

Lowell Elementary Parent/Student Handbook

2022-2023

Welcome, Lowell Students and Families!

The faculty and staff would like to welcome you to an exciting new year at Lowell! At Lowell we strive to be a highly effective elementary school and we commit to nurturing a school climate where all individuals feel respected, supported, appreciated, and safe. We focus on collaboration with families, schools, and community, while providing high-quality instruction to develop lifelong learners. We believe that through a strong partnership among our staff, families and community that we will have a very successful year.

Staff have worked very hard to prepare for a school year filled with meaningful hands-on learning for all of our students. We strive to provide a balanced instructional program which will stimulate your child's social, emotional, physical, intellectual and academic growth.

We are excited about this upcoming year! Together we will prepare your child for a successful school experience! We believe children will achieve at high levels when the parent and teacher work together to set reasonable, high expectations and provide intentional support and guidance. As a parent, you are your child's first teacher and we value your participation on our team. As a part of our team, we expect you to ensure consistent student attendance, to attend school functions, to communicate with your child's teacher and to support your child's learning through activities at home such as daily reading and talking about your child's day at school.

The purpose of this handbook is to inform you of some routine schedules and procedures at Lowell Elementary School as well as policies adopted by the Board of Education. We hope that you will find this helpful when you have a question about school policies and procedures. If further information is needed please call the school. Our phone number is (704)836-9118 and office hours are from 7:00 to 4:00 pm.

Warm regards,

Kristin Kiser, Principal

Doug Doorley, Assistant Principal

Lowell Values, Mission, and Vision

Values:

- *Students
- *Respect
- *Collaboration
- *Parents
- *Community

Mission:

We will serve all students by name and need in a safe and respectful environment.

Vision:

Through collaboration with the community, parents, and school, Lowell Elementary students will be lifelong learners.



Daily School Schedule



7:00 A.M.....Bus and car arrivals begin/Students
report directly to classrooms

7:00-7:25.....Students pick up breakfast on the way to
class

7:30 AM.....Tardy Bell/Instructional Day begins

7:35 AM (Breakfast ends for all students)

2:05 PM.....Instructional Day ends

2:10PMBus Riders & Single Car Riders dismissed

2:15 P.M.....Multi-Car riders

2:30 PM.....Walkers escorted to Riverwalk by Lowell
Staff

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01

Academics

At Lowell Elementary, we are committed to helping every child meet his/her potential. Therefore, we set high expectations for our students. We expect students to be on time, prepared, ready to participate, and eager to learn. We expect parents to support your children's education by reviewing work which is sent home, assisting students with homework, and maintaining ongoing communication with your child's teacher.

Instructional Program



Lowell Elementary aligns instruction with the Gaston County Schools' pacing and curriculum guides which support NC Instructional Standards..

Our **literacy** instruction incorporates instructional practice from the Lucy Calkins Units of Study for Reading, Writing, and Phonics such as the workshop model where students learn in both whole group, small group, and independent settings as they practice their literacy skills. Teachers also use SPIRE to reinforce and boost skills in literacy.

Our **math** program will be the Ready Math. This program is a focused, coherent, and rigorous K-5 mathematics curriculum aligned to the state standards. Deep and careful attention is paid to mathematics content and to student thinking and understanding.

Science and Social studies standards are taught using an integrated method through articles, books, and poems in reading along with labs and class discussions.

Students at Lowell participate weekly in "Specials" classes (**art, music, PE, and Media**) to build on classroom skills such as critical thinking, language development, creativity, emotional wellness, and working with others



Available Technology



Technology is fully integrated into every part of our daily lives. It affects how we communicate, play, socialize, and learn. Technology expands the realm of possibilities for how teachers teach, it enables them to reinforce and expand the content, it motivates students to learn, and allows them to respond to a variety of learning styles. Everyone learns differently; therefore, with a classroom full of children with different learning abilities, technology allows us to implement differentiated instruction. It helps prepare students for the digital future. It teaches 21st-century skills are necessary to be successful in today's world. Technology prepares students for their future. Further, it sets them up to be successful in our increasingly digital economy.

Each classroom teacher has a cart of Chromebooks which allows teachers to integrate technology regularly in classroom instruction. Acceptable Use Policies are signed by all students and employees during the initial sign in to our network. This outlines specific rules for students using the Gaston County Schools' computer network and computer hardware, including care for the equipment and proper use of the Internet. These policies will also be reviewed by teachers. In the enrollment packet, parents are given the opportunity to opt their child out of access to the Internet.

Students will be assigned a device and will be given an opportunity to take it home, if needed for remote learning. A Chromebook Agreement form must be signed by their parent or guardian.

Schoology

Learning Management System that allows teachers to...

- Administer online curriculum materials.
- Track and report student data and information.
- Deliver online instruction within a blended classroom environment.

Teachers focus on...

- Increasing student engagement.
- Creating deeper learning experiences.
- Providing opportunities for communication and collaboration.
- Assigning and collecting work electronically. ◦ Fostering 21st Century Skills and Digital Citizenship.
- Engage with learning materials and the school community inside and outside of the classroom.
- Safe and monitored teacher/administrator/parent online environment.

The Schoology platform is used for personalized learning assignments in the classroom and for homework. Schoology also provides tools for communication with families and a gradebook. Additionally, IReady is used to create unique learning pathways for each student in Reading and Mathematics to support skills taught in the classroom.

Media Center Service

As a part of our instructional program, all K-5 classes visit the Media Center each week to review and select books for check out. Our Media Center provides varied materials for students and teachers. In order to keep these resources for everyone, we encourage students to take care of the books they check out and for them to return them promptly so others may have access to these resources. Students are financially responsible for any lost or damaged materials.



Field Trips-22-23 Guidance:

Our goal is to safely provide field trips for the 22-23 school year, but GCS has opted out of taking field trips for the first nine weeks. Following this time period, GCS will provide further direction based on guidance from state and local decision-makers.

Field trips are planned to expand and enrich the curriculum. You will be notified in advance and required to give written permission for your child to participate in field trips. Payment is expected prior to the field trip. No refunds will be given to students absent on the day of the field trip.

Costs for field trips are figured using the admission cost to the venue and travel on the bus. Parents who wish to chaperone field trips must be an approved GCS volunteer and invited by the grade level to attend. You can sign up on the GCS homepage by clicking "Become a Volunteer." Once approved, please call the school to sign up for the required volunteer orientation. Some field trip locations do not require or allow parent chaperones. Also, please know that only GCS staff members(per GCS Policy) can ride our school buses with the students. Chaperoning parents should meet the group at the venue.



Instructional Support



MTSS: For any student that is working below grade level, Lowell uses the Multi-Tiered System of Support (MTSS). This is a process where teachers provide specific interventions to help students who are below grade level. A team of grade level teachers meets frequently to review and discuss documented data and student progress so that the most effective support is in place for our students. Parents help us in this process by completing vision and hearing screenings and a social/developmental history. If your child needs additional interventions and support, you will be contacted by your child's teacher.

EXCEPTIONAL CHILDREN'S PROGRAM /ESL/Title 1 Reading/AIGAt Lowell we also have the following other instructional supports: Exceptional Children's program, English as a Second Language, Title 1 Reading Support, and Academically/Intellectually Gifted classes.

Our school recognizes the diverse and special needs of our student population and follows appropriate procedures and guidelines for identifying and serving these students. Our Exceptional Children's program offers services for identified students in the resource room

and regular classroom. Our English as a Second Language (ESL) offers services for students who has not learned English as their first or primary language. Our Title 1 Reading Teacher works with students who are performing below grade level so that students can increase reading and comprehension skills. Teachers The Academically Intellectually Gifted Program offers appropriate differentiation strategies for the gifted child.

Counseling/504 Plans: Our School Counselor, Mrs. Busch is a resource for students, parents and teachers. She provides individual, small group, and whole class counseling lessons to support our students as they develop, grow, and learn. She works in classrooms teaching students positive social skills and character traits along with coping strategies. As the 504 Coordinator, she also guides students and families with Section 504 accommodation plans when there is a diagnosed disability.

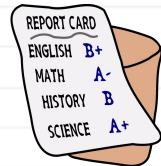


Student Grades

K-2 Students: Have standards-based report cards with ratings that show their progress towards meeting each standard. Specific grading codes for these grade levels are printed on the report card.

3-5 Students: Earn numerical grades based on a ten point scale:

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



[3-5 Lowell Grading Policy- Grade composition document](#)

Interim Reports and Report Cards:

Interim reports are sent midway through the 9-week grading period for any student who is performing below grade level standards.

Report Cards are distributed on the following dates:

- October 20, 2022
- January 12, 2023
- March 16, 2023
- Week of June 5, 2023(via mail)



Student Assessments

K-5 Students at Lowell will participate in state/local I Ready Diagnostic tests 3 times a year. Students in grades K-2 will participate in local/state math assessments from DPI and Mclass/Dibels reading assessments periodically. Students in grades 3-5 will take the NC EOG at the end of each school year. When such tests are to be given, teachers will notify parents. Parents may also visit the Gaston County Schools website at www.gaston.k12.nc.us for the most current testing schedules and information.

Retention/Promotion

Promotion and retention decisions are based on the student's performance to meet state and local standards

In this decision-making process, parents are involved with the teacher and administration throughout the process. Parents are notified mid-year if there are concerns on the part of the school that students are not making the necessary progress to be ready for the next grade level. Interventions are implemented, progress is monitored and parents are kept informed. The principal reserves the right to make the final determination in promotion or retention.

Title 1

The Federal Title One program provides financial assistance to local educational agencies and schools with low-income families. This helps ensure that all children meet the challenging state academic standards. Lowell Elementary is eligible for this supplemental funding, which is spent on instructional support personnel (Content Teacher and Title 1 Reading teacher for 3-5), instructional supplies, and professional development.

Title One provides our school with positive opportunities to further assist children and their families throughout the year. Title One also requires that all of our educational staff members be "Highly Qualified" as stated in the Federal Law of "No Child Left Behind". As a Title One school, we are mandated to seek your input and involvement with your child at Lowell. Traditionally, Lowell has maintained strong parental support and involvement in all school events. We look forward to continuing this tradition and invite you to be involved in our many family events. Teachers will send home invitations to each of these events, please return

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

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

Should you have any questions about our teachers' qualifications, please see an administrator.

For more information on our 22-23 Title 1 Plan, please click the link below:

[Lowell Title 1 Presentation](#)

A graphic of a spiral-bound notebook with a white page and a red cover. The spiral binding is at the top. On the left side, there are two horizontal tabs: a yellow one on top and a light red one below it. The page contains the number '02' and the word 'Attendance' in large, bold letters, followed by a short paragraph of text.

02

Attendance

At Lowell Elementary, good attendance is a high priority for our students.

Attendance Policy



It is the responsibility of the parents to see that their children attend school as provided under Article 20, Section 115C-166 of the **Public School Laws of North Carolina**. All children under sixteen are required to attend school.

Absences:

- **The school year is 180 days.** Students must be in school at least 168 days. Students must be in school at least until 11:30 to be counted present for the day. Students who miss more than 12 school days (excused or unexcused) must go before a retention committee to determine grade placement.
- **A written excuse is required within two days** for all absences and tardies. The excuse should state the exact reason and dates for the absence/tardy.
- It is the student's responsibility to arrange make-up work and due dates with the teacher.

Early Sign-outs

It is very important that all students remain in school for the entire school day. Parents, please make every effort to schedule appointments for your child after school or on teacher workdays. In the event that you plan to sign your student out early, please send a note to the teacher including: date, student name, reason for sign out, the time, and the name of the person who will be signing the student out. Please have your child to give this note to the teacher as they come into the classroom for the day. We also encourage parents to refrain from signing students out after 2:00 PM as this interferes with our end of day/dismissal procedures.

In order to sign students out, Gaston County Schools' policy requires that the adult present current photo identification-No exceptions! We appreciate your cooperation in maintaining student safety.

Tardies

Arriving at school on time helps students to begin their day successfully. Students must be in their classrooms by **7:30** or they will be considered late or tardy. If your student arrives to school after 7:30, you must report to the door, ring the bell and work with office staff to sign your student in.

Proof of Residency

Gaston County Schools maintains a policy that students must attend school in the district where their legal guardians live. In keeping with this policy, parents must present 2 “proofs of address” proving students live in their given school district. The following are the only documents that can be accepted as documentation: lease or mortgage statement and a utility bill (power, water, sewer, cable or satellite). The same documents are needed for a change of address if you move to another address within our district.

Student Withdrawal

Please notify the school in advance, at least 2 days, of a student's withdrawal. This will allow us to prepare student materials, records for the transfer as well as to collect library books, chromebooks and other school materials. Parents will be notified of any fees necessary. All school materials, lunch payments,, and other debts should be paid in full before the transfer of records to another school. Otherwise, the debts will follow the student.

A graphic of a spiral-bound notebook with a white page and a red cover, set against a blue background with a speckled pattern. The spiral binding is at the top, consisting of ten black rings. The page contains the number '03' and the word 'Communication' in a bold, sans-serif font.

03

Communication

Teacher and School Communication



Teacher Digital Tools(Schoology, DoJo, Remind, GCS Email)

For daily communication, it is best to communicate with teachers using either school email, Class Dojo, Remind App, and our new Schoology learning management system.

School Digital Tools(GCS Parentlink,GCS Lowell School page, Lowell PTO Facebook

ParentLink is the GCS automated telephone system that allows the school and/or the school system to send a recorded message out to families with information regarding current events at the school or the district. Lowell Elementary sends a "Lowell Weekly Message" each Sunday evening. Gaston County Schools uses this to notify the entire school system at one time in the event of an emergency or school closing.. In order to receive these notifications, you must ensure that we have your up to date contact information.

Our school website and Facebook page are kept up to date with information, documents, photos, and good news. You are also welcome to call the school office with any questions.

Other Communication Tools



Folders

Daily folders will be used to send assignments and communicate with parents. In addition, parents will receive Tuesday folders from teachers with checked work and other important school documents.

Parent Conferences

Occasionally, the need for a conference with your child's teacher may arise. Either parent or teacher may request a meeting in writing so that a convenient time for both parties can be established. Please understand that if you come without an appointment, your teacher will most likely not be able to meet with you due to required after school meetings, trainings, and planning. Similarly, parents are not able to drop-in at arrival, during the instructional day, or during lunch to meet with a teacher. This time is important for supervising and instructing all students

Radio/Website/Television/GCS Channel 21

In the event of inclement weather and for the safety of staff and students, Gaston County Schools will close or delay school. Once a decision is made, this information is broadcast on all local news stations, local radio broadcasts, Spectrum Channel 21 and the Gaston County Schools' website.

A graphic of a spiral-bound notebook with a white page and a red cover, set against a blue background with a speckled pattern. The spiral binding is at the top, consisting of ten black rings. The page contains the text '04' and 'Health and Safety' in bold, dark red font.

04

Health and Safety

Visitors



22-23 Guidance:

Our goal is to safely welcome visitors; however, at this time we must comply with state and district guidelines regarding visitors. Currently, we are only permitting "essential" personnel in our buildings for the health and safety of students and staff. Any visitors who wish to pass through our doors will need to be approved ahead of time by the principal.

A safe, nurturing learning environment is our priority at Lowell. All visitors are required to enter through the main entrance and sign in at the door. Presenting a photo ID. In keeping a safe and healthy environment, please note that all visitors are subject to metal detection.

Volunteers


In keeping with GCS policy and our efforts to provide a safe, nurturing environment for all staff and students, all parents and community members who work in the classrooms, serve as room parents, and chaperone field trips must be trained volunteers. Applications can be completed at tinyurl.com/GCSVolunteerSite. An online application begins the background check process. Once approved, potential volunteers will need to take a class at Lowell or at the Central Office to be cleared to volunteer and chaperone. **If you have already applied and taken the class, volunteers should visit the same site and login to "reactivate" their account each school year.**

Our goal is to safely welcome volunteers school year, but we will await direction from state and local decision-makers.



VOLUNTEER

Tobacco Free Campus



Lowell Elementary and all Gaston County Schools are tobacco free campuses. We do not permit smoking or the use of tobacco products (including electronic cigarettes) in the buildings or on the school grounds or school events by students, staff, parents, or visitors. We appreciate all visitors following this policy while on campus and while on field trips with our students and staff.

School Safety Procedures



- **All persons visiting the school** will be required to use the video entry system and present appropriate photo ID to enter the building. Then, they are to check in at the school office to scan their ID and receive a visitor's badge. This regulation is necessary for the protection of your children to prevent unauthorized persons from entering the school building/campus.
- **Fire exercises, severe weather exercises, and lockdowns** are performed on a regular basis in order to prepare students in case of an emergency. Please note that administrators also conduct random metal detection of students and their belongings several times a month.
- **Metal detection** screenings are performed regularly as another safety measure. All visitors are subject to random metal detection.
- Our school has areas containing **asbestos**. Inspections are made annually to provide adequate maintenance of these areas. At this time, it has been determined that these areas pose no immediate danger to any occupants of the building.

Items to be left at home

To achieve student safety and keep our focus on instruction, the following items are not allowed to be brought to school:

1. Weapons, any items resembling weapons, and any items that could be used as weapons such as Knives, guns, or other sharp-pointed or dangerous objects, including fireworks. These items warrant an office referral and possible suspension. If the following items (or similar items) are brought to school without permission a teacher will hold the item until the end of the day. On all future occasions the items will be held until a parent/guardian comes to pick these up.
 2. Money that is not being used to pay for lunch, field trips, or school-sponsored events.
 3. Live animals from home, except with invitation from the child's teacher and the approval of the principal
 4. Chewing gum, candy, and sodas
 5. Toys, including trading cards of any kind
 6. Electronic devices such as iPads, iPods, handheld gaming devices or MP3 players. Pinewood administration may hold these items until they are picked up by a parent.
- *The School cannot assume responsibility for the security of personal items.

Student Illness



If students become ill or are injured at school, they are to let their teacher know. The school will then make contact with the child's family. Please be sure the office has current phone numbers for you at all times in case of an emergency.

There are several staff members who are trained in CPR and First Aid and designated as First Responders. These trained individuals will respond immediately to any medical emergency within our building. Should it be deemed necessary in an emergency, 911 will be called to respond.

If a student becomes ill or has been injured at school, the parent or guardian will be notified. If a student becomes ill or has been injured at school, the parent or guardian will be notified. Board Policy prohibits school employees from applying any type of first aid medications to injuries.

Students who suffer from fever, vomiting, or diarrhea will be expected to be picked up from school, and they should recover at home until they are free from these ailments for 24 hours.

Student Medication

Gaston County Schools has established policies for administering medications at school.

If your child must have medication of any type, including over-the-counter drugs, given during school hours, you have the following options

1. You may come to school and give the medication to your child at the appropriate time(s)
2. You may obtain a copy of a medication form from the school nurse or school secretary. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be completed by the physician for both prescription and over-the-counter drugs. The form must be signed by the doctor and by you, the parent or guardian. Prescription



medicines must be brought to school in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in a container labeled by a pharmacist, complete with instructions (like a prescription drug).

3. You may discuss with your doctor an alternative schedule for administering medication (i.e., outside of school hours).
4. Self-medication: In accordance with G.S. 115C-375.2 and G.S. 115C-47, students requiring medication for asthma, anaphylactic reactions (or both), and diabetes may self-medicate with physician authorization, parent permission, and a student agreement for self-carried medication. Student must demonstrate the necessary knowledge and developmental maturity to safely assume responsibility for and management of self-carry medications.

NEW! COVID-19 Student Illness Procedures

COVID 19 will follow traditional sick guidelines:

- Parents will notify school if student is symptomatic or has tested positive.
- In order for students to return, they must be symptom free for at least 24 hours (Symptoms: Fever, vomit, and diarrhea free)
- For absences to be coded, “excused”, parents must send a note with student within 3 days of his/her absence.

The CDC does recommend in the instance of a positive result that students stay home for 5 days and return to school wearing a mask for an additional 5 days.

Continued COVID 19 and other Health Protocols

At Lowell, we will continue our mitigation strategies as follows:

- a. Consistent handwashing
- b. Effective cleaning practices
- c. Air Purification in classrooms
- d. Providing masks for all students and staff who request them.
- e. Limiting guests/visitors in building to only “essential” staff.

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05

School Nutrition

Cafeteria Payment and Meal Prices

Breakfast and lunch are served daily. School Nutrition strives to provide children with balanced meals daily. In order to maintain healthy eating habits, please do not send sodas with your child's lunch.

During school year, meals may be paid for in advance on a weekly or monthly basis. If you choose to write a check for your student's lunch costs, please make it payable to Lowell Elementary School. Families may also utilize the NEW- [Titan Family School Payment System](#) to pay with their credit or debit card. Ice cream and other a la carte items are available at checkout and may be purchased with money from your student's general lunch account or from cash in hand. Please talk with the cafeteria manager if you have any questions about your balance.

The COVID19 waivers for free lunch are no longer active for students. The following meal prices are current for the 2022-2023 school year:

Breakfast:

- Students: \$1.40; Reduced Cost: \$0.00

Lunch:

- Students: \$2.90; Reduced Cost: \$.40

NEW-Free/Reduced Meal Applications

All households must submit a new application and be processed each year for benefits to continue after the first 30 calendar days of the new school year. Applications will be sent home with every student in the back-to-school packet and are available in the school office, the cafeteria, and at Gaston County School Nutrition in Lowell. Online applications are available for 2022-23 on the Gaston County Schools website. Only one (1) application is required per family. Households receiving FNS (formerly Food Stamps), FDPIR, or Work First Cash Assistance must provide the name and case number for the person receiving benefits and list all students to be categorically eligible for free meal benefits. Applications should be returned to the front office, the Cafeteria Manager at the school, or to Gaston County Schools Nutrition (500 Reid St. Lowell, NC 28098).

Student Charged Meals

Students who do not have money to pay for their meals may charge a meal if their negative account balance has not exceeded \$13.50. Students who do not have money to pay for their meal and have exceeded the \$13.50 charge limit will be given a smaller complimentary meal. Students whose families have applied for free or reduced meal prices are responsible for all charges incurred before the Free and Reduced Meal Application has been processed and approved through School Nutrition. A la carte items may not be charged and students who have exceeded the \$13.50 charge limit may not purchase a la carte items.

Student Special Dietary Needs

Students with medical conditions such as allergies and diabetes may request modifications to school meals by completing a Diet Order Form. These may be obtained through the cafeteria manager, school nurse, or Gaston County School Nutrition. Diet Orders must be signed by a physician and returned to the cafeteria manager.

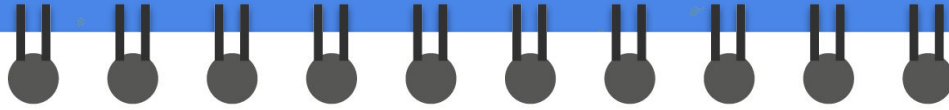
Snacks

To ensure safety and sanitation, all foods brought to school for classwide snack distribution or classroom celebrations must be store bought with a complete ingredient label adhered to the package. Thank you for understanding that this is to protect students with food allergies

Homemade food and snacks in the classroom and cafeteria will not be allowed except for personal meals consumed by individual students.

Thank you for your understanding and cooperation in helping to protect our students with food allergies.

We will not be sharing food or snacks in an effort to keep our students healthy and safe.



06

Student Expectations

Every student should have the opportunity to learn in a safe, orderly, and comfortable learning environment. Students are expected to display positive behavior conducive for learning. The staff at Lowell Elementary School will do its utmost to keep the school safe and free from attitudes that interfere with learning. It is the responsibility of the student to respect all staff members, to behave in such a manner that does not disrupt the rights of others to learn, and to follow all school rules, attend on time, and do all work assigned. It is the responsibility of the parents to reinforce proper behavior at school, review the school rules with their child(ren), cooperate with the school staff in carrying out appropriate consequences, and seek out guidance for assistance in correcting the misbehavior of a student.

Student Dress Code



The following guidelines outline the appropriate dress for your student to actively and safely participate in the instructional program at Lowell Elementary School. Parents of students whose attire has been deemed inappropriate will be called to bring other clothing.

- Students should attend school dressed comfortably for the weather and school building.
- Clothing advertising alcoholic beverages/tobacco products or containing inappropriate language or messages should not be worn.
- Students are not permitted to wear tube tops, halter tops, see-through shirts, midriff tops, or bike shorts.
- Skirts and shorts should fall at mid-thigh (or lower). Shirts should fall to the mid-thigh (or lower) of students wearing leggings. Underwear should not be showing.
- Students will not wear hats, caps, or other head coverings inside the school building.
- Shoes with wheels are not allowed at school or any school function. Students wearing flip-flops or high heels may be restricted from the playground equipment and certain physical education activities. Shoes with constant flashing lights must remain off during the school day. (Shoes that light up when you step on them are allowed if they are not a distraction.)

Cell Phone Policy

Cell phones are not permitted at school or on the bus. If students need to bring a cell phone to school, it should be turned OFF and kept in their backpack at all times, including on the bus. Should students need to use the phone during school hours, they will be allowed to do so through the use of school phones, not their cell phones. Students are not allowed to call, text, play games, record, stream, or email on their personal cell phones during the school day or on the bus. Cell phones that ring or cause a distraction to school may be held in the office for parent pick-up.



Positive Behavior Intervention Support

Lowell PBIS

Schoolwide Expectation:

At Lowell we work together to create a PAWSITIVE place by...

Practicing respect

Always be kind

Work responsibly

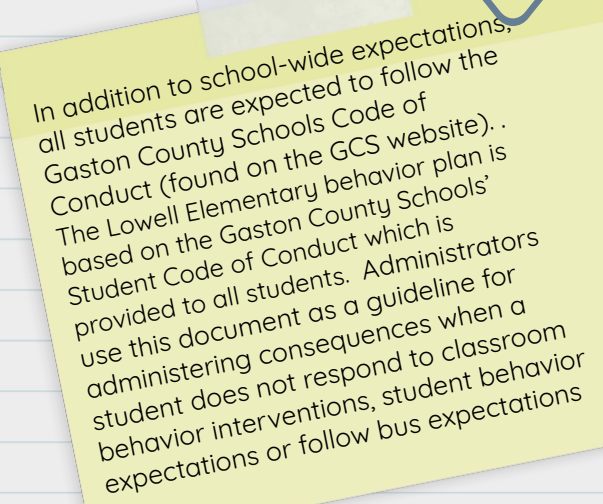
Stay safe



[Lowell PAWS Behavior Matrix](#)

Lowell Elementary is a proud Positive Behavior Intervention Support (PBIS) school. As a PBIS school, we develop and teach defined expectations and recognize student compliance with rewards for positive behaviors and making good choices. We work to provide a strong level of consistency in student expectations, procedures, and consequences so that our school environment is predictable and safe. Our school expectation is that “**at Lowell we work together to create a PAWSITIVE place by...Practicing respect, Always be kind, Work responsibly, and Stay safe.**” Students are rewarded for positive behavior with DoJo points. Students earn different levels of points for rewards in the classroom, quarterly and annual awards at the school level. Weekly, students are selected by the teacher for “Best Week Ever”. Students are called to the office to select a prize from the Office Prize Box!

Gaston County Code of Conduct



In addition to school-wide expectations, all students are expected to follow the Gaston County Schools Code of Conduct (found on the GCS website). The Lowell Elementary behavior plan is based on the Gaston County Schools' Student Code of Conduct which is provided to all students. Administrators use this document as a guideline for administering consequences when a student does not respond to classroom behavior interventions, student behavior expectations or follow bus expectations

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07

Transportation

Car Riders

Each family will be issued 2 car tags that are unique to our school. These tags will change each school year and must be replaced at Open House or via the front office. Students should enter and exit the car on the passenger side only. During afternoon dismissal, the car tag **MUST** be displayed so that staff can easily read the students' names. If a school issued tag is not displayed, parents may be directed to the front door to present a photo ID in order to pick up your child. Dismissal procedures begin at **2:10**, and parents of car riders are asked to be in line at this time. During dismissal, for safety reasons, do not park and walk to pick up your child. Due to safety restrictions, parents must remain in cars at all times.



Daycare Riders



Lowell Elementary has a full list of of daycares that provide transportation from our school. Please see our Office Staff for this list. Daycare Vans load in our bus loop in front of the school. Students are expected to walk to the vans at dismissal to avoid injury. If daycare vans are late for pick-up, students are expected to wait quietly in the gym until the van arrives and students are called.

Bus Riders

Bus stop information and schedules can be picked up at the school office. Students are expected to be waiting at the bus stop 10 minutes before the bus is scheduled to arrive. If a student is not at the bus stop when the bus arrives, the bus will not stop, hold up traffic, or blow its horn. Students are expected to keep the bus clean and neat. No eating or drinking will be permitted on the bus. Please read the GCS Bus Guidelines as well.

New students will need to allow up to 2 full school days after enrollment before beginning bus service so that the stop can be added to the route and the bus driver made aware of a new rider. Parents are responsible for the supervision of their students until the bus arrives for pick-up and upon arrival at the bus stop in the afternoon.



Bus Rider Behavior Expectations:

- **B** - Be Responsible
 - Follow the GCS Code of Conduct
 - Be on time - at the stop 5 minutes early!
 - Keep the bus clean - No food, candy, gum, or drinks.
- **U** - Use Respect
 - Talk softly and appropriately
 - Respect yourself, others, and property
 - Keep hands, feet, and objects to yourself - Take nothing out of your bookbag, including homework, phones/electronics, and toys
- **S** - Stay Safe
 - Stay seated and keep aisle clear
 - Listen to the driver and other adults
 - Get on and off only at your assigned stop

Walkers

Students living in the Riverfront neighborhood beside the school are eligible to be designated “walkers”. In the morning, students walking to school are expected to stop and make sure there is no oncoming traffic before crossing. In the afternoon, once all car riders and buses have dismissed, walkers are called and a Lowell Administrator escorts the students to the top of the neighborhood to meet parents. For the safety of students and staff, **parents will not be permitted to walk up and pick up students. We must limit the traffic on our campus due to maintain the safety of students and staff.**



Changes in Transportation

Changes to student transportation will not be taken by phone. All changes must be given to the teacher or office in writing and cannot be accepted after 2:00 pm. This is for the safety of our students. Parents should use extreme caution when emailing teachers about transportation the day of the change. Since teachers do not always have time throughout the day to check emails (and they may have a substitute from time to time), it is very likely that an electronic message will not be seen in time for dismissal.

Arrival Procedures

7:00-7:30 students arriving will have designated areas to enter the building. Kindergarten and 1st will enter through the main door, 2nd will use the gym door, 3rd the cafe door, and 4th/5th will use the 4;5 building exterior doors.

•**7:30 Tardy bell rings**- Late students- parents will have to call into the front office and wait for a staff member to assist them.

•**Breakfast** - will be a grab and go style at each door inside
Car line Procedures- Kindergarten/1st/4th/5th- grade students will be dropped off in the main driveway. 2nd and 3rd will drop off in the “bus” circle. Buses will continue to use the bus loop with 2nd/3rd grade traffic so please be patient and alert.

•For safety purposes, do not drop students off before 7:00 or after 7:30 unaccompanied.

•**ALL** Transportation changes must be in writing and prior to 1:00. This will ensure that teachers are notified prior to dismissal.

Dismissal Procedures

2:10 Bus and Single Car Riders

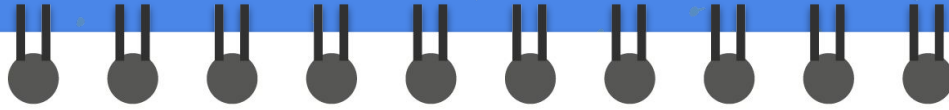
2:25 Multicar Riders

2:35 Walkers

•Car line Procedures(2 lines in main parking lot)- please display car tags. Staff members will be assisting and directing traffic. We will load 8-10 cars at a time so please wait to be motioned to pull forward to ensure the safety our students and staff members.

•Early Dismissal- when possible please call ahead to start the process. Press doorbell button and office staff will assist.





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**Additional
Information**

Student Birthdays

1. Student birthdays are recognized on the announcements, and students receive a treat from the school.
2. For a number of important reasons, we will **not** conduct birthday celebrations in class. Please do not send in treats, cupcakes, goodie bags, etc. for the purpose of celebrating birthdays. Likewise, balloons, flowers, and other gifts should not be delivered to the school. Such deliveries interrupt the instructional day.
3. Teachers will not be involved in the distribution of birthday party invitations.

Lost and Found

Unidentified items are placed in the lost and found, which is located on a rack outside the cafeteria. All items not claimed by the winter break and by the end of the year will be donated to local charity groups. To avoid losing items, please label your student's belongings with their name in permanent ink.

THANK YOU
for all of
your
cooperation
and support!



QUESTIONS,
please call the
office @
704-836-9118