

LUCILE SOUDERS  
Elementary School  
"Under Construction"



Parent and Student  
Handbook  
2021-2022

# LUCILE SOUDERS ELEMENTARY SCHOOL

128 Hillview Avenue  
Fayetteville, NC 28301

Phone: (910) 488-6705

Fax: (910) 630-2010

[ccs.k12.nc.us/lse](https://ccs.k12.nc.us/lse)

## *Let's Dig In!*

Welcome to the 2021-2022 school year at Lucile Souders Elementary School! As the school year begins, we are excited about the wonderful teaching and learning opportunities at our school. Our Parent and Student Handbook have been prepared to provide information that will be a useful guide for the procedures and routines of Lucile Souders Elementary School.

Education is a team responsibility that needs support from all stakeholders. Lucile Souders Elementary is prepared to help you develop and accept the responsibilities and obligations of good citizenship in our school. Each student and parent is responsible for knowing and understanding this handbook, as well as the Cumberland County School's Code of Conduct. This handbook contains information that will help familiarize you with the procedures, opportunities, and responsibilities that are in place at Lucile Souders Elementary. It will answer many questions that you might have. Please do not hesitate to call us at 910-488-6705, if you have any questions or you may also view our website [www.ccs.k12.nc.us/lse](https://www.ccs.k12.nc.us/lse). It is our belief, that the use of our Handbook and the Cumberland County Schools Code of Conduct Book, a solid foundation for expectations and procedures is shared.

We look forward to working with you this year and encourage you to take an active role in your child's educational process. We have an excellent team of educators ready to meet the needs of each child. We know the value of collaboration among students, parents, and the school to achieve the utmost success for student growth. Bell to bell teaching is the norm for Lucile Souders. With that being said, it is important for students to be present for the entire school day. With parental support, we know this is possible.

We look forward to an outstanding year as we embark on the onset of the new school year by "digging in" to provide students with robust learning experiences and targeted support.

Children Always,

Chickia M. West, Principal

Terea Maddox, Assistant Principal

**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. Updates will be provided as new information becomes available.**

## **FACE COVERINGS**

Based on set mandates, Cloth face coverings must be worn by all students (age 2 and older) and all teachers, staff and adult visitors on buses or other school transportation vehicles, inside school buildings, and anywhere on school grounds, including outside. Wearing face coverings has been shown to be effective in reducing the spread of COVID-19 when students and staff cannot maintain six feet apart.

CCS has implemented the face-covering protocol to protect other people if the wearer is infected and is not showing signs or symptoms of COVID-19 yet. CCS requires staff and students to wear these coverings as an additional step to help slow the spread of COVID-19 by containing person-to-person droplet transmission. This requirement is aligned with the Strong SchoolsNC Public Health Toolkit K-12.

Face shields can not be substituted for face coverings. One is not a substitute for the other since face coverings protect both the nose and mouth, and face shields are eye protection only. Anyone who cannot tolerate a cloth face-covering due to developmental, medical, or behavioral health needs will be evaluated individually.

Families must conduct home-based symptom screening prior to sending students to school. Those who exhibit symptoms will not be allowed to enter the school facility or board school transportation. Parents/Guardians should check students for symptoms prior to leaving students at bus stops or dropping off at school. Parents must commit to sending well students to school. Contact the principal when students are exhibiting COVID-19 symptoms and/or have a positive diagnosis.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Individuals with these symptoms will be placed in the Isolation room and must be immediately picked up by a parent/guardian. Further guidance will be provided regarding return to school/work. **Doesn't include all possible symptoms.**

- Fever or chills Fever is determined by a measured temperature of 100.4 °F or greater.
- Cough or Shortness of breath or difficulty breathing
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## **SOCIAL DISTANCING GUIDELINES (from [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus))**

### **Help prevent the spread of respiratory diseases**

- Stay at least 6 feet (about 2 arms' length) from other people. **No gathering or congregating.**
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- When in public, wear a cloth face covering over your nose and mouth.
- Do not touch your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick.
- Wash your hands often with soap and water for at least 20 seconds.

## **LUCILE SOUDERS ELEMENTARY SCHOOL MISSION STATEMENT**

The mission of Lucile Souders Elementary School is to provide a safe wholesome environment that fosters high academic achievement and a lifelong discovery of learning for all.

### **THE SOUDERS SIX**

Arrive on time.

Focus clearly.

Look at all of the items carefully.

Manage your time as trained.

QUITTING is never an option.

YOU CAN DO IT!

## **CUMBERLAND COUNTY SCHOOL VISION AND MISSION STATEMENT**

### **Our Vision**

Cumberland County Schools is committed to empowering all students to collaborate, compete, and succeed in an increasingly interconnected world.

### **Our Mission**

Cumberland County Schools' mission is to provide a safe and caring environment in which every student develops the skills and knowledge necessary to pursue a productive life, to be successful in a diverse and global society, and to empower students to become lifelong learners.

**The 2021-2022 [Traditional School Calendar](#) may be accessed by visiting the CCS website at [ccs.k12.nc.us](https://ccs.k12.nc.us)**

## **TRADITIONAL DAILY SCHOOL SCHEDULE**

7:15 – Doors Open

7:15 – 7:45 – Breakfast

7:45 – Tardy Bell Rings/Instruction Begins

2:30 – Dismissal

## **STUDENT ARRIVAL**

- Students may not arrive on campus prior to 7:15 a.m. without adult supervision. Students may not be left unattended.
- Students arriving by a vehicle on campus before 7:15 a.m. must remain in the vehicle until the bell rings at 7:15 a.m. Please do not gather at the front door of the school.
- Cumberland County Schools and/or Lucile Souders Elementary will not be held liable for any student prior to 7:15 a.m.
- Please be reminded if your child is attending Lucile Souders Elementary on a "Volunteer Transfer" that you have agreed to ensure that your child will remain in good standing by arriving at school on time and being picked up on time.

## **GETTING TO SCHOOL ON TIME**

Students are expected to be in their classrooms prior to the 7:45 a.m. tardy bell. Individuals planning to participate in breakfast should make every effort to arrive with sufficient time to allow students to pick up food items. Students not in their classrooms by 7:45 a.m. are tardy and miss valuable instructional time. Students who are tardy must check-in through the front office. **After students are checked-in, staff members will escort students to class. This is to ensure the safety of each student.**

## **ABSENCES/ATTENDANCE**

A written note signed by the parent is required when a student returns from an absence. Please include the following information in the note: the date the note is written, date(s) of the absence, the reason for absence, home or work phone number of parent/guardian and parent/guardian signature. This information is needed to properly code the absence. The note should be given to the student's teacher **no later than 5 days** from the date the student returns to school. Students checked in after 11:15 a.m. are considered absent for the day. Absences without a note will be coded as unlawful. The following are considered lawful absences:

- Illness or injury
- Quarantine
- Death in the immediate family
- Medical appointments for the child
- Court/administrative hearings if the child is a part of the hearing
- Religious observances
- Educational opportunities (submit a written request at least two weeks in advance of the absence for approval by the principal)

All other absences are considered unlawful.

## **CHECKOUT PROCEDURES**

Cumberland County Board of Education Policy states that "no staff member shall excuse any pupil from school or class prior to the end of the school day or class, or into any person's custody, without the direct prior approval and knowledge of the principal or his designee."

If a student must be checked out prior to the end of the day, please adhere to the following procedures:

- Report to the front office.
- Present a valid I.D. and be at least 18 years of age.
- Students will only be released to persons listed on the Student Checkout card.
- **Parents will remain in the front office until the child is escorted down from the classroom. Students will not be sent to the front office by themselves from the classrooms for safety reasons.**
- Students must be signed out on their card in the front office.
- **Complete check-out prior to 2:00 p.m. No check-outs will be allowed after 2:00 p.m.**

## **AFTER SCHOOL CARE (PRIME TIME)**

As you make preparations for the upcoming school year, please take the following considerations regarding afternoon supervision. Currently, Lucile Souders Elementary will NOT host Prime Time the 2021-2022 school year. However, several daycare providers in the area provide A.M. drop-off and P.M. pick-up as a service to their clients. As a reminder students dismiss at 2:30 p.m. and will need to be picked up no later than 2:45 p.m. daily.

## **WITHDRAWAL FROM SCHOOL**

Please complete the "Parent Request to Withdraw" form with the front office staff. Parent/guardian's identification is required.

## **VISITORS TO THE SCHOOL**

Parents, guardians, and stakeholders are valuable partners to the educational success of our students. However, while the threat of unsafe conditions persists, visitation to the school will be limited to increase safety precautions. Once conditions are conducive to allow visitors, the following procedures will be followed. Anyone wishing to visit classrooms beyond five minutes, chaperone field trips, or any situation where individuals may have an opportunity to be one-to-one with a child must complete the CCS Volunteer Application and Background Check procedures available online at <https://www.ccsvolunteers.com> and be approved prior to doing so. After the background check has been completed, you as well as the school will receive notification of approval or denial of the request. This clearance allows volunteers to spend up to 30 minutes observing in their child's classroom. Only parents/guardians will be allowed to visit classrooms unless approved by an administrator. All visitors must report to the front office, show a valid picture ID, sign-in, and receive a visitor's badge. Our instructional time is very valuable and important. Therefore, we ask that parents/guardians not conference with teachers during their visits to the classroom. Please schedule a time before or after school when teachers are able to give their full attention to the parent/guardian. We ask that while in the learning environment, you silence cell phones and monitor any small children that may be with you. To protect the privacy of all students, refrain from including others in pictures, recordings, and videos.

## **VISITOR ACCESS**

It is our goal to maintain safety for all students, faculty, and staff here at Lucile Souders Elementary School. We ask for your assistance and cooperation by adhering to the set policies and procedures of Lucile Souders Elementary and Cumberland County Schools. To increase safety procedures for students, faculty, and staff, visitors will not be allowed in the school building without administrative approval. This includes escorting students to class in the morning. Lucile Souders' staff will be on duty in the morning to supervise students and provide assistance as needed. We also ask that parents remain in their car during afternoon dismissal. Walkers will be escorted to the "walking gate" located on Plantation Drive. Security gates surround the perimeter of the school to protect the students and staff from potential threats and will remain locked at all times. Help us maintain security by adhering to procedures.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are scheduled throughout the school year. However, parents are encouraged to contact their child's teacher at any time if a conference is needed. Teachers will schedule conferences with parents during non-instructional times. Parents and teachers working together have a tremendous impact on students' success.

### **PARENT PORTAL**

It is encouraged that all parents set up their accounts in the Home Bases Parent Portal to stay updated with student information. Parents can link their students to their accounts, so they only have one login to access students at multiple schools. Parents now have access to assignment information, grades and attendance. This valuable tool provides parents a "real-time" view of their student's progress. Please contact the schools if you need a copy of your child's access code letter.

### **VERIFICATION OF ADDRESS**

Each student must complete a Verification of Address form at the beginning of the school year or upon enrollment during the year. Student addresses and phone numbers should always be current so that we can contact parents in case of an emergency. Any updates must be completed in person and provided to the data manager. A current lease, power, or gas bill must be presented to verify the new change of address.

### **ADDRESS/PHONE NUMBER/EMERGENCY CONTACT CHANGES**

We realize that addresses, phone numbers, and emergency contact numbers sometimes change. Please complete any changes in person at the front office. In case of an emergency with your child, the school will need to be able to contact someone.

### **SCHOOL BREAKFAST AND LUNCH**

Students enrolled at our school will receive no charge for breakfast and lunch. Students may still pack their own lunch. Microwaves may not be used by students nor will staff warm up student items. Students who eat breakfast will report directly to their designated pick-up area. After breakfast, they will report to their classrooms. Breakfast ends at 7:45 a.m. Outside fast food is not allowed in our cafeteria. A lunch menu is provided each month by the Food and Nutrition department but is subject to change. Please inform the cafeteria of any food allergies or special diet that your child may have. If you have questions about the school lunch program, please contact our cafeteria manager.

## **CHANGES IN TRANSPORTATION**

We take the safety of our students of the utmost importance. Any change in the mode of transportation must be received in writing (include your phone number and pictured identification) or in person from the parent/guardian. Please make any changes prior to 1:30 pm so that the student and teacher may be informed in a timely manner. **No changes will be accepted via the telephone.**

## **SCHOOL BUS INFORMATION**

Riding the bus is a privilege. We cannot afford to jeopardize the safety of our students due to inappropriate bus behavior. The Cumberland County Schools Code of Conduct will be enforced and used for any issues that may arise. The principal and assistant principal have the authority to suspend students from the bus. Students are assigned to buses based on their residence address and may only get on and off at their assigned bus stop. The CCS transportation department manages all bus stops and new riders may experience bus assignment delays up to 10 business days. The assistant principal will make every effort to obtain a bus stop in a timely manner for all students who reside within the designated transportation zone. **Parents or parent designee, 18 or older, of students in PreK-2<sup>nd</sup> grades must be present at the bus stop to receive your child. If not, your child will be returned to school and the parent/guardian will have to pick up the child from school.** Consequences will be provided for students that are returned to school after the 3<sup>rd</sup> incident. PreK-2 students must maintain the white tag provided by the school on their bookbags if a waiver (grades 1-2 only) is not completed. Parents of students in first and second grades may sign a release form authorizing the child to walk home from the bus stop unsupervised. **Students in Pre-K and Kindergarten cannot be released without a parent or designee at the bus stop.**

The school principal and assistant principal have authority to suspend pupils from riding the bus for the following infractions:

- Delaying the bus schedule
- Fighting, smoking, using profanity or refusing to obey instructions of school authorities or a bus driver while riding a school bus.
- Tampering with a school bus.
- Refusing to meet the bus at designated stops.
- Unauthorized leaving of the bus when in route to school or returning home.
- Playing, throwing trash, paper, or other objects while the bus is in operation.
- Failing to observe established safety rules and regulations.
- iPods, radios, cell phones, MP3 players, or CD players are not allowed on school buses.
- Special projects, large boxes, etc., that are brought on a school bus are to be checked in with the bus driver.

Misconduct on the school bus could endanger the safety of other pupils. Each student is expected to do his/her part in making our buses safe. For the safety of all students, unauthorized individuals may not enter the school bus. Individuals found in violation may be offered a letter of No Trespass. Please review the importance of proper bus behavior with your child. We look forward to a great year and we want to ensure the safety of all students. Please note that remedying your transportation is a priority to us however, bus drivers are unable to hold extended conversations at the bus stop. If you have any questions or concerns, please speak with the assistant principal by contacting the school.

## **BIRTHDAY PARTIES & CELEBRATIONS**

Due to the recent health and safety risks, birthday parties and celebrations are suspended at this time. Once the health risks are eliminated, the following procedures will be followed. In order to protect instructional time and not to cause a disruption to the learning environment, birthday parties and balloons, etc. are not permitted at Lucile Souders Elementary School. However, parents may provide cupcakes/cake at the child's lunchtime. Individually wrapped items are recommended. Please let the teacher know in advance if you would like to provide cupcakes/cake during lunch. All food must be prepared, packaged, and/or wrapped from a store. No homemade foods are allowed.

## **STUDENT DRESS CODE**

Our students are encouraged to be proud of their appearance at all times. Students are expected to wear clothing that will allow them to participate in all activities. Parents, please stress the importance of proper dress with your child. Please take into consideration the following:

- No undergarments should be visible at any time. Pants should be fitted-not sagging. Shirts should cover the midriff. No sheer see-through materials should be worn-no skin showing.
- Students may not wear or carry clothing, jewelry, book bags, or other personal articles that depict or display profanity, vulgarity, obscenity, nudity of any degree, violence, alcoholic beverages, tobacco, controlled substances, firearms, or any illegal activity, or which advertise products or services illegal to minors.
- Any symbols, styles or attire frequently associated with gangs, intimidation or violence which are disruptive to the educational environment are prohibited.
- Adornments or accessories, such as chains or spikes that could reasonably be perceived to be a weapon or could be utilized as a weapon are prohibited.
- Leggings are an accessory and must be covered by a long top or dress.
- Shoes should be tied/fastened at all times.
- Flip flops and slides (heel out) are not permitted. Closed-toe shoes should be worn on P.E. days.
- Head coverings (including hats, hoods, sweat bands, and bandanas) are generally prohibited in school buildings. However, students may wear head coverings in the school building as an expression of sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).
- Skirts, shorts, and dresses should extend to right above the knee.
- Any clothing item that disrupts or threatens the learning environment is not permitted.

## **Chromebooks**

All students in K-5 will be issued a device and charger from the school to use to assist with digital activities, homework, and classwork. Students will be responsible to bring Chromebooks with them to school each day. Devices will be collected at the end of the school year or if students transfer out of Lucile Souders. A fee will be assessed for loss or damaged devices and/or chargers, Students must practice digital citizenship and follow the CCS Code of Conduct as well as Lucile Souders Expectations

while participating in digital learning opportunities. The following expectations have been included and should be adhered to.

## **Virtual Classroom Expectations for Students and Parents/Guardians**

When appropriate, students at Lucile Souders will participate in classroom instruction virtually using Webex sessions. To ensure a positive, productive and enjoyable learning experience for all participants, it is important that all students and parents/guardians adhere to these Webex Expectations, which include online behaviors for students and privacy guidelines for parents.

### **Behavioral Expectations for Students**

- 1) Always be respectful and courteous to other students and teachers during Webex virtual check-in sessions. Student's cameras must be turned on throughout the entire Webex for each class. Students should be appropriately dressed for class (i.e. no pajamas). No eating or drinking during class. (Water bottles are permitted). Inappropriate, offensive or threatening comments; misrepresentation of identity, and/or disruptive behavior by any participants during Webex virtual class sessions will not be tolerated.
- 2) Students must use their CCS email account to log into a Webex virtual check-in session. Login credentials must not be shared. Sharing of login information violates other students' and teachers' rights to confidentiality, and could allow class participation by unauthorized persons and/or lead to disruptive behaviors that detract from a productive and positive learning environment.
- 3) Webex sessions ARE NOT optional and students are REQUIRED to attend each session or they will be marked absent. Students will participate in remote (virtual) class by asking/answering questions, engaging in conversations, and completing assignments. Students will pay attention during class and will not play video games, watch videos or television during class, etc. All work must be submitted no later than the due date. Assignments submitted after the due date will not receive full credit. Students will refer to their teacher's Canvas page for any specific remote learning requirements.
- 4) Students who are disruptive and/or "trespass" Webex virtual instructional sessions will receive appropriate consequences in accordance with the Student Code of Conduct. Consequences may result in temporary or permanent loss of technology access, which would prevent the student from participating in Webex virtual check-in sessions. Students receiving this consequence would have assignments provided to the student's parent/guardian.
- 5) Students should adhere to the provisions identified under the CCS Board of Education Policies:  
1710/4021/7230 Prohibition Against Discrimination, Harassment and Bullying  
3225/4312/7320-R2 Student Internet Use Agreement  
4316 Student Dress Code  
3225/4312/7320-R2 Student Internet Use Agreement

6) Students will follow the behavior expectations and norms outlined in our Student Handbook and established in the CCS Code of Conduct.

### **Parent/Guardian Expectations (From CCS Updates - Week of October 12, 2020)**

As always, the protection of student privacy and confidentiality is a paramount concern.

-- While parents and guardians are always permitted to observe live online instruction in a non-disruptive manner, Cumberland@Home remote lessons, and classes are the copyrighted property of the Cumberland County Schools ("CCS"), and may not be recorded, screenshot, photographed or distributed by either parents/guardians or students, without the prior written consent of CCS.

-- In addition to potential copyright violations, reproduction or distribution of CCS remote lessons and classes may result in violations of other state or federal laws, such as prohibitions against cyberbullying.

-- Parents/guardians and other household members who do not normally observe day-to-day classroom activity and interaction in the traditional, school building setting are expected to maintain the confidentiality of personal or private information, such as a student's disability status, which may be inadvertently disclosed or discovered in the course of permitted observation of remote lessons and classes.

Cumberland County Schools appreciates the understanding and cooperation of our families during this unprecedented time.

### **Media Virtual Learning Help Sheet from Cumberland County Schools**

#### **Login Information**

- Open the lid to your Chromebook. It should power on automatically. If not, press the power button on the Chromebook.
- When the 'Sign in to your Chromebook' screen appears, press Next.
- You will now enter your username and your password. Your username is your PowerSchool ID and your password is your birth date in **mmddyy** format.

#### **Proper Care**

- Do not add any stickers or any other decorative items that would alter the Chromebook from when you received it
- Do not tamper with school tags that are present on the Chromebooks.
- Use both hands when opening the Chromebooks.
- Do not hold the Chromebook by the screen.
- Always close the Chromebook before walking with it--remember, it has an 8-second startup.
- Be sure to place the Chromebook in its protective case; if provided, before you walk in the hallways.
- Running in the hallways is prohibited--keep in mind that all students are now carrying Chromebooks.
- Never pack your Chromebook with other materials.

- Keep it separate from textbooks and other heavy objects that could potentially damage the screen.
- Keep food and drink away from your Chromebook--they are not allowed in the Cafeteria.
- Treat your Chromebook as a valuable material--do not leave it lying around.

### **Low-Cost Internet Information**

Are you in need of low-cost internet in your home? The link below has several low-cost options that families may qualify to receive. If you are interested in these programs, please visit the website below and determine which options your family may qualify to receive.

### **[Free and Low Cost Internet Assistance](https://www.highspeedinternet.com/resources/are-there-government-programs-to-help-me-get-internet-service)**

**<https://www.highspeedinternet.com/resources/are-there-government-programs-to-help-me-get-internet-service>**

### **What should I do if I have trouble with the Chromebook I have been assigned?**

If you have any trouble with your Chromebook, please contact the help desk that has been developed for parents and students during virtual learning. Simply dial **678-2618** and choose option 2. A Cumberland County Schools computer technician will be happy to help resolve your Chromebook issue.

### **Privacy Guidelines for Parents/Guardians**

To maintain a positive, productive learning environment and assure confidentiality for students and teachers during distance learning, all parents/guardians are asked to follow the following privacy guidelines.

- 1) Webex instructional sessions are designed for students. Students are accountable for their learning and should check correspondence daily. To prevent disruptions to the learning environment, parents/guardians should not actively participate in instructional sessions, although parents/guardians may assist their child with technology and/or remain nearby. Please send an email to the teacher to arrange a phone or virtual conference if you have questions or concerns.
- 2) Do not video record, audio record, photograph, live stream, or transmit in any other way any part of a Webex instructional session, including not posting on any social media platform.
- 3) Any confidential or personally identifiable information related to students participating during Webex instructional sessions should not be collected, discussed or shared.
- 4) Parents/guardians should not engage with students during Webex virtual check-ins. If you need to speak with your child during a check-in session, first mute your child's microphone.
- 5) If a parent/guardian has a question, please email your child's teacher. Parents/guardians should email your child's principal with any questions or concerns regarding privacy or virtual classroom expectations.

6) Help your student establish a daily routine. We recommend maintaining as much of a regular schedule as possible. Include time for school, meals, physical activity, and down time.

7) Identify a working space for your student. Some students may be able to work in their bedrooms, but most will need a clear separation between work and personal time.

8) Help your student reach out to teachers for support if needed.

Thank you for your support and cooperation in ensuring that virtual learning is a positive, productive and enjoyable experience for all participants

## **GRADING**

Parents have the ability to check grades in Parent Portal at any time via the internet using a secure login provided by the school. Students in grades 3-5 will not receive a grade lower than a 50 on the report card.

### **Grades K-2**

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

### **Grades 3-5**

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

## **REPORT CARDS/PROGRESS REPORTS**

Report cards will be provided quarterly at the end of each nine weeks during the school year. In addition, progress reports are sent home midway of each grading period. Parents/guardians are encouraged to check Parent Portal weekly to stay up-to-date with student progress.

<b>2021-2022-Draft</b>	
<b><u>PROGRESS REPORT AND REPORT CARD SCHEDULE</u></b>	
<b><u>Traditional Calendar Schools</u></b>	
<b>K-8</b>	
First Day for Students	Monday, August 23, 2021
Progress Reports Go Home	Monday, September 20, 2021
<b><i>End of 1st Grading Period</i></b>	<b><i>Friday, October 15, 2021</i></b>
Report Cards Go Home	<i>Friday, October 22, 2021</i>
Progress Reports Go Home	Wednesday, November 17, 2021
<b><i>End of 2nd Grading Period</i></b>	<b><i>Friday, December 17, 2021</i></b>
Report Cards Go Home	Friday, January 07, 2022
Progress Reports Go Home	Friday, February 04, 2022

<b>End of 3rd Grading Period</b>	<b>Thursday, March 10, 2022</b>
Report Cards Go Home	Thursday, March 17, 2022
Progress Reports Go Home	Tuesday, April 12, 2022
<b>End of 4th Grading Period/Last Day for Students/ Elementary Report Cards Go Home</b>	<b>Friday, May 20, 2022</b>
<b>Final Middle School Report Cards Mailed Home</b>	Friday, June 03, 2022

## **POSITIVE BEHAVIOR**

Students will follow clear behavioral expectations at Lucile Souders. We will focus on reinforcing positive behaviors. At no time will fighting, kicking, and inappropriate language be allowed at our school. The code of conduct extends to the school, school bus, bus stop, any school function during school hours, or any off-campus sponsored school event.

## **SCHOOL RULES**

In the restrooms-

- wash hands for at least 20 seconds using soap and water
- remain quiet and use an inside voice when necessary
- respect others and their privacy

In the cafeteria-

- talk quietly
- eat **your** food
- clean up after yourself
- remain in your assigned area

In the hallways-

- silent zone
- walk to the right of the hallway
- maintain social distance when possible

On the bus-

- stay in your assigned seat
- keep body parts and objects inside the bus
- follow the directions of adults
- no opened food/drink on the bus

On the playground-

- enter and exit the building in an orderly manner
- practice good safety and character
- line up when first signaled
- no rough playing (tackle and other contact sports are not permitted)

In assemblies-

- enter and exit quietly
- keep hands and feet to yourself
- remain in your designated area
- show respect

## **CUMBERLAND COUNTY RULES (<http://ccs.k12.nc.us/student-code-of-conduct/>)**

The Cumberland County Schools Board of Education has established a **Code of Conduct** for all students. A copy of the Code of Conduct book will be given to all students at the beginning of the school year or when a student enrolls throughout the year. Please read and discuss the content of this book with your child. If a child is unable to meet the expectations set forth, the teacher will address these expectations with the student first and then notify the parent if necessary. Administration will intervene as needed.

## **MEDICATION**

Medication cannot be given at school unless it is prescribed by a doctor with instructions to be administered during school hours. Non-prescription medicine that is to be given at schools requires a "Request to Administer Medicine" form and must be signed by a doctor. All medicines must be in the original container with the prescription label. **Over the counter and prescription Medication cannot be brought to school by the student.** A parent/guardian must sign-in the medicine with the appropriate paperwork completed and signed by the doctor. The school nurse will be assigned to our school one day a week. Other trained staff will administer approved medication when the nurse is not on campus. Remaining medication must be picked up at the end of the school year.

## **SCHOOL IMPROVEMENT TEAM (SIT)**

The School Improvement Team (SIT) is the decision-making body of our school. It consists of smaller correlate teams. Our Correlate Teams are Successful Students, Premier Professionals, Exceptional Environment, and Committed Community. Our SIT meets the second Monday of each month after school at 2:45 p.m. Parent input is always welcomed. Please share any concerns with the SIT Parent Representative or Parent Facilitator. If you are interested in becoming part of our SIT, please contact the principal. Closed sessions may be utilized when appropriate.

**Lucile Souders Elementary School (LSES)**

**Username:** GuestS15988

**Password:** GuestS15988

**Addendum:** [LSES School Improvement Plan Addendum](#)

**Improvement Plan:** [Supporting the Strategic Plan Through School Improvement Planning](#)

## **TELEPHONE CALLS**

Our teachers are glad to speak with parents regarding the success of your student. However, in order to protect instructional time, phone calls will not be sent to the classroom during instructional hours of 7:45 a.m.-2:30 p.m. Parents are asked to leave a message or contact teachers via email or Class Dojo. Please keep in mind that teachers are expected to be engaged in instruction from 7:45 a.m. -2:30 p.m. and may not be able to check messages until after 2:30 p.m. Teachers are asked to return phone calls/contact parents within 24 business hours. In situations where the school has contacted a parent/guardian, please first check your messages before returning the call so that the front office may assist with connecting you to the appropriate individual. \*If an emergency arises, an administrator will be contacted.

### **AFTERNOON CAR PICK-UP (2:30pm-2:45pm)**

Afternoon dismissal begins at 2:30 p.m. Please adhere to the following guidelines when in the pick-up line.

- The speed limit on campus is 5 mph.
- Follow the flow of traffic.
- Single Park along the curb closest to the school building .NO double parking.
- Remain in your car.
- Move the vehicle forward when asked to do so.
- Be courteous.
- Students enter vehicles from the passenger side door (door closest to curb).
- Comply with the request of staff on duty.
- Students will not be released to cars outside of the gate.
- Be patient, our goal is to release all students as quickly as possible but SAFETY is top priority.

### **FINANCES**

Payments will be received by utilizing the School Funds Online application for field trips, fundraisers, etc. Parents will need to create a secure account for access. Lucile Souders will also accept cash (exact change) or checks for individuals who are unable to create an account. for field trips, fundraisers, etc. All checks should be made payable to Lucile Souders Elementary School. We cannot accept postdated checks. If your check is dishonored or returned for any reason, a return check fee will apply to include the amount of the returned check.

### **STUDENT CLUBS/TUTORING**

Students who participate in after-school activities must have written parental permission to remain after school for participation. Students **will not** be allowed to call home for permission. Students who are not picked up promptly will not be allowed to participate. There will be a fee of \$20.00 for participation in student clubs.



**Fees and Dues**  
Elementary Schools

FEE/DUE NAME	DESCRIPTION	AMOUNT (Not to exceed)
Class Shirt		\$10.00
Color Guard	Uniform	\$20.00
Grade Level Fees	T-shirt, monthly readers, field day, celebrations, resource fee	\$20.00
Harmony Club	Drama, Choral, Musical Club	\$10.00
Memory Book	Cost of production	\$20.00
Music Program – 4 <sup>th</sup> grade	Recorder	\$5.00
Planner	Replacement fee (1 <sup>st</sup> planner is free)	\$5.00
Recorders	For 4 <sup>th</sup> & 5 <sup>th</sup> grade students	\$5.00
School Clubs	School Clubs - Battle of the Books, Science Olympiad, STEM, Science Club, Mentoring Club, Beta Club, etc. (Not inclusive of all school clubs).	\$20.00
Spirit Wear	Shirts, sweatshirt, etc.	\$25.00
Yearbook	Cost of production	\$35.00

**LOST AND FOUND**

Any personal belongings found on school grounds should be turned in to the office. Any student missing personal belongings should check in the office. The school cannot be responsible for money, books, clothing, etc. left unattended. Lost and found items will be disposed of after 30 days.

**After reviewing this Parent-Student Handbook with your child please sign and date. This copy will be kept on file. If changes are made you will be informed.**

## PARENTS RIGHT TO KNOW STATEMENT

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, WS/FCS 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.

**The Parent Right to Know Statement must be provided to all parents. It must be copied/pasted/disseminated through newsletters, handbooks, websites, planners, bulletin boards, etc.**

***I attest all parents have been provided the statement above. The Parent Right to Know statement has been disseminated in the following manner:***

Included in the Lucile Souders Elementary School Student Handbook, school's website, Canvas, and school's Dojo Page.

Chickia M. West  
Principal Signature



July 1, 2021  
Date

## PARENT & FAMILY ENGAGEMENT POLICY

Lucile Souders Elementary School recognizes that a child's education is a responsibility shared by the school and family for the duration of your child's enrollment at our school.

Our school provides ample opportunities for parents/families to attend and participate in school activities and functions. Throughout the school year, we will provide a variety of educational and informational opportunities for families (Family Engagement Nights, Curriculum Nights, PTO, Family-Teacher Conferences, Progress Reports, Celebrations of Success, Open House, etc.) to discuss and review this document or learn the curriculum of your children. These programs are specifically designed to enhance family engagement and reflect the specific needs of our students and their families.

Title I is a federal grant that provides supplemental funding to select schools for resources to meet educational goals, such as:

- Smaller class size
- Additional teachers and paraprofessionals
- Training for school staff on how to engage parents and families
- Extra time for instruction (before and/or after school programs)
- Parent and Family Engagement activities and variety of supplemental materials and equipment.

Title I schools:

- Hold an annual Title I public meeting: This meeting will be held in September/October to inform parents about their rights under Title I and to provide them with information that will allow them to be fully active in their child's education.
- Include parents on the School Improvement Team (SIT) that are reflective of the socioeconomic and racial diversity of the school. Our SIT will meet (every second Monday of the Month.) to develop and implement school improvement strategies and monitor the school improvement plan.
- Ensure parents receive information in a timely manner. Information includes, but is not limited to the following:
  - school and district report cards,
  - student assessment results and interpretation of such results,
  - description of curriculum, state content standards and how student progress is measured,
  - opportunities for parent and family meetings to share in educational decision making,
  - qualifications of teachers,
  - timely responses to parents and family suggestions, and
  - inclusion of parents and families input on the school improvement plan and the district strategic plan.
- Our school will convene regular meetings at flexible times for parents and families throughout the school year for the purpose of planning, reviewing, sharing information, and organizing school improvement efforts.
- Develop a Learning Compact that outlines how parents and families, entire school staff, and students will share the responsibility for improved student achievement will be sent home for parent review.
- Provide opportunities to meet regularly with school personnel to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

## School & Family Learning Compact

Student Name: \_\_\_\_\_

It is the mission of Lucile Souders Elementary to make the learning process more exciting, inviting, involving, flexible, and unified. In order to achieve this goal, the home and the school must be willing to recognize and agree upon the responsibilities of each party in the learning process. This learning compact lists the ways students, parents and families, teachers, and principals can contribute to the success of every student.

### As a student, I will be responsible for...

- Showing respect and cooperating with all adults in the school;
- Coming to class prepared to work and completing all assignments to the best of my ability;
- Respecting the rights of others to learn without distraction and disruption;
- Showing respect for people and property by not using profanity, stealing or vandalizing;
- Practicing safety by not running, pushing, or fighting on campus;
- Asking my teachers questions when I don't understand something;
- Utilizing the Canvas platform to complete assignments and tasks by the set due date;
- Demonstrating appropriate usage of digital tools and resources;
- Accessing digital and/or printed text to enhance my reading skills;
- Discussing with my parent what I am learning in school;
- Following the school Code of Conduct;
- Using my school or public library at least once a week.

### As a teacher, I will be responsible for...

- Providing a safe and pleasant atmosphere for learning;
- Explaining assignments to students clearly;
- Providing feedback of student progress and achievement to students and parents on a consistent basis;
- Providing motivating, interesting, and rigorous learning experiences in my classroom;
- Utilizing scientifically research based techniques and methods that work best for the students;
- Explaining the code of conduct to my students;
- Communicating and cooperating with each parent to enable the best education possible;
- Explaining my expectations, instructional goals, and grading system to students and parents.

### As a parent/family, we will be responsible for...

- Getting my child to school on time and avoiding unnecessary absences;
- Providing a time and place each evening for quietly study or reading at home;
- Helping my child in any way possible to meet his or her responsibilities;
- Finding out how my child is progressing by attending conferences, PTA meetings and calling the school;
- Encouraging my child to read by reading to him/her and reading myself;
- Talking with my child about his/her school work and activities every day;
- Accessing Parent Portal and Canvas to monitor my child's performance;
- Reinforcing the Student Code of Conduct;
- Supporting the school in its efforts to maintain proper discipline.

### As a principal, I will be responsible for...

- Creating a welcoming environment for students and parents;
- Communicating to students and parents the school mission and goals;
- Ensuring a safe and orderly environment;
- Reinforcing the partnership between parent, student, staff and community;
- Acting as the instructional leader by supporting teachers in their classroom;
- Setting high standards and implementing effective programs;
- Allocating resources to ensure that high standards are met for all students;
- Providing a variety of opportunities for involving parents in decision making, providing input, and volunteering at the school;
- Providing the appropriate growth opportunities for teachers and parents.

Parents/Families—We welcome your comments or suggestions:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Principal Signature:  Date: 7/01/2021

**Lucile Souders Elementary  
School-Family Learning Compact  
Signature Page  
School Year 2021-2022**

July 1, 2021

Dear Family,

Lucile Souders Elementary School, the students, and their families agree that this compact outlines how the school staff, families and students will share the responsibility for improved student academic achievement. It describes how the school and families will build and develop a partnership that will help children achieve the state's high standards.

Please review this School-Family Compact with your child. This compact will be discussed with you throughout the year as we work together to help your child succeed in school.

Please sign and date below to acknowledge that you have received, read, and agree to this School-Family Compact and Parental Involvement Policy. Once signed, please return this form to your child's teacher.

**We look forward to our school-family partnership!**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return ONLY this signature page to your child's teacher. Keep the School-Family Compact and Parental Involvement Policy for Reference.**