

# Parent/Student Handbook

Cumberland Road Montessori School  
2700 Cumberland Road  
Fayetteville, North Carolina 28306

## Welcome

The administration, faculty, and staff members of Cumberland Road would like to extend a warm welcome to each of you. We are dedicated to empowering all students to become globally competitive 21<sup>st</sup> Century learners through high expectations, collaboration, and innovative practices as we collaborate, compete and succeed in a globally changing society.

We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership will make a meaningful difference in each child's education. This year more than ever we need to work together as partners in education. As partners, we share the responsibility for our children's success and want you to know that we will provide each child with a high quality education.

The information in this handbook is designed to provide you with a convenient resource for school policies and procedures for virtual learning and when we get back to face to face learning.. Please read and discuss the information with your child. We depend on the support provided by our parents, because you are the most important shareholder in your child's education. We encourage you to contact your child's teacher and/or the school office for clarification on any items contained in this handbook or questions and/or concerns regarding your child's educational experience. We are extremely excited and looking forward to an outstanding school year where we go the distance for teaching and learning.

Michele Cain, Principal



## **Cumberland Road Montessori School**

Principal: Michele Cain

Assistant Principal: Kelly McKoy

Data Manager: Sandra Brown

Bookkeeper: Jennifer Burge

Cafeteria Phone: 484-6830

Instructional School Day: 8:30-3:25

School Phone: (910) 485-7171 School Fax: (910) 484-5616

School Colors: Blue and Yellow

Belief Statement: "A Peaceful World Begins With Me"

School Mascot: Monarch Butterfly

### **Our Vision**

Cumberland Road Montessori School is dedicated to empowering all students to becoming globally competitive 21<sup>st</sup> Century learners through high expectations, collaboration, and innovative practices.

### **Our Mission**

The Mission of Cumberland Road Montessori School is to provide a safe and caring learning environment empowering all to achieve their full potential and be the change they want to see as we collaborate, compete, and succeed in a globally changing society.



## What is the Montessori Program?

The Montessori program at Cumberland Road is based on a carefully planned, stimulating, structured environment and the child's developmental need for freedom within limits. Students acquire a methodology for life-long learning and an excellent foundation to develop creativity, sensory awareness, and intellectual capacity. Children learn and progress at their own pace in a student centered classroom. The teacher functions as designer of the environment, resource person, role model, demonstrator, record-keeper, and meticulous observer of each child's behavior and growth.

The Montessori Method was developed by Dr. Maria Montessori. This system of education is both a philosophy of child growth and a rationale for guiding such growth. The focus of this system is the development of materials, educational techniques, and observations which support the natural development of children. Children are encouraged to "learn how to learn," thus gaining independence and self-confidence. Abstract concepts are introduced concretely through hands-on materials which engage the child and assist in an understanding of concepts before they are committed to memory. The primary goal of a Montessori program is to help each child reach full potential in all areas of life. We look forward to sharing more about our program. You will receive a monthly calendar of events as well as classroom newsletters throughout the school year. You may also find important dates and information on the Cumberland Road Montessori School Website located at: <http://cres.ccs.k12.nc.us/>

Please consider joining our parent volunteer program and become actively involved in your child's education at Cumberland Road Montessori.

## Normal Daily Schedule

8:00 a.m.	School Opens/First Bell
8:25 a.m.	Warning Bell
8:30 a.m.	Instructional Day Begins
3:25 p.m.	Dismissal bell

## Virtual Daily Schedule

7:55 a.m.	Announcements/Morning Meeting
8:05 a.m.	Instructional Day Begins
11:00-12:30	Lunch Break
3:25 p.m.	Dismissal

### **What do families need to know regarding student learning under the Blended Model? (Plan B)**

- Schedule: Each school will provide a comprehensive schedule for their students. Links to this information should be shared. (school website)
- Attendance/Grading Requirements: Address make-up work procedures and grading; Parents and teachers need to communicate to ensure that students are able to complete makeup work in a timely manner.
- Safety Requirements: In-person (Please ensure that your child's records reflect current medical information, i.e. asthma action plan, seizure plan, etc..) Please provide medical documentation to the school upon your child's return from an absence. Parents must provide an accurate Attestation Form per the CCS guidelines.
- Tardy drop-offs - Parents cannot enter the front office area. There will be a designated area for signing in tardy students.
- Visitors Policy: No visitors. No outside food drop-off (This doesn't include lunchboxes forgotten at home by students.). No birthday treats or class snack drop-offs.
- Transportation: Socially-distanced bus seating. Only family members can share a seat. No eating on the bus. No non-instructional items (toys, food, etc.) on the bus. CCS issued devices need to remain in the child's bookbag throughout the bus route.
- There will be no in-person field trips, assemblies, or any large gatherings due to CDC guidelines.
- Classroom Makeup: Student desks and classroom furniture will be arranged to avoid cross contamination.

- Students will not share instructional materials (manipulatives, books, etc).



## Arrival/School Hours/Dismissal

We hope that this communication helps parents better understand the reasons behind our morning arrival procedures. Please know that the safety of all students is our first priority. Students may be dropped off behind building A, in front of F building in the kiss and go lane beginning at 8:00 a.m. Students must be in their classroom before the 8:30 a.m. bell or they will be marked as late. Students and parents are advised that the official office hours at Cumberland Road Montessori School are 8:00 a.m. - 4:00 p.m. Students may be dropped off at Kiss and Go **NO EARLIER** than 8:00 a.m.. Supervision is not provided until 8:00 a.m. for students. Parents are asked to cooperate and help plan for their children to arrive at this time. Adults will be stationed at the Kiss and Go lane to ensure that all students go directly to the classroom. As a service for our children and parents, BREAKFAST is served in the classroom beginning at 8:00. ***(Please do not park in handicapped parking spaces unless you have a handicap sticker or your car may be towed).*** **Students are not permitted to be dropped off in the Faculty and Staff Parking Lot or at the front of the building.** Parents and students are expected to follow all safety rules and the directions of staff members. The Kiss and Go lane is a one-lane driveway, please stay in your vehicle and wait for the staff member to approach your car or guide you out. Your child's safety as well as your own safety is a top priority at Cumberland Road Montessori School. Your cooperation and assistance are greatly appreciated.

Due to the safety of students and staff, parents are not permitted to walk students to class. If you have an extenuating circumstance all parents must come through the front office, provide government issued ID, wear a mask, have their temperature checked and receive a visitors pass.

Buses will be unloading students as they arrive to school. In order to ensure students have appropriate supervision and safety, we do not allow riders, walkers or daycare students to unload/enter until the 8:00 bell rings.

Classroom instruction begins at 8:30 a.m.; students who are not in their classroom will be marked tardy at 8:30 a.m. (students arriving at school AFTER 8:30 a.m. must be checked in at the office by a parent/guardian). Being tardy or checked out early more than 1 time per nine weeks will result in a child not being recognized for otherwise perfect attendance. Excessive tardies and early checkouts will result in a referral to our social worker. **It is a parent's responsibility to ensure children are at school on time.** All Cumberland County Schools have high expectations for student achievement. In order for students to meet these expectations it is critical that we protect instructional time. Repeated absences and check in/outs will accrue and can result in possible negative consequences such as missed learning opportunities which may affect grades, retention, visit from truancy personnel, notice to DSS and/or law enforcement, and court action.

## Delivery and Pick up of Students

Student drop-off and pick-up is located behind building A, in front of F building in the kiss and go lane. Students may be dropped off and picked up only in this area. Please pull forward as far as possible before letting your child out of the vehicle. In the afternoons, parents will not be permitted to enter the parking lot after 2:45 to avoid traffic issues, please just follow the traffic line in the kiss-n-go lane. Please follow the directions of the crossing guard. There will be no parking in the drop-off and pick-up lane; it is for through traffic only. ***When waiting for students in the afternoon cars may not be running to ensure student safety. Adults must remain in their cars and students will not be released to anyone outside of their vehicles.***

**Please have your pickup number displayed on the passenger side windshield so that it can be clearly seen as you pull forward. For safety purposes, please know we will only load and unload your child from the passenger side of the vehicle. If your child needs assistance with their seat belt or safety harness, we ask that you pull forward to the first available parking spot to prevent traffic issues.**

*All parents picking up children in the kiss and go lane must remain in your car, pull up to the first free cone and wait for your child to be placed into your car. Students will not be given to individuals without a car-tag number. You will either be asked to go to the front office or pull to the first cone and show government issued identification. Adults picking up children must be listed on their check-out information. Students will not be released to adults not listed on check-out cards that are updated at the beginning of each school year. Students must be picked up no later than 3:25 pm.*

*Also, this is a tobacco free campus and the use of tobacco is not permitted inside or outside of vehicles while waiting for students. Staff members are assigned to traffic duty both morning and afternoon. It is expected that their signals be obeyed by drivers at all times.*



**FIRE LANES MUST BE KEPT OPEN FOR EMERGENCIES.**

Thank you for your cooperation.

## **Dismissal of Students**

**DISMISSAL** All Students will be dismissed at 3:25 p.m. Checking-out students from school prior to regular dismissal time more than 1 time per nine weeks will result in a child not being recognized for otherwise perfect attendance and excessive checkouts will result in referral to our social worker. It is a parent's responsibility to follow normal dismissal procedures of the school.

**Students may NOT be checked out after 2:45 p.m. A driver's license or State/government issued photo identification is required when checking students out of school. There will be NO exceptions. Adults picking up children must be listed on their check-out information. Students will not be released to adults not listed on check-out cards that are updated at the beginning of each school year.**

Parents are responsible for ensuring that their children are picked up from school by 3:25 p.m. Daycare will be dismissed in the circle drive in front of the media center this year to promote social distancing. Please be aware that if your child is picked up by a daycare provider and the daycare provider is not picking up students by 3:25 p.m., parents will be notified. Arrangements for students can be made through Prime Time after school care program. Prime Time operates from 3:25-6:00 p.m. (M-F). For more information, call the Prime Time office at 678-2451.

At the beginning of the year, we ask that parents provide one form of primary transportation for children to get home each day. We understand that emergencies may arise. In the event of an emergency (no more than one per month), ***we ask that parents notify teachers IN WRITING of any change in this information. Please send a signed and dated note; we will not accept a child's word in this matter. We will not accept transportation changes over the phone (including texting, Email, Class Dojo, fax) due to safety precautions, as we are unable to make an appropriate identification over the telephone. Please do not ask us to make exceptions to this rule; this is for your child's safety.***

**The school will not be involved in domestic custody disputes without legal documentation on file.**



## **School Calendar**

Each student will receive a Cumberland County Schools' Calendar Card. Please use it for future reference throughout the school year. You may also refer to our web site, or the Cumberland County Schools' website. Changes to the calendar and dates will be posted on our school website. We will also utilize Parent Link, our automated phone system, on a weekly basis to inform parents about information, events, cancellations and emergencies. **It is important to keep your phone number and e-mail current with our school office and teachers** so that you will receive the information sent through the Parent Link system, e-mail and Class Dojo.



August 17	First Day of School
September 7	Student/Teacher Holiday
October 13	Student Remote Learning Day
October 14	Student Holiday/Teacher Workday
November 3	Student Remote Learning Day
November 11	Student/Teacher Holiday
November 25	Student Remote Learning Day
November 26-27	Student/Teacher Holidays
December 18	Student Early Release Day
December 21-January 5	Student Holidays/Teacher Holidays/Workdays
January 18	Student Holiday
February 15	Student Remote Learning Day
February 16	Student Holiday/Teacher Workday
March 12	Student Remote Learning Day
April 2-April 9	Student Holiday/Teacher Holiday
May 21	Last Day for Students/Early Release Day

## **Absences and Attendance**

Ensuring that your child is on time and in attendance daily is one of the most important ways to help your child have a successful year. When a student is absent for one or more days (including virtually), a written excuse stating the reason for the absence must be sent to the classroom teacher on the day the student returns to school following an absence. Please ensure that excuses are dated and signed by a parent/guardian. These may be emailed or faxed. **If the teacher does not receive a note within three days after the student returns to school, the absences are coded as unlawful.**

All absences and tardies are recorded as part of permanent school records and have a great effect on student achievement. Parents will be notified of excessive tardiness/absences in an attempt to assist in making sure all students are getting an equal opportunity to learn. It is a North Carolina law that any child with 10 absences will receive a letter from the school requesting information concerning the absences. **After 12 absences, the child's failure to meet 94% attendance requirement puts the student at risk of failure for the school year.** Chronic tardiness, absences, and checking students out of school prior to dismissal are reported to the social worker and can result in retention for the student as well as

legal proceedings for the parent. Parents will be requested to attend classes when students have an excessive amount of tardies. Please remember that every minute counts.



School Starts at 8:30 A.M. face to face and 8:05 while we are virtually learning. Please Be On Time!

## Tardy Students and Students Checking Out Early

All students who are not present in their classrooms at 8:30 a.m. will be marked tardy. The parent or guardian must sign in students arriving at school AFTER 8:30 a.m. After the adult has signed the child in, the office will admit the student to class using our check-in procedures. If your child has more than 1 tardy, or more than 1 early checkout during a 9 week period they will not be recognized with perfect attendance.

All students leaving school prior to dismissal must be checked-out through the office by the authorized person picking them up prior to 2:45 p.m. All authorized people must be listed on their check-out card in the office. No exceptions will be made to this policy. Government issued identification will be required. Students will be called to the office at the time the parent arrives at school to pick them up. ***In order to ensure that we are protecting instructional time, we will be unable to have students waiting in the office for parents.*** Students leaving school before regular school dismissal for an appointment must be checked-out before 2:45 p.m. to ensure the safety of all students. It is important that your child be at school for regular dismissal.

Please make every effort to schedule appointments after school hours.

***Under no circumstances will a child be released without following the above checkout procedures.***

## Grading System

Cumberland County Elementary Schools operate on a nine-week reporting system. Parents are encouraged to study the report card carefully and to schedule conferences with teachers to discuss your child's progress. Access to your child's grades through Powerschool is provided to you each year. Login information is consistent from year to year.



### Report Card/Progress Report Schedule 2020-2021

Progress Reports Go Home	September 14, 2020,
End of 1 <sup>st</sup> Nine Weeks	October 12, 2020
Report Cards Go Home	October 20, 2020
Progress Reports Go Home	November 16, 2020
End of 2 <sup>nd</sup> Nine Weeks	December 18, 2020
Report Cards Go Home	January 8, 2021
Progress Reports Go Home	February 8, 2021
End of 3 <sup>rd</sup> Nine Weeks	March 11, 2021
Report Cards Go Home	March 18, 2021
Progress Reports Go Home	April 21, 2021
End of 4 <sup>th</sup> Nine Weeks	May 21, 2021
Report Cards Go Home	May 21, 2021

### Parents/Visitors

Parents/community members are encouraged to visit our school as often as they wish. **For security reasons and safety reasons please contact the office prior to visiting for current information due to Covid 19. All parents/visitors must complete a background check prior to visiting/volunteering at the school. Our parent facilitator, Tiffany Williams, can assist you with completing the background check form online. Please report to the main office for visitor**

**identification. Visitors will need to show some type of State or Government Issued Photo Identification.** This includes parents with teacher appointments, parents/visitors eating lunch, ANYONE coming to school during the day. For security reasons, outside doors will remain locked at all times. Visitors will be given a sticker to help us know who is in the building and to protect the safety of our students and staff. In order to promote student independence we ask that parents allow their child to enter the school building following regular morning procedures. Parent conferences should be scheduled at such times so as not to interrupt or interfere with instructional time.



## **Student Dress Code and School Atmosphere**

Students are expected to dress appropriately for the classroom including when learning virtually and the weather. School dress contributes to the school atmosphere. All clothing must be conducive to a positive learning environment. Our parents are asked to use good judgment and follow the established guidelines to ensure your child's attire or appearance does not disrupt the learning environment. Concerns with school dress, attire, or appearance will be addressed by school staff. Thank you for helping teach our children to dress for success. Students with questionable dress/attire/appearance will be sent to the office to call home for assistance. If we are unable to contact a parent or guardian, our school counselor may provide the student(s) with alternate clothing.

- No student shall be suspended out of school based solely upon violation of an existing individual school dress code; however, we will work with parents and counselors to ensure a safe conducive learning environment for all.

- All clothing will be free of offensive language (or pictures) relating to violence, drugs, race, or sex. Clothing should represent respect for self and others and promote a positive attitude in our learning environment.
- **Any masks worn in schools in response to COVID-19 or other health concerns may not contain or depict messages or images that would otherwise be prohibited under Policy Code 4316, "Student Dress Code." Examples of prohibited messages or images are those which are provocative or obscene, substantially disruptive, or which promote or depict illegal activity.**
- Blouses/shirts will cover shoulders & midsections - no low cut blouses, no spaghetti straps.
- Head coverings (hats, caps, etc.) and cold weather wear are not worn inside the building. All Cumberland County Schools will make any necessary religious accommodations for any type of headgear or head coverings.
- Belts must be worn in belt loops and be free of sharp studs or edges.
- Skirts & shorts are at or below fingertip length when standing (it is advisable to place shorts/leggings under skirts for young students).
- Jeans/pants/slacks/shorts/shirts/shoes will fit the person wearing the clothes - no bagging/sagging attire.
- Shoes, preferably rubber soled sneaker style shoes, must be worn at all times. Your child's safety is our priority, NO flip flops, or wheels on shoes and only wear shoes with heels for special occasions... PLEASE!!!
- Shoes must be laced to the top and tied securely to participate in physical education.

## **Prohibited Items**

Rolling book-bags, fidget spinners, radios, CD players, cell phones, walkie-talkies, iPods, iPads, e-readers, valuables, trading cards, athletic equipment, toys, or electronic devices of any kind are prohibited at school without prior permission. **In the event that a student brings such items to school and the items are lost or stolen, the school will not be held responsible.**



## School Breakfast and Lunch

Our breakfast and lunch program will begin on the *first* day of school. ALL children will receive meals at no charge (breakfast and lunch) for the 2020-2021 school year. The Breakfast Program is served to students in the classroom beginning at 8:00 a.m. -more information about our breakfast program is available from the cafeteria manager (910) 484-6830. Parents are encouraged to eat lunch with students in the cafeteria, **remember to sign-in in the office and get a visitor sticker before going to the cafeteria for lunch.** Please do not bring fast food items for your lunch, or your child's lunch. **Please note that food cannot be brought into the cafeteria from other outside food sources without being placed in a brown paper bag, lunch bag, or lunch box.** No glass containers or soft drink containers will be allowed in the cafeteria. During virtual learning parents will be able to pick up meals between 11:00-12:30 each day. M-F

**Prices:** Snacks are available for purchase by students a la carte  
Adult Breakfast & Lunch is a la carte

Cumberland Road is a Title I school which receives money from the Federal Government. If you have questions, or need assistance please call or come by the school and our staff will be more than happy to assist you.



## Student Classroom Assignments

Due to G.S. 115-59, which places a limitation on classroom size, there is a possibility that students may have to be changed from one class to another within the first ten days of school. Because those changes and new assignments are completely necessary, a great deal of thought and consideration will be given in the event that this occurs. Parents will be notified (if needed) as soon as possible. Special considerations will be given to each new placement.

## Withdrawal of Students

The procedure for withdrawal from school is as follows:

- A parent or guardian must notify the school either by phone or in person.
- A withdrawal form will be given to the teacher to be completed.
- Financial obligation of students will need to be cleared before paperwork can be completed.
- The withdrawal form will be given to the parent at the end of the student's last day in school.

*Please allow the office 24 hours to complete paperwork.*



## Telephone

Students will only be allowed to use the phone if it is deemed necessary by the teacher. **No phone calls for students or staff during the school day 8:30 a.m. - 3:25 p.m.** Teachers may be called before 8:30 am and after 3:25 p.m., when they are free from student supervision. If a conference is needed, call the office to set up an appointment or send a written note by your child. At 8:00 a.m. all staff members (teachers) are responsible for students, and therefore, cannot hold conferences with parents in the classrooms.

## Medicine

Medicine will not be administered to a child unless a doctor prescribes the medication. All medicine must be in the original container with the prescription label. **MEDICATION CANNOT BE SENT TO AND FROM SCHOOL BY THE CHILD.** A school nurse is not employed at school on a daily basis.

Any medicine that is to be given requires a "Request to Administer Medication" form to be signed by the doctor and be kept on file in the office. If you feel this may apply, please call or stop by the office, if possible, and get the necessary forms **BEFORE** going to the doctor, in order to save yourself two trips. We have a medicine clerk in the front office that will be happy to address any of your questions or concerns. **Please make sure the classroom teacher is aware of any special health information concerning your child and list information on the verification form. Any unused medications must be picked up by the parent on the last day of school. Parents please contact the school with any questions or concerns regarding medication.**



## Homework

To increase student achievement, teachers reinforce skills through homework. Students at this age (grades K-5) continually need the support of their parents in ensuring that homework is completed to promote success and good study habits. Homework is assigned to reinforce skills and develop a home/school connection. Digital homework may be assigned through various online platforms to support student learning. If homework appears to be too difficult for your child and an excessive amount of time is being spent on homework, please notify the classroom teacher immediately. Parent support and supervision of homework is critical in building positive study habits and ensuring that students are developing a life-long love for learning.





## Cumberland County Code of Conduct

It is the belief of Cumberland Road Montessori School that "A Peaceful World Begins With Me." In order to ensure that we provide a safe and orderly environment where the rights of students and personnel are preserved and protected all students are expected to contribute through appropriate behavior. Each student will receive a copy of the Cumberland County Student Code of Conduct book. These are specific rules and consequences that each student is expected to follow. **Please read and discuss the code of conduct with your child. Students causing school disruptions will be subject to disciplinary action.**

### WE EXPECT ALL STUDENTS TO FOLLOW THE THREE Bs:

1. Be Safe
2. Be Respectful
3. Be Responsible

## Virtual Learning Expectations

*The standards for behavior and classroom expectations for virtual (online) classroom environment are as important as the classroom environment in our traditional settings. The virtual classrooms are real classrooms with real teachers, therefore, appropriate student behavior is an expectation aligned with our Strategic Plan: Priority 3 Exceptional Environment*

# Field Trips

Students are required to have written permission from their parents before going on any school sponsored trip. Yellow buses are utilized for in county field trips and all out of county field trips will use chartered/contracted buses or white activity buses. All students participating in such trips must ride these buses. If a student is suspended off the bus at the time of the field trip, they will not be allowed to attend the field trip. **Field trip money is non-refundable and must be paid using cash only.**



## Bus Transportation Safety Rules

Students are assigned to school buses by the principal according to the North Carolina General Statutes #115C-244. Students that live one and one-half miles or farther from the school are eligible for free transportation. Students must live in the Cumberland Road Montessori School attendance area to be eligible for bus transportation. **School bus transportation is a privilege that will be suspended for inappropriate behavior.** A student is to ride the bus to which he/she is assigned. Students will be allowed off the bus only at school and their assigned stop. The bus driver is in complete charge of the bus and its occupants at all times. **Students riding the bus must comply with the requests of the driver.**

### Please follow these safety rules

- If you have to walk along the road to your bus stop, walk on the left side facing traffic. When cars are coming toward you, get well off the road to avoid any danger of being hit.
- Be at your bus stop on time and wait for the bus in a safe place, off the road.
- If it is necessary to cross the road at the bus stop, do so only when the bus and all traffic has stopped. Wait for the bus driver to signal and then look both ways.

- Walk, don't run, when crossing the road at the bus stop, cross in front of the bus and far enough in front of the bus so you can see the driver and he/she can see you.
- Use the handrail when entering and leaving the bus.
- Take your assigned seat as directed by the bus driver or monitor.
- Observe good conduct while riding. Loud or unusual behavior could distract the bus driver's attention and cause an accident. Always obey the driver.
- Permission to open windows should be obtained from the driver.
- Keep head, hands, and arms inside the bus. Do not throw objects from the bus.
- Keep the aisles clear of objects that could cause a passenger to stumble.
- Remain seated until the bus has stopped before attempting to leave the bus.
- Passengers who live on the right side of the road should immediately move away from the bus out of danger after unloading.
- Report any misbehavior or vandalism to the bus driver.
- In the event of an accident or emergency, passengers may have to unload the bus. They should go to a safe place off the highway. Another bus will pick them up or other suitable arrangements will be made to take them to school or home.
- **Only authorized school personnel may board a school bus, any unauthorized person, including parents may be prosecuted.**
- There are numerous student behaviors which create safety hazards and consequently must be corrected. Therefore, students who fail to adhere to the following safety rules will face disciplinary action by the administration.
  - A. Delaying the bus schedule
  - B. Improper boarding/departing procedures
  - C. Tampering with the bus
  - D. Smoking, using profanity, or refusing to obey instructions from school authorities or bus driver while riding a bus
  - E. Refusing to meet the bus at the designated stop
  - F. Unauthorized leaving of the bus
  - G. Playing, throwing paper, or other objects, or otherwise distracting the bus driver's attention while the bus is in operation
  - H. Failure to remain seated
  - I. Hanging out of the window
  - J. Fighting, pushing, tripping, biting
  - K. Rude, discourteous, and annoying conduct
  - L. Destruction of Property

- M. Eating/drinking on the bus
- N. Other behavior relating to Safety, Well-Being and Respect of Others

***Parents are not to board the bus at any time or delay the bus schedule in any way.***

If you have a child in pre-kindergarten or kindergarten, please remember that we require an adult to be at the bus stop to receive the student. After your child has been brought back to the school three times, your child will lose their bus riding privileges for the remainder of the school year, and it will be the parent's responsibility to transport their child. Waivers are available for first and second grade students ONLY. In the absence of an adult at the bus stop, the bus driver will return the student(s) to school and it will be the parent's responsibility to pick the student up immediately.

## **PTA**

We have an active PTA and encourage each parent to join and participate. This organization is an essential part of the total school program. Your support is needed and will be appreciated.

PTA President: Sandra Walker

PTA Vice President: Sherry Dooney

### **P.T.A Meeting Dates**

Tuesday, September 8 , 2020

Tuesday, December 8, 2020

Tuesday, February 9, 2021

Tuesday, April 13, 2021

## **Lost and Found**

Articles which have been found, other than library books, should be taken to the office. Library books should be taken to the Media Center. Lost articles can be claimed by proper identification. It is a good idea to clearly mark items with the owner's name so they can be returned without delay. This also discourages unauthorized borrowing. Items not claimed will be donated to charity.

## Classroom Celebrations

Each teacher may schedule no more than two classroom celebrations per school year. Each teacher has the option of setting alternate dates. Birthday parties for individual students will not be permitted. Parents may bring healthy snacks to share with students during lunch time only (balloons, party treats, sugary treats and decorations are not permitted). In order for us to be in compliance with health regulations all food brought in for student consumption must be store bought and prepared.

In an effort to prevent hurt feelings on the part of pupils, students will not be permitted to pass out party invitations at school unless the invitation is issued to all class members. If your child is planning a private party and inviting only selected classmates, invitations must not be issued at school.



## EMERGENCY DATA

It is essential for the school to have your home, work, cell and emergency telephone numbers. **Please inform the school immediately if you change your address or telephone number.** Any changes need to be given to the office and teacher as soon as possible. Your cooperation in this matter is of vital importance.

## School Admissions/Residency Requirements

To be eligible to attend Cumberland Road Montessori School, the parent, guardian, or person having lawful control of the child shall reside in the Cumberland Road Elementary School district. It shall be the policy of the Cumberland County Board of Education for the school not to accept pupils who live outside the school attendance area. Legal custody papers must be approved through the Board of Education.

Students who move within the Cumberland County Administrative Unit may

**remain in the school they are attending until the end of the school year in which they moved, provided the parents and/or students furnish the transportation and complete the appropriate documentation.**

Students who move outside of the Cumberland County Administrative Unit may remain in the school they are attending until the end of the semester in which they moved provided:

1. Application to remain in said school is submitted to the local Board of Education and approved by said Board.
2. Request for release is submitted to the Board of Education in whose jurisdiction the applicant resides, and release from said Board is approved.
3. Student and/or parents furnish transportation.

If it is determined that a student resides outside the school district and entered Cumberland Road Montessori School without meeting residency requirements, said student will be subject to immediate dismissal.



## **Library Fees & Textbooks Fees**

The Cumberland County School System does not charge textbook fees. No fines will be charged for overdue library books. Damage fees for damaged library books will not exceed half the price of the book, however, if the book is beyond repair, replacement cost will be charged. Damage or replacement fees for textbooks will be charged for damage beyond reasonable use. Lost textbooks must be paid for before a new textbook will be issued.

## **Parent Volunteer/Classroom Observation**

Parents are important to us; please contact the principal (michelecaain@ccs.k12.nc.us) if assistance is needed. Parents are WELCOME at Cumberland Road Montessori School. Parents are needed as volunteers on a regular, recurring basis in the school (let us know you are interested in being a volunteer). **All volunteers are required to complete a Cumberland County Schools Voluntary Security Data form before volunteering at our school and present a government/state identification card.** This form can be obtained from the front office or completed online. <http://cvs.ccs.k12.nc.us/> If you work and cannot volunteer during the school day but would like to help in other ways, contact your child's teacher, the office, or the PTA officers.

Parents are also welcome to visit or observe in a classroom, please follow these procedures:

- Call the school office 24 hours in advance to schedule a classroom observation.
- Specify what learning opportunities you would like to observe at school.
- Limit your observation to 30 minutes for adults - no small children or cell phone use, please, during the observation.
- If you wish to discuss your child's classroom progress, please contact your child's teacher to set up a conference outside of instructional time.
- Sign in at the office and receive further instructions. We believe student-learning time is very important and wish for all observations to be successful for the observer and the class.

*We are committed to protecting our instructional time.*



## Communication

Important information is sent home to parents. Students carry PTA information, school-wide information, and classroom information (as needed) home to parents. Monthly behavior contracts are sent home by the teacher; please read, make comments, sign, and return to the teacher on a daily basis. Report cards are sent to parents every nine weeks as scheduled.

**PLEASE CHECK DAILY: Prekindergarten -5<sup>th</sup> grade Communication Folders**

## **Parent/Teacher Conferences**

Required parent teacher conferences are scheduled twice each year (October 26-November 6 & January 11-22). However, you are encouraged to seek additional conferences with your child's teacher at any time during the school year. Contact your child's teacher for an appointment. Conferences are not likely to be held during the school day from 8:00 a.m. - 3:25 p.m. as this time is designated as instructional time for the students. It is important for students to be aware that **NOTHING** has a greater impact on student progress than parents and teachers working together.

## **Section 504/Americans with Disabilities Act**

No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. Disabled persons who believe that they have been subject to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances. If still unresolved, grievances may then be appealed to the school district ADA / Section 504 Coordinator: Natasha Scott, Cumberland County Schools.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under this law, parents of students or students (if they are 18 years of age) have both the right to correct inaccuracies in the records.

Access to the records by persons other than the parents or the students is limited



and generally requires prior consent by the parents of the student. Copies of this policy may be found in the office of the Superintendent and in the Principal's office of each school within the Cumberland County School System. Complaints about failures of school personnel to comply with the Family Educational Rights and Privacy Act may be made in writing, to FERPA Office, Federal Building No. 10600 Independence Avenue, SW Washington, D.C. 20202.

## **Non-Discrimination Statement**

It is the policy of the County Public School System inclusive of Cumberland Road School not to discriminate on the basis of race, ethnic origin, sex or handicap in its educational programs, activities, or employment policies as required by Title II of 1972 education Amendments and Section 504 of the Rehabilitation Act of 1973, and Title II of the 1990 Americans with Disabilities Act (ADA).

## **PARENT RIGHT TO KNOW STATEMENT**

As required by the Elementary and Secondary Education Act (ESEA), Title I Part A. Information is available at our school to include but is not limited to the following:

- the school improvement plan
- qualifications of your child's teacher and/or teacher assistant
- professional development opportunities for teachers and assistants to ensure highly qualified personnel
- opportunities for parent involvement and input
- the district improvement plan
- the district parent involvement policy
- the district report card and the school report card

**Please contact our school and we will be glad to provide you with this information upon request.**

**DECLARACION DEL DERECHO A SABER DE LOS PADRES**

Como requerido por el Acto de Que Ningún Niño se Quede Atrás (NCLB) del 2001, Título 1 Parte A. Información está disponible en nuestra escuela que incluye pero que no está limitada a lo siguiente:

- Plan de Mejoría de la Escuela
- Calificaciones del maestro(a) de su hijo/a
- Oportunidades del desarrollo profesional de los maestros y de los asistentes para asegurar personal altamente calificados
- Oportunidades para la participación y las opiniones del padre
- Plan de Mejoría de las Escuelas del Condado de Cumberland
- El Plan del Título 1 para la Participación de los Padres y el Plan para la Participación de los Padres en las Escuelas
- Reporte de Calificación del Condado de Cumberland
- Reporte de Calificación de la Escuela

Favor de comunicarse con nuestra escuela y será nuestro placer en proveerle con información a su petición.