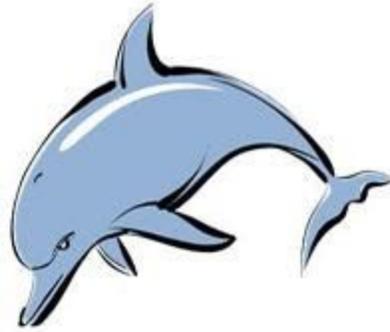


LUCILE SOUDERS
Elementary School



Parent and Student
Handbook

“Champions for Children”

2020-2021

LUCILE SOUDERS ELEMENTARY SCHOOL

**128 Hillview Avenue
Fayetteville, NC 28301**

Phone: (910) 488-6705

Fax: (910) 630-2010

<http://lses.ccs.k12.nc.us/>

DOLPHINS GOING THE DISTANCE!!

Welcome to the 2020-2021 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.

Since education is a team responsibility that needs support from parents, grandparents, guardians, and mentors, we extend our open doors to the entire community. 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.lses.ccs.k12.nc.us 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 again we invite you to come out and be involved 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 come to school on time and be present for the entire 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 "going the distance" with distance learning,

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

Cloth face coverings must be worn by all students from Kindergarten through 12th grade 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 have 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.

DAILY SCREENINGS

Symptom screening will be conducted daily for all people entering the school facility or boarding school transportation (see note below on optional parent/guardian attestation). Individuals waiting to be screened must stand six feet apart from each other. **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.

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. People with these symptoms may have COVID-19:

- Fever or chills Fever is determined by a measured temperature of 100.4 °F or greater.
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches

- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms.

SOCIAL DISTANCING GUIDELINES (from 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 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 2020-2021 Traditional School Calendar may be accessed by visiting the CCS website at 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

REMOTE/VIRTUAL SCHOOL SCHEDULE

8:05-3:25 with Lunch from 11:00-12:30

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.**

WITHDRAWAL FROM SCHOOL

Please come to the front office and complete our “Parent Request to Withdraw” form.

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 three times a year (Fall and Spring 2x). 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.

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 at the front office. 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 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 at (910)488-8900.

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-2nd 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 3rd 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

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. 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:

- Pants should be fitted-not sagging.
- 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.
- Shirts should cover the midriff. No sheer see-through materials should be worn-no skin showing.
- Hats and other headgear should not be worn inside the building.
- Skirts, shorts, and dresses should extend to right above the knee.
- Any clothing item that disrupts or threatens the learning environment is not permitted.

REMOTE LEARNING

To ensure equitable and consistent instructional delivery and learning support, recommended standardized instruction and learning schedules will be implemented across schools. Daily instruction and learning times will be increased from previous remote learning schedules to reflect the return to learning new standards and the possible increased learning needs of students after the emergency school closure. Recommended appropriate levels of screen time based on age and developmental stages were also a key consideration in determining guidance regarding the weekly and/or daily instruction and learning times for elementary schools. The amount of time students are expected to learn and complete academic work in a remote setting will differ from instruction delivered in a physical classroom. **Daily K-12 remote learning combined screen time including instructional content, learning tasks, and/or homework shall not exceed the following guidelines provided in the weekly time on task schedules.**

Students should be engaged in academic activities for approximately 4 hours daily consisting of a blend of Synchronous and Asynchronous Learning opportunities. Teachers will provide:

- **Synchronous Online Teaching**, such as Google Meet sessions in which students receive direct instruction from a teacher in real-time, but not in person.
- **Asynchronous Online Teaching**, such as providing learning materials for students to work through in their own time, use of online quizzes, or supporting students to ask a question via email or forums and receive a response at a later time.

Time on Task is the total learning time spent by a student in a class which includes the following: instructional time (time logged in) and time spent completing class assignments.

To support children's continuous learning at home, students will log in to their remote/virtual classroom daily to receive a full day of instruction from their teachers. 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. Devices will be collected at the end of the school year or if students transfer out of Lucile Souders. Remote instruction will be a combination of face-to-face instruction, recorded lessons, videos, independent activities, projects, and other appropriate tasks with scheduled times for breaks, lunch, and physical activity. Teachers will track participation daily and assignments will be graded. The state also requires five remote learning days this school year. These are required days for students that will occur remotely via the Canvas learning management system and/or Google Meetings. 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

Students at Lucile Souders will participate in classroom instruction virtually using Google Meet 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 Google Meet 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 Google Meet virtual check-in sessions. Student's cameras must be turned on throughout the entire Google Meet 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 Google Meet virtual class sessions will not be tolerated.

2) Students must use their CCS email account to log into a Google Meet 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) Google Meet 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" Google Meet 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 Google Meet 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)

Please note the following updated information and expectations for Cumberland@Home remote learning. 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) Google Meet 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 Google Meet instructional session, including not posting on any social media platform.
- 3) Any confidential or personally identifiable information related to students participating during Google Meet instructional sessions should not be collected, discussed or shared.
- 4) Parents/guardians should not engage with students during Google Meet 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.

9) Take care of yourself! Give yourself, and others, some grace through this period.

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 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 sent home at the end of each nine weeks. Four report cards will be sent home during the school year. In addition, progress reports are sent home midway of each grading period. A report card/progress report schedule is included at the end of this handbook.

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
- stay quiet
- respect others

In the cafeteria-

- talk quietly
- eat **your** food
- clean up after yourself

In the hallways-

- silent zone
- walk to the right

On the bus-

- stay in your assigned seat
- keep body parts and objects inside the bus
- follow the directions of adults

On the playground-

- enter and exit the building in an orderly manner
- practice good safety and character
- line up when first signaled

In assemblies-

- enter and exit quietly
- keep hands and feet to yourself
- 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. **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.

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 first 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.

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 after 7:45 a.m. A message will be taken and given to the teacher. Teachers are asked to return phone calls/contact parents within 24 business hours. If an emergency arises, an administrator will be contacted.

AFTERNOON CAR PICK-UP

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.
- Park along the curb.
- Remain in your car.
- Single park alongside the curb-no double parking.
- 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.

FINANCES

Beginning the 2020-2021 School Year, we will take payments by utilizing the Cash 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.

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 placed in the front of your students Data Notebook. If changes are made you will be informed.

**Lucile Souders Elementary
School-Family Learning Compact
Signature Page
School Year 2020-2021**

August 17, 2020

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.

Lucile Souders Elementary

In accordance with Sec. 1116(a)(3)(D) of the Title I *Every Student Succeeds Act* requirements, our Title I school will implement the following parent and family engagement policy.

- Parents reflecting the socioeconomic and racial diversity of our school will serve on the School Improvement Team (SIT). Our SIT will meet on the third Monday of the month to develop and implement school improvement strategies, the school improvement plan, and other school-wide programs.
- Provisions will be made for parents to 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,
 - proficiency levels students are expected to meet,
 - 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 school-wide school and district project plans.
- 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.
- An Annual Title I public meeting will be held at 5:30 p.m. on September 17, 2020, at Lucile Souders Elementary School Multi-Purpose Room to discuss our schoolwide Title I program, new federal regulations, and requirements as it relates to our Title I program.
- A School & Family 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.
- Parents and families are provided opportunities to meet regularly with school personnel to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

Parent and family engagement activities at our school include, but are not limited to:

- Celebrations of Success
- Community Day
- Open House
- Dances
- Curriculum Night
- Festivals
- Skate Night
- Parent/Teacher Conferences
- Musical Performances
- EOG Night

School & Family Learning Compact

It is the mission of Lucile Souders Elementary School 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;
- Limiting my TV watching and reading books instead;
- 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 continuous feedback of student progress and achievement to students and parents;
- 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 studying 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, PTO 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;
- 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 appropriate growth opportunities for teachers and parents.



PARENTS RIGHT TO KNOW STATEMENT

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

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

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

DECLARACION DEL DERECHO A SABER DE LOS PADRES

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

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

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

The Parent Right to Know statement has been added to the Lucile Souders Elementary School Student Hand Book. It is on the school website and inside of student planners.



Chickia M. West
Principal Signature

August 10, 2020
Date

-
- the district improvement plan
- the district parent involvement policy
- the district report card and the school report card

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

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