

Gray's Creek Elementary
"Making Connections with a Global Perspective"

910-483-3352; Fax 910-483-7945

www.gces.ccs.k12.nc.us

Katrina McKinnon, Principal
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**WELCOME TO THE
2022-2023 SCHOOL YEAR!**

Gray's Creek Elementary Parents and Students,

On behalf of the faculty and staff, I would like to welcome you to our school for another exciting year of teaching and learning. While Gray's Creek Elementary School is grounded in the North Carolina Common Core and Essential Standards, we are proud to be a Passport Model School, exposing our students to a global perspective, as we implement an internationally themed curriculum, supported by our state and local standards. I am excited to begin another year in the Gray's Creek Community, surrounded by the best staff in Cumberland County, as we strive to remain focused on student achievement, experiential learning, top-notch and customer service. Together, we will offer a safe and caring environment where students are actively engaged in the teaching and learning process. We strive daily to provide meaningful, relevant and rigorous learning opportunities with the expectation that all students will learn and achieve at a high rate of success.

The information contained within this handbook has been compiled to serve as a reference for you and your child throughout the school year. It will assist you in understanding the day-to-day operations of Gray's Creek Elementary, and Cumberland County Schools. At GCES, we believe that our parents and community are key stakeholders in shaping our school into the best school in the county. We invite you to visit our school regularly, attend school functions, and stay involved with your child's education.

Again, we look forward to an outstanding year of service to the community, with you as a critical

member of our team. Please contact your child's teacher or the front office staff if you need assistance or information. Updated information will be provided via Parent-Link Phone Messaging, Class Dojo, our Facebook and Instagram pages, teacher newsletters, the school marquee, and our website: www.gces.ccs.k12.nc.us. Please follow Gray's Creek Elementary School @theofficialGCESBears on Facebook and on Instagram.

Katrina McKinnon
Principal

ARRIVAL ON CAMPUS/DISMISSAL

The school day for Gray's Creek Elementary School students begins at 8:30 a.m., and ends at 3:20 p.m. For safety and supervision purposes, students **SHOULD NOT** arrive on campus prior to 8:00 a.m. *Please note that the office staff may not answer the phone prior to 8:00, or during dismissal time from 2:50-3:05 p.m.*

Students may not remain unsupervised in the office lobby, near back doors, in the gymnasium, or in classrooms prior to 8:00 a.m. The student drop off is located near the K-2 wing, and at the front entrance for our 3-5 students. Drop-off occurs between 8:00-8:30 a.m. No adult presence at the drop-off locations indicates that the tardy bell has rung, and you will need to come to the front entrance to check-in your child. Breakfast is served from 8:00-8:25 a.m. at our breakfast kiosks in the hallways. Students will be served grab-and-go breakfasts and will eat in their classrooms. It is imperative that students arrive by 8:15 a.m., in order to eat breakfast and be ready to start the school day at 8:30. Unless there is a late bus, breakfast ends at 8:25.

At the beginning of the school year, please indicate your child's mode of transportation each day, to the classroom teacher. If there is a change in your standard routine, please send a handwritten note to your child's teacher, as Class Dojo messages may not be seen in time for dismissal. If the teacher does not receive a note, your child will be sent home via the regular mode of transportation. **ALL TRANSPORTATION ARRANGEMENTS MUST BE MADE AHEAD OF**

TIME. STUDENTS WILL NOT BE PERMITTED TO CALL HOME TO DETERMINE PLANS FOR TRANSPORTATION. TO ENSURE THE SAFETY OF ALL STUDENTS, WE DO NOT ACCEPT PHONE CALLS FROM PARENTS/GUARDIANS ASKING FOR A CHANGE IN TRANSPORTATION. PLEASE MAKE THESE ARRANGEMENTS PRIOR TO YOUR CHILD LEAVING FOR SCHOOL EACH MORNING.

ATTENDANCE/TARDY POLICIES

Students are required to attend school 180 days a year. **By law, parents are required to provide a written explanation for each absence within 3 school days of each absence. Notes not received within 3 days will cause an absence to be coded as unexcused/unlawful. Notes from parents are to contain: 1) date written, 2) date of absence, 3) reason for absence, 4) home or work phone number, and 5) parent signature.** The only legally excused absences are for health reasons (illness or doctor appointments), and death of immediate family members. Certain other extreme emergencies may be excusable at the principal's discretion. Phone calls to notify the school of your child's absence are appreciated, however, they do not supplant the requirement of a written excuse upon returning to school. All absences require make-up work to be completed within 5 calendar days. ***Special projects, reports, tests, and assignments will be due upon the child's return to school.*** Students are expected to be on time for school daily. Students arriving after the tardy bell rings at 8:30 a.m. must report to the front office for a late pass. **Parents must accompany late arriving students into the office.** Students are sent to class with an excused tardy slip (with a legal or legitimate reason) or an unexcused tardy slip (unlawful). Our instructional day begins at 8:30 a.m. **In an effort to avoid instructional disruptions, parents will not accompany students to class.** Instead, a staff member will escort the student to class. Students must be checked-in no later than 11:44 a.m. and continue through the end of the day in order to be counted present for the day. Students must not be checked-out prior to 11:35 a.m., in order to be counted present for the entire day. Students must be present for 3 hours and 45 minutes of school to be counted present. All

Pre-Kindergarten students must be escorted to the classroom each day.

Absences related to educational opportunities are permitted with at least 1 week of advance request, through the front office. Students and parents must complete the requirements for educational leave within 5 days after returning to school, or the absences will be coded as *unlawful*. Alternative assignments such as an oral report or written reports of the educational trip are also due within the 5 day time-frame.

Students who are tardy more than 3 times in a grading period will not be recognized for perfect attendance during award ceremonies. Tardies will be monitored by the administration. Late arrival into class disrupts the classroom routine and instruction. Excessive absences/tardies may have a detrimental impact on your child's educational experience. Our school social worker will work with the principal or assistant principal on individual cases of excessive tardies or absences.

BELL SCHEDULE

8:00-8:25	First Bell, Breakfast
8:25	Warning Bell
8:30	Tardy Bell
3:20	Dismissal

AWARDS

In an effort to keep everyone informed, our guidelines for quarterly awards are listed below. Please keep in mind that additional awards may be given by specific grade levels and administration. **Invitations will be sent home for students who will receive an award on the scheduled day.** Parents are always invited to attend the celebrations, if you so choose. **Please respect our expectations for model audience behavior and etiquette by silencing cell phones/electronic devices, and escorting infants/siblings to the lobby if they become distracted. Our goal is to ensure that each student who is receiving an award has the undivided attention of the audience.**

Quarterly Awards

- A-Honor Roll: Students must have earned an A in all graded subjects, an S in all Resource Classes, and an S in conduct.
- A/B Honor Roll: Students must have earned no grades lower than a B, an S in all Resource Classes, and an S in conduct.
- B.U.G.-(Brought Up Grades): Students must have brought up grades by at least one letter grade without dropping grades in any other subject. This award is not presented during the 1st Quarter Awards.
- Perfect Attendance: Students must have been counted present for every day that school was in session **and must not have been tardy more than 3 times during the grading period.**
- Accelerated Reader: Students must have met 100% of their AR Goal with an average of 80% accuracy on tests. All tests taken must fall within the student's ZPD Range.
- Book It: Students who are not yet reading independently (Kindergartners), have the opportunity to log the number of books being read at home with parents or supervising members of the family. Students reading 30 books per month for the grading period will be recognized.
- Academic Excellence: K-2 students scoring a III or IV in all academic areas, and an S in all Resource Classes and conduct
- Global Citizens: Awarded each quarter in grades K-5

End of Year Awards

- A Honor Roll (Grades 3-5): Student must have earned an A in all graded subjects, and an S in all resource classes and conduct
- A Honor Roll Career (5th Grade): Students must have earned an A in all graded subjects, an S in all resource classes, and conduct
- A/B Honor Roll (Grades 3-5): Students must have earned no grades lower than a B in graded subjects, and nothing less than an S

in resource classes and conduct for the entire year.

- Perfect Attendance Year: Students must have been marked present for every day that school was in session without having been tardy more than 3 times within a grading period.
- Perfect Attendance Career: Students must have been marked present for every day that school was in session **without having been tardy more than 3 times within any marking period during the cumulative K-5 school career.**
- Accelerated Reader: Students must have met 100% of their AR Goal with 80% accuracy and have read within their reading lexile range for the entire year.
- Principal's Global Citizen Award: Students who consistently demonstrate global knowledge throughout the school year.

BUS RIDERS

Students are assigned to school buses by the principal according to the North Carolina General Statute #115C-244. Students who live 1.5 miles or further from the school, are eligible for free transportation. A copy of the rules for bus students is given to each bus rider and is also written in the Cumberland County Schools Code of Conduct. Our bus transportation serves as our initial opportunity to provide safety for your child. **This is a privilege that can/will be revoked for repeated disciplinary concerns.** We understand that many of our parents/guardians rely on our bus transportation, but inappropriate behavior that jeopardizes the safety of our staff and students, will not be tolerated. Please review the bus rules with your child, as they will be closely monitored and reinforced. The buses will load and unload at the back entrance of the school. Students who usually ride a school bus must bring a note from their parent(s) to their teacher if the mode of transportation changes for any reason. **Again, we cannot accept phone calls from parents in place of a handwritten note.**

Character Education

As a result of the collaborative planning efforts of parents, teachers, businesses, religious groups, and the community, the schools in Cumberland County will be promoting the eight traits of good character. The 8 traits on which we place our focus are: Respect, Responsibility, Integrity, Caring, Self-Discipline, Trustworthiness, Fairness, and Citizenship. Each trait will be integrated throughout the learning process, and within daily interactions with others. We are very excited to include and emphasize all of the traits into our Global Learning program. Your child will become familiar with the concepts and learn how to apply their meaning to everyday living, as well as school. We also try to support our students' character development with the use of our Positive Behavior Intervention Support. With PBIS, a consistent matrix of school-wide expectations are explained, modeled, and reinforced during the year to encourage our students and staff to make good decisions each day. Students are given bear paws for making good character choices that match up with our expectations to serve as reinforcement for their behavior.

Child Nutrition Services

Breakfast is available each morning from 8:00-8:25, and each class is assigned a lunch period. As we begin the transition to eating lunch in our cafeteria, we ask that families hold off on coming in for lunch until after the first semester of school. After that time, if you are planning to eat lunch with your child, you must complete the CCS Background Check. Once approved, you will need to sign-in through the front office and acquire a visitor's badge. While we encourage parents, family members and grandparents to eat lunch with our students, we do ask that you make considerations to what you are bringing to eat.

We ask that any outside food items from restaurants be relegated to Friday, only.

Lunch Prices

GCES Students will continue to receive free breakfast and lunch through the Community Eligibility Provision (CEP) Program.

Communication with the School

Office hours are from 8:00 a.m. to 4:00 p.m., Monday-Friday. The front office can be contacted at 910-483-3352. Our fax number is 910-483-7945. The mailing address for our school is 2964 School Road, Hope Mills, NC 28348. We strive to provide quality customer service to all of our students, parents, and community by offering specific and immediate feedback in a timely manner. A student work folder, including work produced during the prior week will be sent home each week on a day designated by each grade level. Parents should review the weekly progress of the student and make arrangements for a conference with the teacher when necessary. Please make appointments with your child's teacher by either writing a note in the student's planner or calling the school. We will make every effort to include any special announcements and information from the school system, principal, PTA, etc., via ParentLink calls, Class Dojo and social media platforms. Additional information and our yearly calendar is provided on our school website: www.gces.ccs.k12.nc.us

Daycare Providers

In addition to the Recreation Center, several daycare centers serve Gray's Creek Elementary School. If you are using one of the daycare centers for your child, please notify your child's teacher of these arrangements. We try very hard to have a successful working relationship with our daycare providers as they provide a necessary service. According to Board Policy, students are assigned a school schedule and the schedule must be followed unless excused by the principal. If the daycare provider cannot provide transportation at the release time of the students, our expectation is that they provide adult supervision for the students. This will ensure the safety of your children at all times. **Please notify your particular daycare provider if your child will be checked out early or if your child is absent from school.** It is critical for us to work together in an effective manner.

Discipline

The teachers and administration of Gray's Creek Elementary believe that an atmosphere of safety and order is essential in order for learning to take place. All students at our school are expected to

contribute to such an atmosphere by demonstrating appropriate behavior. Students causing school disruptions will be subject to disciplinary action, without exception, according to the CCS Student Code of Conduct.

In order to provide a safe and orderly environment conducive to learning, we agree to the following:

- Conduct ourselves in a manner that will allow our teachers to teach and our fellow students to learn.
- Respect school property and the property of others.
- Show respect to others and ourselves in the way we speak and act.
- Move throughout our school in a safe and orderly manner.
- Follow directions, and complete assigned tasks.

The Cumberland County School System has established a Student Code of Conduct that helps to govern student behavior throughout the county. Each student will receive a copy and orientation on the code at the beginning of the year or upon enrollment. Students are expected to treat others with respect, behave in a responsible manner, and demonstrate high standards of integrity. Our Positive Behavior Support System Matrix of Expectations will be provided to students and parents. This further outlines our consistent, school-wide approach to monitoring students throughout the school.

Student Dress Code

Gray's Creek Elementary School seeks to maintain an orderly environment for education. To accomplish this, we have set a standard of student dress that is conducive to a proper educational climate. Clothing worn by students shall be neat, clean and in good repair for the general personal health and safety of students. Immodest clothing of such type that distract from the learning process shall not be worn. Some of the items that we do not allow students to wear or display on campus are:

- Hats, caps, or bandanas
- Lengthy belts that hang down
- Any item that advertises drugs/alcohol/tobacco

- Any item with gang/drug symbols or implications thereof
- Any item that contains suggestive messages
- Skirts or shorts that do not reach fingertip length
- See-through items
- Tight or revealing clothing
- Bare midriffs
- Baggy pants without a belt, pants that drag the ground, or pants with holes in them
- Halter tops, tank tops, muscle shirts, strapless dresses or tops, or shirts and dresses with spaghetti straps, or off-the-shoulder blouses
- Flip-flops, Rainbows, shower shoes, slides, and shoes that do not have a backing on them are not acceptable
- Book-bags that roll are not permitted due to safety concerns.

All pants must be worn snug at the waist and must not touch the ground. Shirts must not be so long as to cover shorts or skirts. Tennis shoes or sneakers that fasten or tie are necessary for safety during physical education or recess. Girls should wear shorts or slacks and closed-toe shoes on days that they have physical education. Students who come to school dressed inappropriately will be expected to change. Parents will be contacted to bring appropriate clothing. Students will not be permitted to attend classes wearing inappropriate clothing.

Early Dismissal

In order to leave school during the school day, **students must be checked out through the front office prior to 2:45 p.m.** Since dismissal begins at 3:20 p.m. teachers need the time between 2:45 and 3:20 p.m. to bring closure to the daily activities, and prepare students for dismissal. **Therefore, we cannot interrupt class to sign students out for early dismissal after 2:45 p.m.** The parents or guardians will check out students through the main office who will need to leave the campus during the school day for a dental, doctor, or other appointment. Parents must come by the office to sign students out of school. Teachers cannot release students without authorization from the main office. For your child's protection, a photo ID will be required to

sign a student out of school. Students must be checked out by a parent, guardian, or a person who is authorized by the parent to do so. For your child's safety and protection, we cannot make exceptions to this policy. You will have the opportunity to add or delete individuals throughout the school year by written request.

Field Trips

Field trips are designed and planned around the specific curriculum for a grade level. The field trips planned by our staff members are for the educational benefit of the students. For this purpose, and also for planning purposes, siblings and other extended members of the family are not allowed to participate on field trips. Please be considerate to all of our students and staff members in regards to our field trip expectations. Alternative classroom settings and assignments will be made for all who choose not to participate on a scheduled field trip. Deadlines will be set by the grade level for forms and money to participate. Please adhere to the required dates and notify the teacher if you have an unusual circumstance. Due to the tremendous increase in transportation costs, field trips will be kept to the minimum level possible but we will also consider the educational value of each trip. No refunds are provided once the field trip costs have been encumbered.

Grades

Students in grades 3-5 have their individual grades entered into our Power School data storage. These scores are entered weekly by the homeroom teachers, and are viewable electronically. Grades are updated on a weekly basis and the average grade in each subject area is displayed for parents. You may access your child's grades from the CCS website by clicking on the parent tab, identify PowerSchool and enter your child's last name and their PowerSchool number. The communication of student progress between the school and the home is vital to the high expectation we have for student success. Please contact the school if you are not receiving feedback regarding your child's grades.

Homework

Homework is assigned to the student as a reinforcement of newly introduced concepts or as an enrichment activity. Homework assignments are separate assignments that enhance the conceptual formation of skills for

students. Students in all grades will need continual support from their parents to ensure completion of homework to promote success. Appropriate amounts and time spent on homework should be approximately as follows:

Grades K-2 30 minutes; 3-5 45 minutes. Outside research and projects may take additional time.

Injury or Illness at School

If a student is injured or becomes ill at school, he/she is to report to his/her teacher who will contact the parent in most cases. All students who are injured or become ill must check out through the front office before leaving school. We do not have a nurse available for referrals or emergency situations. The school is only permitted to clean wounds with soap and water and apply bandages.

Make-up work

Students are required to make up work missed due to absences. Students will be given a reasonable length of time, (5 calendar days) to make up assignments. Projects, reports, and presentations are due upon return to school. Parents are encouraged to request assignments if they know that their child will be absent for an extended length of time. The assignments will be due on the day the child returns to school. A 24-hour notice for requested work packets is required. Teachers will not be able to repeat in class demonstrations or lessons. Tests will be made-up at the teacher's convenience.

Media Center Policy

Students will be held responsible for lost books and book damages. We encourage students to take care of library books as our book budget is limited and books are extremely expensive. We hope to provide access to our media center for students and parents before school and after school. Thank you for your support of our media center.

Medicine

Medicine will not be administered to a child unless prescribed by a doctor. All medicine must be in the original container with the prescription label adhered. Medication cannot be sent to and from the school by the child. If medication is to be given more than 5 consecutive days, a "**Request to Administer Medicine Form**" must be signed by the doctor and kept on file in the office. Non-prescription medicine may not be brought to school (such as aspirin, cough drops, cough syrup, lotions, creams, etc.) . Students are not allowed to

keep medicine with them, in their lunch box, etc. Doing so is a violation of our CCS Code of Conduct.

Parent Involvement

It would be very difficult for Gray's Creek Elementary to operate without devoted and dedicated volunteers who assist in the classrooms and at home. In order to respect the quality of services our volunteers provide, we ask that siblings or infants do not attend with volunteers. All volunteers must complete an Electronic Volunteer Application Form online through the CCS Human Resource webpage :
www.hr.ccs.k12.nc.us/Volunteers.htm

There will be many opportunities for you to be involved in your child's education. We hope to establish a homeroom parent for each of our classrooms. The Parent Teacher Association meets quarterly, and several local businesses coordinate their efforts to support us in meaningful ways. Whatever the source, assistance from volunteers reinforces our goal of achieving success for all of our students.

Parent Teacher Conferences

It is important for students to be aware that teachers and parents communicate on a regular basis. Nothing has a greater impact on student achievement than teachers and parents working in unison. If your schedule does not permit regular conferences in person, please let us know.

Birthdays

In an effort to accommodate the varied needs of our students and school families, birthday party invitations can only be handed out if they are being distributed to the entire class of students. In lieu of sending in cupcakes for birthdays, the last Friday of each month will be designated for families to send in goodie bags for the class to celebrate birthdays. This helps us eliminate food waste, avoids concerns with food allergies and minimizes the loss of instructional time.

Personal Data Information

Please notify the main office and your child's teacher immediately if you have changed your address, or phone numbers. When we use our automated phone messaging service, ParentLink to deliver messages to homes, we must have a current phone number through which you may be contacted. A note or phone call will enable us to update our records.

Grading

Grades K-2:

Social Development, Reading, Language Skills, Math, Science, Social Studies, Computer Skills, Art, Music, Physical Education, & Conduct

Level 4- Above Grade Level Level 3- On Grade Level Level 2- Below Grade Level Level 1- Well Below Grade Level

\ =Not Assessed

=See attached Progress Report

Grades 3-5

Reading, Language Arts, Writing, Spelling, Math, Science, Art, Music, Physical Education, Media, Computer Skills, and Social Studies

A=90-100

B=80-89

C=70-79

D=60-69

F=59 and below

Grades K-5

Resource Classes: Art, Music, PE, Media, Health, Spanish, Computer Skills

S=Satisfactory

N=Needs Improvement

U=Unsatisfactory

Students with grades below S in resource classes, or conduct/work/study habits will not be eligible for Honor Roll. Progress Reports and report cards are to be signed and promptly returned to your child's teacher.

PROMOTION RETENTION STANDARDS

Students who meet the required academic standards are promoted to the next grade level at the end of the school year. Students not meeting the academic standards may be retained or administratively placed. Students in grades 3-5 will take an End-of-Grade test in Math and Reading near the end of the school year. The test is designed to measure student growth in reading and math. In addition, fifth grade students take an End of Grade Assessment in Science.

Any student who does not meet state or district levels of performance in reading, writing, or math on statewide assessments will be provided remediation and enrichment opportunities. A Personalized Education Plan will be developed with the parent, teacher and student to assist in meeting the expectations for proficiency.

Insufficient attendance, failing, or unsatisfactory grades, and lack of adequate progress may cause a student to be retained in a grade. Parents are given adequate notification of impending failure through interim progress reports, report cards, and/or conferences with the teacher. It is very important that parents heed such notification and work with the child and the teacher to try to turn the situation around.

SAFETY PATROL

Gray's Creek Elementary Safety Patrol consists of fifth grade students who are recommended by their teacher. These students are pledged to promote good safety habits in and around the school. All parents, students, and staff members are requested to cooperate with the patrols.

SCHEDULED DELAYS DUE TO WEATHER CONDITIONS

The school day for pupils will begin one or two hours later than the regular school schedule as announced by the superintendent through news media. Teachers will report at least 15 minutes prior to the students, or as scheduled by the school principal. School will be dismissed at the regular time. Breakfast will not be served on these days. When the normal day is terminated due to inclement weather, employees may also be early. For this reason, it is imperative that we have an emergency contact card on file for each of our students. The principal is responsible for maintaining enough staff to handle emergencies until each student has been safely delivered to his/her home.

SEARCH POLICY

School officials have the authority to conduct reasonable searches and seizures in accordance with Cumberland County Board of Education Policy 4342-Student Searches. The purpose is to maintain a safe, orderly environment and upholding the standards of conduct established by the Board. A "school official" is a school administrator or a school resource officer acting in conjunction with and under the direction of the school administrator. A search of a student is lawful if there are reasonable grounds for suspecting that the

search will turn up evidence that the student has violated or is violating a specific law or school rule. If reasonable suspicion exists as outlined above, searches may be conducted of a student's personal effects, including purses, book bags, outer clothing, wireless communication devices, and motor vehicles subject to the requirements of the policy. Strip searches are strictly prohibited. Periodic general (suspicionless) inspections of desks, lockers, and other School-owned equipment may be conducted by school officials for maintenance or health/sanitation reasons. Policy 4342 may be viewed at the CCS website, www.ccs.k12.nc.us.

TESTING

Assessments completed by students throughout the school year assist us in determining individual student achievement, areas of strengths and weaknesses of individuals and groups, program development, and target support areas. North Carolina requires that all 3rd-5th grade students take the End-of-Grade Test in May. These tests measure growth and proficiency in Reading and Math. Fifth Grade students also take an EOG in Science. Students in kindergarten through second grade participate in Reading and Math Assessments that provide specific information regarding their progress. We remain focused on using the assessment data to provide quality instruction in targeted areas that will result in student achievement.

TEXTBOOKS

Students will have texts assigned to them by their teacher and are encouraged to keep their books in good condition. Pupils losing or damaging a book shall be required to pay for such books. Textbooks serve as the major resource for concepts and skills taught by the classroom teacher. Students are permitted to take their texts home.

TRAFFIC FLOW

The student drop-off and pick up area is at the rear entrance of the school. A single car line is formed in the morning for drop-off; however, two

lines are needed for pick-up at 3:00 p.m. K-2 will pick up in the rear entrance while 3-5 will use the front parking lot in the afternoon. Please remain in your car during the pick-up process, do not park your car and cross the parking lot to pick up a child. During the afternoon pick-up, we insist that parents do not line up in the rear of the school until 2:50 p.m. We must keep this area clear in case of an emergency. Parents are not permitted to use the front parking lot as a drop-off area. We ask that you use the designated area for this purpose. Staff will be on duty at 8:00 a.m. to assist students from their cars until the tardy bell rings. Parents must come in and sign in after the tardy bell rings at 8:30 a.m. Our staff will be on duty in the afternoon to assist in loading the cars.

VISITORS/VOLUNTEERS ON CAMPUS

Due to safety concerns, parents, guardians, and volunteers are required to check in through the main office when arriving on campus. Our staff members and students have been instructed never to let any visitors in any of the locked doors. The cafeteria and kindergarten entrances are not available to visitors during our school hours; please use the front entrance only. We ask that you please cooperate with us in order to ensure everyone's safety. Volunteers must complete an Electronic Volunteer Security Data Form online through CCS Safety and Security.

ALL VISITORS TO OUR CAMPUS MUST SIGN IN AND WEAR A VISITOR'S BADGE .

We request your cooperation in limiting our open door policy to announced visits only. Individual conferences must be scheduled to prevent loss of instructional time. Classroom visits should last no more than 45 minutes, unless volunteering.

Parents, newcomers, or other guests must arrange with the school's administration •to observe a classroom. All observations must be scheduled at a mutually agreeable time and when instructional time is not compromised. Parents need to submit requests for observing in writing to the principal. The principal may place reasonable limits on the frequency or conditions of school visits and/or observations by parents or other visitors to ensure that a positive educational environment is maintained. The safety of our children here at Gray's Creek Elementary School is a high priority. The unauthorized presence (visitation without prior permission) on any

Cumberland County School campus is a breach of the Code of Student Conduct. Students or adults on campus without prior clearance may be asked to leave the school property. Please report to the main office upon arrival on the school campus.

Volunteers in the classroom are limited to adults only; younger siblings and infants may interfere s*ith the environment and distract students and teachers from during their job.

WITHDRAWAL OF PUPILS

Parents are requested to send a note to the teacher before a child is to be withdrawn from school. This will allow the teacher sufficient time to complete the records for the student. Request for withdrawal requires a minimum of 24 hours notice to the school. Records will be requested from the new school. On the day of withdrawal, the parent may come by the office to obtain the transfer form.

TITLE IX GRIEVANCE PROCEDURES

Students who believe that they have been mistreated because of sex discrimination in the public school may appeal to the person designated in each school as the one responsible for hearing said complaints. If aner appeal to this designated official the student is dissatisfied, he/she may submit a request in writing to the Superintendent for review of the case. The Superintendent or his designated representative will arrange a conference with the student and make a decision regarding the grievance. If the decision rendered by the Superintendent is unsatisfactory to the student, the student shall within ten days, give written notice to the Superintendent and request a review by the Cumberland County Board of Education. The Board of Education shall render its decision within thirty days of receipt of the grievance.

NONDISCRIMINATION STATEMENT

No student or employee in the Cumberland County Schools shall, on the basis of age, sex, race, religion, national origin, marital status, or handicapping condition, be denied the benefits of, or be subjected to discrimination under any educational program or activity.

PARENTS RIGHT TO KNOW STATEMENT

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, CCS is notifying every family of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teachers and/or teacher assistants.

This information regarding the professional qualifications of your child's classroom teachers and teacher assistants includes, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by teacher assistants and, if so, their qualifications.

If you would like to request the qualifications of your child's teacher and/or teacher assistant please contact the CCS Title I Office at 910-678-2637. In addition, your child's school will notify you at any time your child has been taught for 4 or more consecutive weeks by a teacher not meeting state professional qualifications.

DECLARACION DEL DERECHO A SABER DE LOS PADRES

De acuerdo con la Sección 1111 (h) (6) de ESEA, DERECHO A SABER DE LOS PADRES, WS / FCS está notificando a cada familia de un estudiante en una escuela de Título I que usted tiene el derecho y puede solicitar información sobre las calificaciones profesionales de su hijo. maestros de aula y / o asistentes de maestros.

Esta información con respecto a las calificaciones profesionales de los maestros y asistentes de maestros de su hijo incluye, como mínimo, lo siguiente:

1. Si el maestro ha cumplido con los criterios estatales de calificación y licencia para los niveles de grado y las materias en las que el maestro brinda instrucción.
2. Si el maestro está enseñando bajo un estado de emergencia u otro estado provisional a través del cual se ha renunciado a los criterios estatales de calificación o licencia.
3. El título de licenciatura del maestro y cualquier otra certificación de posgrado o título que posea el maestro, y el campo de disciplina de la certificación o título.
4. Si el niño recibe servicios de asistentes de maestros y, de ser así, sus calificaciones.

Si desea solicitar las calificaciones del maestro de su hijo y / o asistente de maestro, comuníquese con la Oficina de Título I de CCS al 910-678-2637.

Además, la escuela de su hijo le notificará en cualquier momento en que un maestro que no cumpla con las calificaciones profesionales estatales le haya enseñado a su hijo durante 4 o más semanas consecutivas.

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 they have been subjected 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 P.O. Box 2357
Fayetteville, NC 28302
Phone: 678-2495

E-mail: natashascott@ccs.k12.nc.us

I have read and understand the rules of the Gray's Creek Elementary

Student/Parent Handbook along with our
CCS Student Code of Conduct.

Student Signature

Date

Parent Signature

Date

*Disclaimer: Information in this handbook
is subject to change in consultation with
our School Improvement Team. You have
parent representation on our SIT Team
and with our PTA Board.

