

COVID-19 DISCLAIMER: All Cumberland County Schools district-level and school-based communications or guidance (e.g., handbooks, websites, social media communications, etc.) are subject to change at any time due to changing COVID-19 conditions and related health or safety guidance.

School Day

The instructional day begins at 8:15 a.m. and ends at 3:10 p.m., unless the Superintendent has established an irregular school day.

Douglas Byrd District-Wide Procedure

Cumberland County Schools has 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 lower grades, retention, visit from truancy personnel, notice to DSS and/or law enforcement, and court action.

As part of the Every Minute Counts program, students with excessive tardies and early checkouts will be visited by a community liaison and a law enforcement officer. In addition, parents will have to attend parent accountability classes.

Absences

When it is necessary for a student to be absent from school, a note from the parent/guardian explaining the nature of the absence must be given to the data manager upon the students' return to school. If a student was ill and a visit to a doctor or medical clinic was necessary then a statement from the doctor/clinic should be obtained and emailed to the data manager pamelamcintyre@ccs.k12.nc.us. Written notes are required for ALL absences. An absence must be documented within 3 days of returning to school otherwise it will be coded as unlawful.

Unexcused absences are missing the school bus, oversleeping, out of town visits without prior arrangements with the school, etc.

Please be reminded that we have a compulsory attendance law (NC Law G.S. 115C-378). **Three-day** and **six-day** absence letters will be mailed to parents. If your child is absent for **ten days** without a written excuse, it is the responsibility of the school and county to report these absentees to the Cumberland County Department of Social Services/Child Protective Services Unit.

If your child misses more than ten days of school for illness, he/she will need a physician's note for these absences. If your child has a chronic condition or other life threatening illness, a statement from a physician will be accepted and

placed in your child's file (attendance letters will not be sent to you).

If you have any questions please feel free to contact the school principal stephaniewallpowell@ccs.k12.nc.us or school social worker: lyndseyscott@ccs.k12.nc.us.

The Cumberland County School System requires that students attending Montclair Elementary School live within our school attendance area. Also, students must be living with a parent, court appointed guardian, or be a ward of the court placed in a home in the school's attendance area. Families living with other families (e.g., living with relatives in our district), must provide a notarized statement from them saying the student and parent lives in their home. A copy of the relatives' proof of address must be attached.

Bad Weather

In the event school is delayed or dismissed early because of adverse weather conditions, an announcement will be placed on local radio and TV stations. A parent message will also be sent via telephone. Please be sure to keep contact information current in the office in order to receive automated phone calls. You can update your contact information via email to our data manager pamelamcintyre@ccs.k12.nc.us.

Student Assignments

Due to the changing population of our community, student assignments for teachers at the beginning of each school year are subject to change during the first 20 days of school. These changes are usually brought about to balance the number of students assigned to each teacher. We apologize for the changes that have to be made and we ask for your cooperation. If your child is reassigned to another teacher, a letter of explanation will be sent.

Parent requests for a change in classroom assignment due to conflict or disagreement will not be accepted. The Principal will insure all students' needs are met and placed in the best placement possible.

Student Transfer

Please notify the school office at least **two days (48 hours)** prior to withdrawing and transferring to another school. You can email the data manager pamelamcintyre@ccs.k12.nc.us or the principal stephaniewallpowell@ccs.k12.nc.us with this information.

Library

Students will have access to the Media Center through the Canvas Learning Management System..

Insurance

Accident insurance is offered to all students. Parent may go online to [Student Accident Insurance](#) to complete the enrollment process.

Field Trips

Virtual field trips will be the only field trips taken during the 2020-2021 school year.

Abuse/Neglect Suspected Will Be Reported as Required by General Statutes of NC

We are required by General Statutes to report any incident of child abuse/neglect to the proper authorities (namely the Protective Service Division of the Cumberland County Department of Social Services). Any time physical or mental characteristics that indicate possible abuse are observed, reports are made to one of the following: Principal, Guidance Counselor or Social Worker. The person's name reporting a suspected case of child abuse/neglect is held in strict confidence. The proper authorities will be contacted and provided with the necessary information.

Bus Riding

Bus riding will resume upon the transition to Plan B Blended Learning model for parents who have opted for face to face and remote learning at Montclair. Students will be transported to and from school to their address of residence. Students must live in the CCS identified transportation zone.

Dress Code

Cumberland County Board of Education Policy Committee approved Montclair Elementary School to have a Uniform Dress Code; however it will NOT be enforced upon the return to face to face instruction for the 2020-2021 school year ONLY.

During Virtual Learning (Plan C) students are to be well groomed and dressed. No inappropriate or offensive language shall be on clothing observed online.

All Cumberland County Schools will make any necessary religious accommodations for any type of headgear or head coverings otherwise restricted or prohibited under existing individual school dress codes.

Grading System

The Progress Rating Scale/Numerical Average for grades Kindergarten through Fifth Grade:

K-2

- 4- Above Grade Level
- 3- On Grade Level
- 2- Below Grade Level
- 1- Well Below Grade Level
- /- Not Assessed

3-5

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

K-5

- S- Satisfactory
- N- Needs Improvement
- U- Unsatisfactory

Criteria for Determining Grades

The following basic criteria are to be considered in the grading of students:

- *Performance
- Class participation
- Assignments
- Projects
- *Test

Homework

Homework will no longer be assigned as all assignments and projects will be done in Canvas Learning Management System.

Progress Report

A progress report will be sent at the midpoint of each 9 weeks.

Awards

Criteria for Honor Roll for the nine weeks Policy

"A"/All 4s Honor Roll - for the nine weeks

Must have all A's for the nine weeks

No discipline referrals

No N's or U's in any Support area

"A/B"/ 3s and 4s Honor Roll - for the nine weeks

Must have all A's/B's for the nine weeks

No N's or U's in any Support area

Perfect Attendance - for the nine weeks

No absences

No tardies/checkouts for the 9 weeks

Bringing Up Grades Awards - for the nine weeks

Should begin 2nd nine weeks

For students who do not make honor roll and have brought up grades and not gone down in any subject.

Terrific Kids

Every teacher should have Terrific Kids for the 9 weeks. These students will be recognized based on the character traits.

The honor roll will be calculated for the entire school year after grades for the fourth nine weeks are determined.

"A"/ 4s Honor Roll all Year

Must have all A's each nine weeks

No N's or U's in any Support areas

"A/B"/ 3s and 4s Honor Roll all Year

Must have all A's and B's for the entire year. (No C's, NOT AVERAGE, for any grading period.)

No N's or U's in any Support areas

Perfect Attendance for the Year

No absences

No TARDIES/Checkouts

"Extra-Effort" Yearly Award

This award is for students who do not make honor roll and have made progress during the year.

Breakfast Lunch Information

Breakfast and lunch will be provided during Plan C Virtual Learning. Please see information provided from CCS at <http://ccs.k12.nc.us>.

PTA

The PTA will meet at least four times virtually this school year. This school

year we would like for our membership to equal our student enrollment. Please help us work on this goal. Membership is open to anyone interested in helping our students, parents, grandparents other relatives, guardians, etc. Membership dues are \$8.00. Please refer to the master calendar for mandatory meetings that involve PTA and our students/staff. Please contact our Parent Facilitator timberlyeverette@ccs.k12.nc.us to join.

Parent Engagement Information

NCLB Title 1 Part A requires our school to have a parent involvement policy for the purpose of informing and providing opportunities for parents to be involved in the educational process of their children. Our Parent involvement policy includes the following components:

- School Parent Advisory Council to serve as part of the School Improvement process. Representation includes parents from PTA, special Populations, and other areas specific to our school. Provisions for parents to receive information in a timely manner, including, but not limited to, the following:
 - ✓ School and District Report Card
 - ✓ Description of curriculum, State Content Standards, and how student progress is measured
 - ✓ Timely responses to parents suggestions
 - ✓ Inclusion of parents' input on school wide school and District project plans
 - ✓ Qualifications of teachers
- Parents reflecting the socioeconomic and racial diversity of our school will serve on School Improvement Teams. School Improvement Teams meet regularly to review, discuss improvements or concerns. School Improvement Teams develop School Improvement Plans, Title 1 programs, parent involvement policies, and other school wide programs.
- A School/Parent Compact that outlines how parents, entire school staff, and students will share the responsibility for improved student achievement.

- Parents are provided opportunities to meet regularly with teachers, principals, and resource personnel through parent conferences and Student Services Team meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

Parent involvement activities at our school include but are not limited to:

Our school shall conduct an annual meeting at a convenient time(s) for parents to provide information about the Title 1 Program, Title 1 requirements and the rights and privileges of parents to be involved in the education of their children.

Meetings for parents shall be offered at a variety of times and funds will be provided for transportation and childcare as such services relate to parental involvement.

We shall provide to parents the following timely information:

- School Report Card
- Student assessment results
- Description of the curriculum and how student progress is measured
- Proficiency levels students are expected to meet
- Opportunities for meetings requested by parents to share experiences and formulate suggestions relating to the education of their children
- Inclusion of parents' input on School wide project plans
- Our school will use the school-parent compact.

We will provide information and materials to parents about the following:

- The school's programs
- No Child Left Behind Act of 2001
- State content standards, and student performance standards
- State and local assessments
- Ways to monitor student's educational progress
- Ways to improve the academic performance of students
- Ways for parents to participate in educational decision-making

Additional parent involvement activities can/will include:

- Workshops to help parents work with their children to improve academics

- Support of district training of school personnel
- Parent education workshops as requested by parents
- Parental Facilitator
- Monthly school activity calendar and newsletter
- School marquee
- MCES reminders
- Parent Volunteers
- CCS/MCES Web Page (www.ccs.k12.nc.us or www.mces.k12.nc.us)
- Parent Resource Center
- Room Parents
- Quarterly PTA meetings/PTA sponsored family activities
- Parent Student Handbook
- Weekly Observations (45 minutes once per week)
- Parent/Teacher/Student-led Conferences
- Monthly events for parental involvement on and off campus

School Conduct Expectations

Code of Conduct: The first week of school, Montclair Elementary students will receive a virtual copy of the [Cumberland County Schools Student Code of Conduct \(Código de Conducta Estudiantil\)](#). All students are expected to comply with all rules governing behavior and conduct. Violations and consequences are listed in the Code of Conduct for parents/guardians and students to review. Parent and students will be expected to sign for receipt of the Virtual Code of Conduct.

Students and parents are expected to practice [Digital Citizenship \(Ciudadanía Digital\)](#) during Virtual Learning (Plan C). Please see the Parent Section of the Virtual School Guide for more information regarding how to help students with this.

<https://drive.google.com/drive/folders/1YihC7W5UUgUQQFdy0MJKLA0syYLKzrz?usp=sharing>

Emergency Information: Each parent/guardian is asked to supply the school with the information pertinent to emergencies. Students can better be protected if we have at least two phone numbers where one or both parents can be reached.

- Parents are also asked to provide at least two additional numbers of designated persons that can be reached in case of an emergency.
- **Important: changes in home/emergency telephone numbers and/or mailing addresses must be kept current. Changes will not be taken by phone. Parents/guardians must inform our data manager of any changes pamelamcintyre@ccs.k12.nc.us.**
- Cumberland County Schools maintains the Parent Link telephone system that provides a means for all schools to communicate important information to each student's household. The principal may communicate information about upcoming events, e.g. book fair, fundraisers, picture days, testing, inclement weather, delays or NO SCHOOL, etc.

Immunizations: G.S.130A-155.....If a certificate of immunization is not presented on the first day, the principal or operator shall present a notice of deficiency to the parent, guardian or responsible person. The parent, guardian or responsible person shall have 30 calendar days from the first day of attendance to obtain the required immunization for the child.....Upon termination of 30 calendar days or the extended period, the principal or operator shall not permit the child to attend the school facility unless the required immunization has been obtained.

Parent Conferences: Parents may make appointments during Virtual Learning (Plan C) for virtual conferences with teachers, counselor, or principal by emailing the teacher, the school counselor melodyfulmore@ccs.k12.nc.us, or by emailing the parent facilitator timberlyeverette@ccs.k12.nc.us.

Teachers WILL NOT be interrupted during their teaching time.

Visitors: Outside visitors will not be allowed in the building during Virtual Learning (Plan C). Visitors will not be allowed past the front office upon transition to Blended Face to Face and Remote Learning (Plan B).