing students with disabilities a free appropriate public education in the least restrictive environment. General education teachers, EC teachers, related service providers, and families work together to carry out each student's Individualized Education Program (IEP). Your child's EC case manager is your main contact for questions about the IEP, accommodations, or services.
If you suspect your child has a disability, you may request an evaluation in writing at any time. You do not need to wait for interventions to be completed first; interventions may continue while the evaluation process takes place. Please send your request to your child's teacher, the EC Chair, or an administrator.

Health Assessment (Policy 4110)
All students (K-12) enrolling into North Carolina public schools for the first time beginning with the 2023-24 school year are required to have a health assessment examination completed and turned into the office by the 30th day of initial entry. Health assessment forms are available from the school data manager, Brunswick County Schools' website or at
https://drive.google.com/file/d/1pfqbiHfA7aATMWz9M0RXpHQtkUBtX8Hw/view

Immunizations (Policy 4110)
North Carolina law requires that upon enrollment, proof of immunization must be presented or proof of being "in process" of receiving required immunizations must be provided to the school.

Immunizations required:
- DTP/DTAP- Diphtheria, tetanus, pertussis (5 doses) Second booster on/after fourth birthday, before enrolling in K-1 for the first time; if a fourth dose of DTP/DTAP was administered on/after the fourth birthday, a fifth dose is not required.
- Polio (4 doses) Booster (4th dose) is required on or after the 4th birthday and before entering school for the first time.
- Rubella (1 dose) One dose on or after 12 months of age.
- Hib- Haemophilus influenzae B (4 doses) Vaccine is not required if the child passed 5th birthday
- Mumps (2 doses) One dose on/after age 12 months. Students entering school for the first time on or after July 1, 2008 are required to have a second mumps vaccine.
- Hepatitis B (3 doses) Students born before 07/01/94 are not required to have Hepatitis B Vaccine. 3 doses if born on or after 07/01/94.
- Measles (2 doses) One dose on/after age 12 months, second dose at least 28 days later and before enrolling K-1 first time after 01/01/94
- Varicella (chicken pox-2 doses) Doses must be administered at least 28 days apart. Second dose must be given before entering school for the first time. Documentation of disease must be from a physician or physician's assistant verifying history of varicella disease. Documentation must include name of individual with history of disease, approximate date or age of infection, and healthcare provider's signature.

Lice (Policy 4235/6135)
Students found with head lice (live bugs) and/or nits (lice eggs) must be referred to their parents to receive treatment. Please follow the recommendations provided to you by the school nurse, pharmacist, or health department. Treatment includes application of the product of your choice and the removal of all lice and nits. You must remove the nits from your child's hair in order to prevent re-infestation. The nits can be removed by sliding them down the hair shaft, or by using a nit comb, which comes with the shampoo product.

To help decrease the number of infestations in our schools, Brunswick County Board Policy requires your child be free of lice (live bugs) and nits (lice eggs) before they can be readmitted. An adult must accompany your child back to school for recheck by the school nurse or trained school personnel to ensure all lice and nits are gone. Your child cannot ride the school bus until cleared by the school. Proof of treatment (bottle or box top) is requested when your child returns. After your child has been readmitted to school they will be rechecked in 7 – 10 days to ensure no additional lice and/or nits are found. Please be aware that your child will be granted a maximum of two excused absences if needed during treatment.

Student Testing and Accountability (Policy 3420)

Lincoln Elementary School evaluates language arts, science, and mathematics by using state and county tests. The administration and staff are committed to the goal of increasing achievement results.

Benchmark Assessments
All K-5 students will take various types of county or state benchmark assessments, including: online or paper benchmark assessments. Students in grades K-5 will participate in benchmark math screener assessments at the beginning, middle, and end of the year. Students in grades 3-5 will participate in benchmark assessments related to reading, math, or science (5th grade only) at the end of each quarter. Diagnostic tests through i-Ready will be given at the beginning, middle, and end of year. These results will be used to plan for instruction and monitor progress of your child. Kindergarten students also complete kindergarten screeners at the beginning of the year.

Annual Testing (Policy 3410)
Students in grades 3-5 take the North Carolina End of Grade (EOG) Tests during the last 10 days of school. Third grade students are assessed by the state of NC using the Beginning of Grade (BOG) and locally using the Cognitive Abilities Test (CogAT). Third grade students also take Read to Achieve assessments. Fifth grade students take the End of Grade Science test. English learners take the WIDA Screener when needed and the ACCESS for ELLs assessment in February. Students in grades K–5 will be assessed on their reading skills with mCLASS (DIBELS 8) throughout the year. Students taught on the Extended Content Standards take NCEXTEND1 alternate assessments as applicable.

Technology (Policy 3225/7320)

Computer Use
Students use school Chromebooks for learning. Chromebooks are spot-checked several times during the year to make sure they are in good working order, and damage or loss is handled under the BCS Chromebook Accountability Plan. Students will be instructed using the NC state standards. Abuse of computer equipment may result in suspension, fines, and/or restitution.

Student Technology Access Denial Request
Brunswick County Schools is pleased to announce the establishment of Internet and Electronic Mail services for its students. This notice describes these services and provides an overall understanding of responsibilities in dealing with technology. The Internet is a global network that will provide your child with access to a wide

range of information locally and abroad. With the services provided to your child, he/she will be able to communicate with people throughout the world. Use of the Internet for educational projects will assist in preparing your child for success in life and work in the 21st Century and beyond. It is possible that your child may find material on the Internet that you would consider objectionable.

The school system Technology Acceptable Use Policy 3225/7320 restricts access to material that is inappropriate in the school environment and we have installed both hardware and software designed to limit access to inappropriate material. However, the hardware and software are not entirely effective in blocking access and therefore, we cannot guarantee that your child will not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accordance with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while they are on the Internet. All students registered in Brunswick County Schools will automatically be given access to the Internet and E-mail.

You have the option of denying your child's access to the Internet and/or prohibiting them from obtaining an email account at any time. To exercise this option, please obtain and complete a Parental Request to Deny Access to Internet and/or Email form at the school your child attends. Unless we receive a request from you to deny access to these services, we will assume that you consent to your child's access and that you further consent to the school system monitoring your child's use of technology resources. This may include but is not limited to monitoring email and tracking websites visited. For additional information, please refer to policies 3225/7320, Technology Acceptable Use, and 4334, Internet and LAN/WAN Access. The policies can be found in the Parents & Student Handbook and on our Internet website at www.bcswan.net

**If you deny access to email and/or internet, your child will be unable to access any digital or remote learning tools, apps, and programs at school or at home during remote learning periods.

Attendance and Absences (Policy 4400)

Brunswick County Schools: Attendance Policy Update

Policy Code: 4400 Attendance

School attendance and class participation are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory: the State of North Carolina requires that every child in the State between the ages of seven (or younger if enrolled) and 16 years attend school.

Parents or legal guardians are responsible for ensuring that students attend and remain at school daily. School administrators shall communicate attendance expectations to parents and guardians and work with students and their families to overcome barriers to attendance.

A. **Attendance Records**

School officials will keep an accurate record of attendance, including accurate attendance records in each class. Students will be considered in attendance if present at least half of the instructional day on-site in the school or at a place other than the school attending an authorized school-related activity.

To be in attendance during remote instruction days, (with the exception of the initial enrollment day), students must: (1) complete their daily assignments, either online or offline; and/or (2) have a daily check-in through two-way communication with (a) the homeroom teacher for grades K-5 or (b) for all other grade levels, each course teacher as scheduled. School officials shall communicate the attendance procedures to students and their families before the first day of remote instruction begins.

2. **Late Arrivals and Early Departures**

Students are expected to be at school on time and to remain at school until dismissed. During the school day, students are expected to be present at the scheduled starting time for each class and to remain until the class ends.

When a student must be late to school or leave school early, a written excuse signed by a parent or guardian should be presented upon the student's arrival at school. Tardies or early departures may be excused for any of the reasons listed below in Section C.

Any disciplinary consequences for unexcused tardiness or unexcused early departures from school or class will be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for such offenses. Consequences may not exceed a short-term suspension of two days.

3. **Excused Absences**

The superintendent or principal has the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause.

When a student must miss school, a written excuse signed by a parent, guardian, or medical or mental health provider must be presented to the office within five school days of the student returning to school in order for the absence to be excused. After five school days, the absence will be recorded as unexcused.

No more than seven school days per semester will be excused based on parent notes. Absences in excess of seven will require a healthcare practitioner's statement to be excused.

1. Illness or Injury: When the absence results from illness or injury which prevents the student from being physically able to attend school.
2. Quarantine: When isolation of the student is ordered by the local health officer or by the State Board of Health, or when isolation or quarantine is a required state or local control measure.
3. Death in the Immediate Family: When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
4. Medical or Dental Appointments: When the absence results from a medical or dental appointment of a student.
5. Court or Administrative Proceedings: When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. The Local Board of Education can be considered an administrative tribunal.
6. Religious Observance: School principals are required to authorize a minimum of two excused absences each academic year for religious observances required by faith of a student or a student's parents. The student shall be given the opportunity to make up any tests or other work missed due to this excused absence. (S.L. 2010-112)
7. Educational Opportunity: Requests for absences for an educational opportunity should be submitted, in writing, to the principal at least five days in advance of the anticipated absence. The request should include the learning objective of the opportunity and how the objective links to educational standards.

   These absences are excused but still count in the maximum number of days allowed. School work missed during approved educational leave, as well as the grade specific travel assignment, are due to the teacher within one week of return. If work is not submitted, the absences shall be coded as unexcused. For high school students, both excused and unexcused absences count towards the limit for CMA exemption.

8. Local School Board Policy: Brunswick County Schools may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day during the current school year.
9. Absence related to deployment activities: A minimum of two days each academic year for visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused

absences and the student's parent or legal guardian is (a) an active duty or inactive member of the uniformed services as defined by policy 4050, Children of Military Families and (b) has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting.

10. Child Care: Absences due to an illness or a medical appointment during school hours of a child of whom the student is the custodial parent are to be coded as excused (lawful). (G.S. 115C-375.5)
11. Any other reason as approved by the board in a board resolution.

4. **School-Related Activities**

While recognizing the importance of classroom learning, the board also acknowledges that out-of-classroom, school-related activities can provide students with valuable experiences not available in the classroom setting. The following school-related activities will not be counted as absences from either class or school:

1. Field trips sponsored by the school;
2. Job shadows and other work-based learning opportunities as described in G.S. 115C-47(34a);
3. School-initiated and scheduled activities;
4. Athletic events that require early dismissal from school; and
5. Career and Technical Education student organization activities approved in advance by the principal.
6. In addition, students participating in disciplinary techniques categorized as in-school suspensions will not be counted as absent.

5. **Makeup Work**

In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school), the student will be permitted to make up his or her missed work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) Assignments missed due to participation in school-related activities also are eligible for makeup by the student. The teacher shall determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

In the case of unexcused absences, students are not eligible to make up missed work for credit. However, a waiver allowing credit for missed work may be granted by the principal or designee upon written request by the parent or guardian, student, or faculty within five school days of the student's return to school.

Credit for missed work due to unexcused absences will be considered only after all previously incomplete work has been submitted. Students are strongly encouraged to complete missed assignments promptly to support their academic progress, maintain instructional continuity, and demonstrate mastery of content.

6. **Athletic Attendance Eligibility**
    1. A player must have been in attendance for at least 85 percent of the previous semester at an approved high school. For a regular 90-day semester, a student may not miss more than 13 days and be in compliance with the 85 percent rule. At the end of each semester, any participant who has failed to comply with the athletic eligibility & attendance policy is immediately ineligible.
    2. Appeals to the athletic eligibility & attendance policy are managed by the school's athletic director.
7. **Unexcused Absences**

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement.

The principal shall notify parents and take all steps required by G.S. 115C-378 for excessive unexcused absences.

Any school disciplinary consequences for unexcused absences will be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for such offenses. Consequences may not exceed a short-term suspension of two days.

8. **Chronic Absenteeism**

Because class attendance and participation are critical elements of the educational process, any absences, whether excused or unexcused, can have a negative impact on a student's academic achievement. Regular attendance must be prioritized

within each school and encouraged throughout the community. School administrators shall monitor and analyze attendance data to develop and implement strategies for reducing chronic absenteeism. (Chronic absenteeism is being absent for at least 10 percent of the days enrolled. See 16 N.C.A.C. 6E .0106). Such strategies should involve engaging students and parents, recognizing good and improved attendance, providing early outreach to families of students missing school, and identifying and addressing barriers to attendance. If a parent/guardian fails to make consistent and good faith efforts in cooperating with the principal to address their child's chronic absenteeism, the principal shall advise the superintendent for referral to appropriate government officials or agencies.

1. Grades K-8

   Students who are chronically absent (excused, unexcused or suspended for more than 10% of the days enrolled) are at risk of not mastering the content standards. Students may be referred for academic and/or attendance interventions within a Multi-tiered System of Support (MTSS). Grade retention will be considered due to a lack of mastery as a result of chronic absenteeism.

2. Grades 9-12

   Students who are chronically absent (excused, unexcused or suspended for more than 10% of the days enrolled) are at risk of not mastering course content. These students may be referred for academic and/or attendance interventions through the Multi-Tiered System of Support (MTSS).

   Students who exceed ten (10) unexcused absences in any course during a semester will not automatically receive credit toward graduation. However, students may restore eligibility for course credit through one of the following conditions:

   - Learning Recovery (LR)

     Students may be given the opportunity to recover missed instructional content through a Learning Recovery (LR) process. This process includes the prompt completion of all incomplete course work as well as targeted learning tasks aligned to the standards missed during the absences.

     - The principal or designee (admin, counselor, teacher) will determine the required recovery tasks based on course objectives and district guidelines.
     - If the student successfully completes the Learning Recovery process, the course grade will reflect the original earned numeric grade.
     - The student will be allowed a reasonable completion window, defined as 20 business days from the date the Learning Recovery opportunity is formally communicated to the student and their parent/guardian. After this window, if the process remains incomplete, a final numeric grade of 50 may be entered for transcript purposes. In such cases, the principal must track these incidents to ensure consistency

   2. Waiver Process

      Students with extenuating circumstances may request a waiver from the attendance requirement:

      - The appeal must be submitted in writing to the principal or designee and include any supporting documentation.
      - Waivers may only be granted by the principal or designee after a review of the circumstances.

Students with excused absences due to documented chronic health problems are exempt from this policy. In addition, for students experiencing homelessness (see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.

9. **Special Circumstances**
   1. Students with Chronic Health Problems

      No penalties will be imposed for absences due to documented chronic health problems

   2. Students Experiencing Homelessness

For students experiencing homelessness (see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies

3. Attendance Requirements for Extracurricular Activities

Absences may impact eligibility for participation in extracurricular activities. Principals shall inform students and parents of the applicable attendance standards for the various types of extracurricular activities, including interscholastic athletics. See also policy 3620, Extracurricular Activities and Student Organizations.

10. **Perfect Attendance**

In an effort to recognize perfect attendance, a certificate shall be awarded to any student who has been present for all student days during an academic year with no late arrivals and no early departures.

Attendance Records

A note from a doctor or healthcare provider is acceptable in lieu of the parent note.

No more than seven school days per semester will be excused based on parent notes. Future absences due to personal illness, injury, or medical/dental appointments, will require a healthcare practitioner's statement to be excused.

Notes must be turned in to the office within five school days of the student's return to be excused. After 10 unexcused absences in one school year, the principal or designee will review the case and the district will follow truancy court referral procedures. Absences above 10% of the days enrolled, whether excused, unexcused, or due to suspension, are considered chronic absenteeism and will lead to attendance interventions and support.

Lawful absences are those resulting from:

1. Illness or injury, which makes the student physically unable to attend school.
2. Quarantine
3. Death in the immediate family (3 days maximum)
4. Medical or Dental Appointments
5. Court or Administrative Proceedings
6. Religious observance
7. *Educational opportunity with prior approval of the principal (1 per academic year). Requests for absences for an educational opportunity should be submitted, in writing, to the principal at least five days in advance of the anticipated absence. The request should include the learning objective of the opportunity and how the objective links to educational standards.
8. Local School Board Policy
9. Absence related to deployment activities: A minimum of two days each academic year for visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure failure because of unexcused absences and the student's parent or legal guardian is (a) an active duty or inactive member of the uniformed services as defined by policy 4050, Children of Military Families and (b) has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting.
10. Child Care: Absences due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent are to be coded as excused (lawful). (G.S. 115C-375.5)
11. Any other reason as approved by the board in a board resolution.

***Educational Opportunity**

Students may be excused from school for the purpose of educational travel once per school year, if it has been approved in advance. Parents are required to meet with the teacher to design an educational travel plan which supports the North Carolina Standard Course of Study, addresses education opportunities which are not available at school, and includes meaningful assignments based on the trip. The plan must be submitted, along with an Educational Travel Form, to the principal at least five days before the trip is to begin. The parent, teacher, and principal must agree on the plan and the completed tasks must be returned to the teacher before the absences will be excused. **Educational trips will not be approved during the month of May due to the end of year testing that must take place.** **Educational Leave Request form K-5**

2026–2027 Brunswick County Schools Calendar

2026 BACK TO SCHOOL EVENT SCHEDULE

High School Open Houses	Tuesday, August 18	4-7 p.m.
Middle School Open Houses	Wednesday, August 19	4-7 p.m.
Elementary School Open Houses	Thursday, August 20	4-7 p.m.
BVA Student Orientation	Wednesday, August 19	3-5 p.m.

JULY 2026

3	Holiday—Independence Day

AUGUST 2026

10-11, 14	Non-Required Workdays
12	Required Workday
13	Required—District PD Day
17, 19	Required Workdays
17	First Day for Bus Drivers & Child Nutrition Staff
18	First Day for Teacher Assistants
18, 20	Required—District PD Day
21	Non-Required Workday
24	Students' First Day

SEPTEMBER 2026

7	Holiday—Labor Day

OCTOBER 2026

16	End of 1st Quarter
19	Required Workday
30	Report Cards Released

NOVEMBER 2026

3	Required—District PD Day
11	Holiday—Veteran's Day
25	Annual Leave
26-27	Holiday—Thanksgiving

DECEMBER 2026

18	Semester End
21-22	Non-Required Workdays
23	Annual Leave
24-25, 28	Holiday—Christmas
29-31	Annual Leave

Instructional Day Start/End Times

High Schools: 7:35 - 2:40
Middle Schools: 7:45 - 2:50
Elementary Schools: 8:35 - 3:40

Early Release Times

11:45 a.m.—High Schools
12:00 noon—Middle Schools
12:45 p.m.—Elementary Schools

JANUARY 2027

1	Holiday—New Year's Day
4	Non-Required Workday
5	Required Workday
15	Report Cards Released
18	Holiday-Martin Luther King Jr. Day

FEBRUARY 2027

12	Required—District PD Day
15	Non-Required Workday

MARCH 2027

12	End of 3rd Quarter
15	Required Workday
25	Report Cards Released
26	Holiday—Good Friday
29-31	Annual Leave—Spring Break

APRIL 2027

1-2	Annual Leave—Spring Break
26	Non-Required Workday

MAY 2027

28	Students' Last Day
28	Last Day for Bus Drivers & Child Nutrition Staff
31	Holiday-Memorial Day

JUNE 2027

1	Last Day for Teacher Assistants
1-4	Required Workdays

2027 Graduation Schedule

Mid-Year Graduation - Jan. 7, 5:30 p.m.
Odell Williamson Auditorium (OWA)

End of Year Graduations
The COAST: June 1, 10 a.m., at **OWA**
NBHS: June 2 | SBHS: June 3 | WBHS: June 4
8:30 a.m. **on schools' football fields**

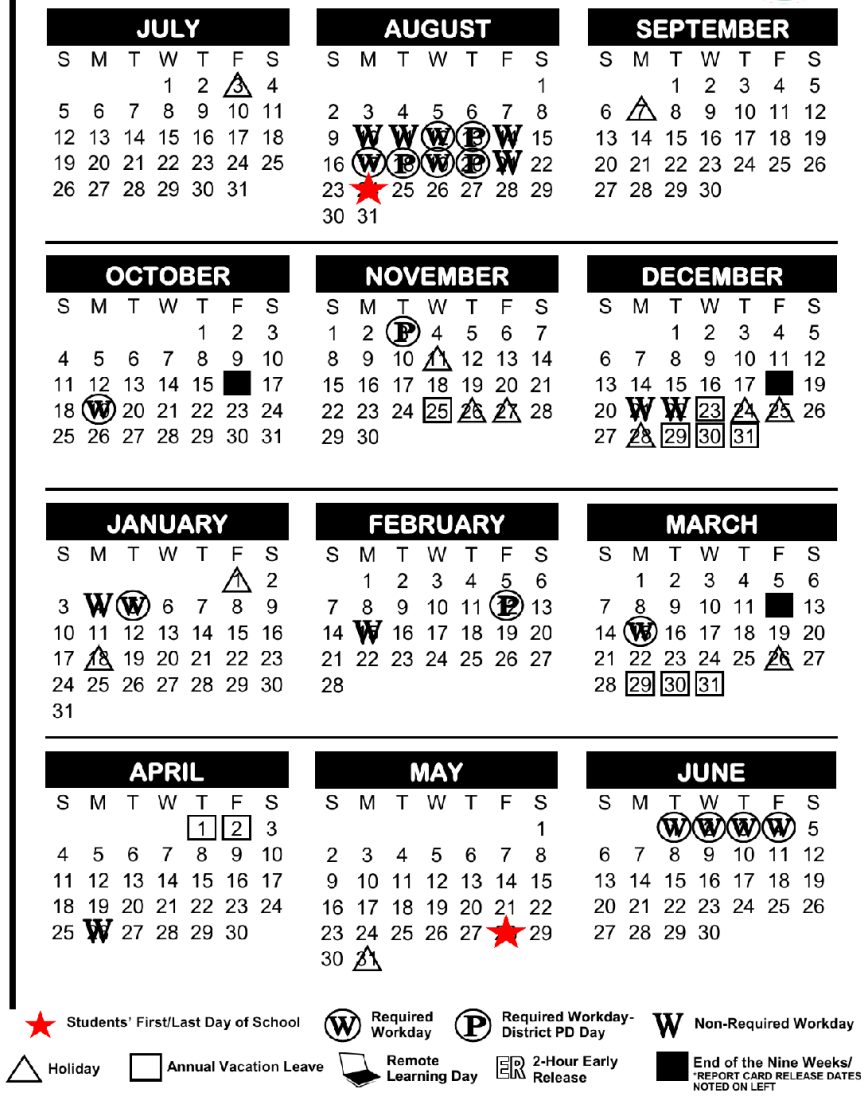
School Closings

Closings and/or delays will be broadcast on local television/radio stations, posted on www.bcswan.net and BCS-official social media outlets, and shared through our mass messaging system. BCS reserves the right to use early release days and Saturdays as makeup days for inclement weather. The BOE may add days of employment to the end of the school year.

BRUNSWICK COUNTY SCHOOLS

2026-2027 TRADITIONAL SCHOOL CALENDAR

Revised 4/14/26



Source: Brunswick County Schools, www.bcswan.net. Dates are subject to change; please check the district website for updates.