Our Handbook

for Students and Families



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TABLE OF CONTENTS

PRINCIPAL WELCOME	**3**
ADMINISTRATIVE & OFFICE STAFF	**5**
SCHOOL ORGANIZATION	**5**
ATTENDANCE PROCEDURES	**5**
DAILY SCHEDULE	5
“EVERY MINUTE COUNTS”	6
EARLY CHECK-OUT	6
TARDIES/LATE CHECK-IN	6
ARRIVAL AND DEPARTURE INFORMATION	6
MORNING DROP-OFF PROCEDURES	7
AFTERNOON PICK-UP PROCEDURES	7
STUDENT ABSENCES	7
EDUCATIONAL ABSENCES	8
REQUESTING MAKE-UP WORK FOR ABSENCES	8
BEHAVIOR EXPECTATIONS	**8**
SCHOOL EXPECTATIONS	8
SCHOOL-WIDE RULES	8
MINOR OFFENSES AND CONSEQUENCES	9
MAJOR OFFENSES AND CONSEQUENCES	9
ABC =ACADEMIC & BEHAVIORAL CENTER	10
STUDENT DRESS CODE	10
STUDENT CELL PHONES AND OTHER ELECTRONIC/COMMUNICATION DEVICES	10
SMOKING/TOBACCO PRODUCTS	10
SELLING OF GOODS AND ARTICLES	10
CLASSROOM EXPECTATIONS	11
HALLWAY EXPECTATIONS	11
RESTROOM EXPECTATIONS	11
CAFETERIA EXPECTATIONS	11
PLAYGROUND EXPECTATIONS	11
SCHOOL BUS EXPECTATIONS	12

GENERAL INFORMATION **13**
ANIMALS ON CAMPUS 13
BOOK-BAGS 13
CHILD NUTRITION- CES 13
CLASSROOM PARTIES/CELEBRATION 14
FIELD TRIPS 14
NOTARIZED AFFIDAVIT ENROLLMENTS 15
PAYMENT POLICY 15
PHONE POLICY 15
PRIME TIME 15
STUDENT DATA CARDS 15
TRANSPORTATION CHANGES 16
VISITOR POLICY & PARKING 16
WATER BOTTLES/CONTAINERS 17
WITHDRAWAL FROM SCHOOL 17
STUDENT HEALTH **17**
HEAD LICE 17
INSURANCE 17
MEDICAL SUPPLIES 17
MEDICATION POLICY 17
SICK STUDENTS 19
PARENTAL INVOLVEMENT **18**
CONCERN PROCEDURES 19
HELPING YOUR CHILD LEARN 19
VOLUNTEERS 19
SAFETY **19**
SECURITY MEASURES 19
INSTRUCTIONAL INFORMATION **21**
AFTER SCHOOL ACTIVITIES – CLUBS/TUTORING 21
CALENDAR 21
CCS GRADING SCALE, Regulation Code 3400 21
HOMEWORK 21

PRINCIPAL WELCOME

Dear Cliffdale Family,

I would like to welcome each of you to Cliffdale Elementary School where we believe that "Excellence is a Habit." This habit is formed through hard work, excellent attendance, and positive behaviors. I am very excited to welcome all of our All-Stars back this year!

Each day at Cliffdale, our administration, faculty, and staff work diligently to sustain an environment that will inspire your children to the pursuit of excellence. Instruction is individualized to meet each child's learning style. Additionally, we strive to instill values that develop exceptional character and personal responsibility. As a parent, you are welcome to visit our school; however, please be reminded that you will need an appointment outside of our school instructional hours to conference with your child's teacher, and in order to visit the classroom where children are learning, you must have an approved CCS Volunteer Registration form on file. All volunteer forms must be updated each school year. We respect and protect the classroom instructional time; therefore, for classroom visits, principal approval is needed 24 hours prior. For safety and security reasons, non-employees may not be on campus between arrival and dismissal time without administrative knowledge and approval. For further clarification regarding visitors to the school, refer to our Visitor Policy in this handbook. If you require a conference with an administrator, please call the school or stop by the school office to make an appointment. Due to activities and appointments already on the calendar, it may be difficult to meet with us by just dropping in. Please understand that drop in visits may not always be available, and appointments are most often necessary.

This Parent-Student Handbook contains information that will help familiarize you with opportunities and responsibilities that are yours at Cliffdale Elementary School. We hope it will answer many of your questions. Please take time to read the information thoroughly and discuss its contents with your child. We publish this online, and update it as necessary.

Research has confirmed that a positive and respectful relationship between home and school will significantly impact your child's success; therefore, we invite and encourage you to become actively involved in our volunteer program. By working together, we will achieve what we expect—the very best!

Sincerely,

Tyrell Davis, Principal

Cliffdale Vision Statement:

The vision of Cliffdale Elementary School is to empower each child to reach their full potential by fostering a love for learning, strong character, and academic excellence.

Cliffdale Mission Statement:

Our mission is to provide a safe, supportive environment where every student can achieve academic excellence.

Cliffdale Pledge:

Safety First

Take Responsibility

Always be a Problem Solver

Respect Yourself and Others

Strive for Success

ADMINISTRATIVE & OFFICE STAFF

Principal: Tyrell Davis	TyrellDavis@ccs.k12.nc.us
Assistant Principal: Mia Barnes	MiaBarnes@ccs.k12.nc.us
Bookkeeper: Yvonne Sims	YvonneSims@ccs.k12.nc.us
Data Manager/Registrar: Kelly Gibson	KellyGibson@ccs.k12.nc.us
Office Clerk: Xiomara Sostre-Lopez	Xiomarasostre-lopez@ccs.k12.nc.us
Parent Facilitator: Wanda Arnett	WandaArnett@ccs.k12.nc.us

SCHOOL ORGANIZATION

We believe in learning for all students, wherever it takes place, and we will work diligently at Cliffdale Elementary to ensure that all students are provided a quality education.In order to administratively manage the total number of students in the school, grades K-5 will be divided into smaller units of 15-30 students and assigned to a classroom with a teacher. Due to G.S. 115C-301, which places a legal limitation on classroom size, there is a possibility that students may have to be changed from one class to another during the school year. When these changes and new assignments are absolutely necessary, a great deal of thought and consideration will be given to each new placement.

Classroom teachers will be responsible for all subjects with additional instructional opportunities provided by other professionals, such as Lead Teachers, Speech Therapist, Academically Gifted Teacher, EC Resource Teachers, and Counselors. Additionally, each student will participate in weekly instruction in the areas of art, music, media, and physical education.

ATTENDANCE PROCEDURES

DAILY SCHEDULE

7:15 am - 3:15 pm	School Office Hours
7:15 am	Student arrival begins
7:15 am. -7:40 am	Morning arrival for all students
7:40 am	Tardy Warning Bell Rings
7:45 am	All students must be in the classroom and ready for instruction. Children still in hallways will be counted tardy.
2:40 pm	Dismissal

"EVERY MINUTE COUNTS"

Instruction will begin promptly at 7:45 each morning and will end at 2:40 each afternoon. Students will not be released from classrooms until 2:40 each afternoon. Our doors will open at 7:15 a.m. and the warning bell will ring at 7:40 a.m. Breakfast is available from 7:15 until 7:40 each morning for students in grades Pre-K-5 who choose to eat breakfast at school, and it will be served "grab & go" style. It is very important for you to understand that your child must be in the classroom at 7:45 a.m. If students are not in their classrooms at 7:45, they will be marked tardy. Being in the office, cafeteria, hallways, or anywhere other than the classroom when the bell rings does not constitute being on time for school.

EARLY CHECK-OUT

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 of the principal or designee. No student shall be permitted to leave school early under any condition without the parent's or guardian's authorization and the principal's or designee's permission." Students leaving school grounds without proper authorization will face consequences by the principal or assistant principal. The school instructional day ends at 2:40 p.m. **Children will not be checked out after 2:00 p.m. any school day due to safety concerns.**

When it is necessary for your child to leave early, a parent/guardian/designated other must come directly to the front office to check out your child and use the Raptor system to properly account for the child's check out. After following the appropriate procedures, the front office staff will make arrangements for your child to meet you in the office lobby. Parents/Guardians will not be permitted to walk to a classroom to pick up a child. It will be very helpful if adults send a note to your child's teacher on the day of the intended early check-out. A picture ID of the person who checks out a student is required for all student checkouts. Students may be checked out only by persons listed on the Student Data Card. Teachers are not available to speak with or conference with you during early checkout.

TARDIES/LATE CHECK-IN

To ensure that your child receives a full day of instruction, it's important that he/she gets to school on time each day. The instructional day begins at 7:45 a.m. for all students. Your child should be in the classroom at 7:45 a.m. If it is necessary for your child to miss the beginning of the school day due to illness, appointment, or other reason, you must bring him/her into the front office to check him/her in on the Raptor computer in the office. It is also necessary to prepare a written note for the classroom teacher. Please remember that excessive tardiness may result in a referral to the Department of Social Services and after-school detention. Students with more than 2 tardy check-ins or check-outs each nine weeks are not eligible for perfect attendance for the nine weeks, regardless of the excuse.

After signing your child in on the computer, your child will receive a tardy pass and be escorted to class by a school employee. Parents are not permitted to take children to class so as to not interrupt instruction. Teachers will not be available to speak with or conference with you during late check-in.

ARRIVAL AND DEPARTURE INFORMATION

For the safety and welfare of students, arrival at school should be between 7:15 and 7:45 a.m. Doors will not be open until 7:15 a.m. It is imperative that children not arrive before that time. Because of lack of supervision, high traffic area around the school, and the possibility of inclement weather, STUDENTS SHOULD NEVER BE LEFT UNATTENDED.**Students should not be dropped off in the turning lane on Cliffdale Road, as this poses a significant safety risk.**

Parents transporting children should never park where children must cross the street. Since teachers have after-school activities, meetings, and clubs to attend, parents should pick students up at 2:40 p.m. Unless attending a school approved activity, all students should be off campus by 2:55 p.m. each school day. When students are chronically tardy or not picked up on time, the school social worker will contact the parents to determine why they are unable to comply with the school schedule. Social Services may become involved for chronic tardiness and chronic late pick-ups. For added convenience, Cliffdale Recreation offers after school care as well.

MORNING DROP-OFF PROCEDURES

Car riders will be dropped off in the front of the school. Cars will enter from the Cliffdale Recreation Center and proceed through the front parking lot as far towards the bus lot fence as possible. Students may not exit cars until each car is as close to the gate as possible. Because the NCDOT does not allow car-stacking onto Cliffdale Road, it is imperative that all cars are pulled up through the parking lot as far as possible. All students will exit cars on the passenger side closest to our sidewalk. No students should ever exit on the driver side of the car as this is a safety issue. No vehicles should exceed 5 mph while on our school campus. **Failure to follow any drop off procedure may result in the issuance of a no trespassing letter.** All PreK and AU parents will park their cars and walk their children to their designated drop off location.

AFTERNOON PICK-UP PROCEDURES

K-5 parents who pick up their children from school will park their cars and walk up to the first-grade hallway. All parents will have a lanyard with a number that matches a lanyard worn by their child. Parents will show the lanyard to the staff member at the first-grade hallway. The number will be placed on a shared computer screen, and the parent will step to the side to wait for their child to join them. If a parent does not have their lanyard or a picture of their lanyard on their phone, the parent will have to walk to the front office to formally check their child out using identification. **Again...if the parent does not have their lanyard or a picture of their lanyard, children will not be released from the parent pick up area and will have to report to the front to pick the child up.** When reporting to the front office, parents will have to wait until teachers bring the children to the front office before they are released.

STUDENT ABSENCES

Regular attendance, as well as being on time daily, is essential to success in school. When tardy or absent, a student misses important instruction and learning opportunities; thus, your child should be in school at every opportunity. We understand that illnesses do occur; however, if your child is absent for more than one day, please call the school. This will keep us informed for accounting purposes. After three days of absences, a well-check contact will be made with a parent/guardian.

Three days of lawful absences are permitted when a student must be absent for attendance at a funeral for immediate family members. More than three days must be coordinated with CES administration and the Social Worker.

Students who are too ill to participate in the regular school program should be kept at home. If there is an unusual problem, please notify the child's classroom teacher by calling the school. When a child contracts a communicable disease, such as mumps, measles, chicken pox, or scarlet fever, the child's teacher should be notified by a telephone call to the school at 910.864.3442.

Even if a phone contact is made, **a written excuse from the parent is required** when a child is absent from school. Also, a written excuse is needed when a child is not able to participate in any part of our school program. If this is prolonged, a note from the doctor will be required. For any type of illness or injury that affects participation in physical activity, a doctor's note is needed. When a child returns to school from any absence, the parent must send a note explaining the absence. A reason is necessary for coding the absence on records. Excuse notes should be sent in on the day following the absence. If a note is not received within three

days of the absence, the absence is coded as unlawful. After ten lawful days of absence, a letter will be sent requesting that all future absences be covered by a doctor's note or the absences may be coded unlawful. School work may not be made up and turned in for credit without a lawful absence. Parent and doctor notes will not be accepted when turned in after three days following an absence.

EDUCATIONAL ABSENCES

The Cumberland County Board of Education has adopted a student attendance policy which permits prior approved temporary absence of a student from school for a valid educational opportunity to be coded lawful. This policy includes that the parent makes a written request to the building principal at least seven days in advance of the absence. The request should include the reason for absence, length of absence, and educational objectives of the absence. The principal then will make a determination of whether or not the request is approved. Please note that no more than three days of educational opportunity absence will be approved during the school year. Assignments to be completed will be provided by the teacher once the absence is approved. When planning a family vacation, we request that parents plan them during time frames when students are not in school. Family vacations are not excused absences. All family vacations to include Disney, amusement parks, graduations, special occasions, etc. are not excused. All work can be made up and submitted on the day a student returns; however, the absences will be coded as unexcused. Any trip not specifically designed for educational purposes will not be an approved Educational Absence.

REQUESTING MAKE-UP WORK FOR ABSENCES

ABSENT ONE DAY: Students will receive make-up work from the teacher on the day following the absence. Please be reminded that make-up work will only be given when an absentee note for a lawful absence is presented to the teacher.

ABSENT MORE THAN ONE DAY: Parents should call the school in the morning to request work. The work will be gathered by the teacher and placed in the front office for the parent to pick up. Please allow a 24-hour notice. Office hours are from 7:15 a.m. to 3:15 p.m. Students will not receive credit for makeup work without a lawful absence.

The Board of Education Policy Manual; Section 4000 – Students; Regulation Code; 4400-R1,Unexcused Tardiness / Early Check-Outs

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BEHAVIOR EXPECTATIONS

SCHOOL EXPECTATIONS

At Cliffdale, we expect the best from our students and staff. Management, routines, expectations, and consequences are a very important part of any school. They provide the basis for a structured environment so that a high level of instruction can occur. We believe that a positive emotional learning climate that ensures safety, order, and learning focus is the key to enabling the success of our students and our school. Your support is crucial in helping our students learn to take responsibility for their own behavior. Cliffdale is an active participant in the Positive Behavior Intervention and Support (PBIS) structure. Please review the STAR pledge with your child to support this development: Safety first, Take responsibility, Always be a problem solver, Respect yourself and others, Strive for Success

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SCHOOL-WIDE RULES

It is our expectation at Cliffdale that students come to school to learn in a safe environment. To ensure this type of learning environment, we expect that students will respect self, others, and property by following directions, keeping hands, feet, and objects to self, and participating in appropriate and positive conversations.

MINOR OFFENSES AND CONSEQUENCES

Minor offenses are disruptive to the educational process. Students are expected to conduct themselves appropriately at school and on the bus. Minor offenses include, but are not limited to, the following:

1. Talking out of turn or disrupting class
2. Not completing or turning in classwork and/or homework
3. Chewing gum or unauthorized eating
4. Being unprepared for class
5. Integrity violations/cheating
6. Failure to follow the directions of adults
7. Using inappropriate language or gestures
8. Being disrespectful to classmates by teasing, picking, or name calling
9. Wandering or loitering in the hallways
10. Bringing toys/games/collectible cards and other unnecessary items to school, including Uzi, Pokémon cards, baseball cards, electronic games, iPods, etc.

When inappropriate items are brought to school, the teacher will confiscate the items, label them, call the parents, then turn the items in to the front office where they will be secured until the last day of school. Parents may pick these items up from the principal on the last day of school.

Consequences for Violation of Minor Offenses:

Minor offenses will be handled by the classroom teacher. Repeated offenses will be referred to the principal or assistant principal. Consequences for minor offenses include, but are not limited to:

- ABC = Academic & Behavioral Center
- Out-of-school suspension
- Procedures to practice and implement appropriate behavior expectations
- Buddy Bounce to other classrooms (both on grade level and off grade level)
- Time-out, loss of free time, loss of privileges
- Phone call to parent/guardian
- Restorative conference and consequence
- Parent conference
- Sent home for remainder of school day
- Note to parent to be signed (please return to school the next day)
- Written reflection/assignment
- Silent lunch
- Confiscation of telephone, toys, or unnecessary items (first time: returned to parent/guardian same day; second time: returned to parent/guardian on last day of school).

MAJOR OFFENSES AND CONSEQUENCES

Major offenses are covered in the *Cumberland County Schools Code of Conduct* booklet, which is distributed to every student when they arrive at school each year. It is imperative that you review the *CCS Code of Conduct* with your child and sign off for understanding.

ABC =ACADEMIC & BEHAVIORAL CENTER

ABC was developed as an in-school intervention measure for students who may need time away from the classroom as a result of poor choices. Additionally, students who display behaviors that warrant administrative referral or who consistently refuse or fail to complete classwork may be sent to ABC. During their assigned tenure in ABC, students may have the opportunity for reflection, time to make up incomplete or missing

assignments, or participate in restorative practices. Parents will be notified either by letter or a phone call if a student has been sent or assigned to ABC.

If students make poor choices in class, the behavior interventionist may intervene, remove the child from class, counsel the child, give time out, and then return the student to the classroom based on de-escalation success.

STUDENT DRESS CODE

Cliffdale Elementary School is a "Uniform School." All students must adhere to the following dress code guidelines:

- Collared shirts: students are required to wear white, light blue, black, or navy. Students may wear a turtleneck or long-sleeved shirt under a collared uniform shirt. T-shirts of any kind are not acceptable.
- Bottoms: navy, black or khaki. Students may wear pants, knee-length shorts, knee-length skirts or skorts, and knee length jumpers. All shorts must be knee length. Pants must not have holes, rips, or tears. Students may NOT wear jeans, leggings, jeggings or sweatpants to school. Students may NOT wear leggings under shorts.
- Gym shoes/tennis shoes must be worn: no lights, sequins, or boot sized shoes may be worn, and shoe laces must be tied. Sandals and open toe shoes are NOT allowed on campus.
- Heavy Coats: Choice is allowed; however, coats may NOT be worn inside the building, only to recess.
- Indoor "outerwear": a solid colored white, light blue, navy or black sweater, sweatshirts, cardigans, blazers, hoodies. A collared shirt must be worn underneath, no logos or emblems are allowed.
- Socks must be worn
- Students may wear Crocs only if the back straps are in place and being used. Rolling shoes and open-toed shoes are not allowed
- All students must wear a black or brown belt if their pants have belt loops. Belts are required to ensure pants are worn at the waist and not sagging.
- Students are required to use clear or mesh bookbags only

STUDENT CELL PHONES AND OTHER ELECTRONIC/COMMUNICATION DEVICES Review Board Policy 4318

Student cell phones must not be seen or heard during the school day. Students are not to use cell phones during the school day. If it is determined that a child is using a cell phone for texting, talking, games, etc. at any time during the school day, the phone will be confiscated and only a parent will be permitted to pick up the phone. The school is not responsible for student cell phones that are damaged, lost, stolen, etc. at CES or at any off-campus activities with CES.

1st time phone is seen/heard during school day: Student is asked to put phone away.

2nd time phone is seen/heard during school day: Phone is confiscated and parent can pick it up from teacher on same day.

3rd time phone is seen/heard during school day: Phone is confiscated and parent can pick it up from administration on the third day of the offense.

4th time phone is seen/heard during school day: Phone is confiscated and student has ABC for ½ day.

Cliffdale Elementary School adheres to the official policy of the Board of Education regarding student cell phones and other electronic devices. All policies governing Cumberland County Schools are posted on the CCS web: http://ccs.k12.nc.us.

SMOKING/TOBACCO PRODUCTS
Review Board Policy 5026/7250

SELLING OF GOODS AND ARTICLES

Students are prohibited from selling anything at school that is not school sponsored. Sale of food or candy during school hours is NOT allowed.

CLASSROOM EXPECTATIONS

Each class and teacher will discuss and determine its specific rules and consequences. Classroom rules will be based upon expectations set by the Cumberland County Board of Education as outlined in the Code of Conduct and Cliffdale Elementary School Handbook. Parents and students will receive a copy of the teacher's classroom rules and consequences and the Cumberland County Schools' Code of Conduct handbook. We ask that you discuss the rules and consequences with your child and encourage him/her to follow the rules at all times. Each teacher will post the classroom rules and consequences in the classroom. A copy of the rules and consequences will also be submitted to CES administration. All classes will adhere to expectations as defined in our behavioral management plan: PBIS (Positive Behavioral Interventions and Supports).

HALLWAY EXPECTATIONS

1. Walk single file to the right of the hall.
2. Silent in hallways.
3. Keep hands and feet to yourself.
4. Listen carefully for the teacher's directions.
5. Maintain a "Travel Position."

RESTROOM EXPECTATIONS

Students must have a hall pass and an assigned buddy to be in the restroom without teacher supervision. Playing or loitering in the restroom is not permitted. Students are expected to clean up after themselves before leaving the restroom area and follow all other restroom expectations. Individually, students will sign in and out to use the restroom.

CAFETERIA EXPECTATIONS

1. Stay in your seat at all times. Get all items as you go through the lunch line.
2. Raise your hand for help and/or permission to move.
3. Food is not to be exchanged between students.
4. Clean your area before leaving.
5. Remain with your class until the teacher or assistant directs the class to leave.
6. Enter and leave the cafeteria in a silent and orderly manner.
7. No talking while in the lunch line.
8. Use appropriate language and dining manners.
9. When eating lunch with a parent, a student may invite only one classmate to eat with him/her.

Consequences for violation of Cafeteria Expectations:

Failure to adhere to cafeteria rules will result in silent lunch and/or being referred to the teacher/administration.

PLAYGROUND EXPECTATIONS

1. Respect the rights of other students.
2. Share and wait your turn.
3. Listen carefully for the teacher's directions.
4. Play safely. Only use equipment provided by the teacher. Avoid rocks, pine cones, sticks, glass, etc.
5. Stay in your assigned area.

6. Use good sportsmanship. Avoid arguing, pushing, calling names and/or fighting. Keep your hands and feet to yourself at all times.
7. Line up immediately when your teacher signals.

Pushing or fighting will result in an administrative conference and loss of playground privileges.

SCHOOL BUS EXPECTATIONS

Safe transportation of our students to and from school is of the utmost importance to all of us. Disruptive behavior endangers the lives of others and will not be tolerated on our buses. Please take the time to review the following safe riding procedures with your child.

Students are expected to:

1. Follow all state, county, and school rules while on the bus. The bus is an extension of the school campus and all school rules apply on the bus.
2. Cooperate with and obey the driver or other school personnel.
3. Be prompt and ready to board the bus in an orderly manner at your designated stop. (Bus drivers have been instructed not to wait for students who are not at the bus stop.)
4. Remain seated while the bus is in motion.
5. DO NOT eat, drink, or chew gum on the bus.
6. Avoid pushing, tripping, fighting, or using profanity.
7. DO NOT bring dangerous or unnecessary items on the bus. (Electronics, Games, toys, weapons, squirt guns, fidget spinners, and other unnecessary items are not permitted on the bus or at school.)
8. Balloons and/or flowers are not permitted on the bus.
9. Students may not use cell/mobile phones or any type of digital or electronic device while riding the school bus
10. Keep head, arms, legs, and other body parts inside the bus.
11. Do not throw items inside or out of the bus.
12. Ride the bus that has been assigned to you. Only board and exit the bus at the assigned stop.
13. Talk quietly on the bus. Drivers have the authority to place students on "silent" when the bus becomes too loud. STUDENTS TALKING ON SILENT BUS WILL BE SUBJECT TO A BUS SUSPENSION.

School bus transportation is a privilege, which may be revoked. Inappropriate behavior and/or poor attitude WILL NOT BE TOLERATED**.** Students who disregard bus rules or fail to follow the instructions of the driver may be denied bus transportation for a period of time or for the remainder of the school year. We realize that many parents lack transportation or are inconvenienced by having to transport children to and from school. In order to avoid this situation, we expect your child's best behavior on the bus and appreciate your discussion of these expectations with your child.

STUDENTS WHO ARE SUSPENDED FROM THE BUS ARE NOT ALLOWED TO ARRIVE AT SCHOOL BEFORE 7:15 A.M. AND MUST BE PICKED UP AT 2:40 P.M.

Discipline Policy for Minor Offenses:

Warning – This policy serves as a warning to all students who ride a bus
First Offense – One-day suspension
Second Offense – Three-day suspension
Third Offense – Five-day suspension
Fourth Offense – Ten-day suspension
Fifth Offense – Permanent suspension for the remainder of the year

Discipline Policy for Major Offenses:

In the event of major infractions of bus rules (i.e., fighting, putting hands or feet on others, "play fighting"**,** blatant disrespect to the driver or other adult, throwing any object inside or outside the bus, bringing weapons or other inappropriate items on the bus, or refusing to board or unload properly), immediate loss of bus riding privileges may occur. We have asked the students to keep their hands to themselves, even if they are "just playing" since this often results in feelings being hurt and consequently leads to fighting. If a problem arises, we have asked students to use the following procedures rather than take matters into their own hands:

1. Notify the driver or teacher of the problem.
2. Notify the parent of the problem.
3. Notify the principal or assistant principal.

PARENTS WILL BE RESPONSIBLE FOR THE TRANSPORTATION OF STUDENTS TO AND FROM SCHOOL WHEN BUS RIDING PRIVILEGES ARE SUSPENDED.

As a reminder, public school laws prohibit parents and other non-school employees from stepping on a school bus. Non-school employees who violate this law will be charged with trespassing and prosecuted through the court system.

GENERAL INFORMATION

ANIMALS ON CAMPUS

Animals are not permitted at Cliffdale. They may not be anywhere on the campus, inside or outside, running loose, inside a vehicle, on a leash, held, or carried. The only exception to this policy is certified service animals and animals that are approved by administration to be on campus for learning/instructional purposes. We love animals; however, we choose not to take risks that will be adverse to children with allergies or that will possibly expose anyone on our campus to an unexpected attack by an animal that is usually considered to be friendly.

BOOK-BAGS

Wheeled book-bags are not permitted at Cliffdale Elementary School**.** Students must use book-bags that are carried or worn.Students are only allowed to have clear book bags.

CHILD NUTRITION- CES

Cafeteria Phone Number – 910.864.1575 (Manager: Kim Mitchell)

Breakfast and Lunch – Community Eligibility Provision (CEP)

The Community Eligibility Provision is being offered to Cliffdale Elementary School. CEP enables each student enrolled in participating schools to receive a breakfast and lunch at no charge on days when school is in session. Since Cliffdale is a CEP participant, our students will not be required to submit a lunch application to receive their meals at no charge. Students must continue to use their PowerSchool numbers at the register in order to receive their meals. When making a meal choice, students must select a complete meal.

In addition to receiving a complete meal at no charge, students may purchase a la carte items if they have money in hand or on their accounts. The CEP breakfast and lunch program will begin on the first day of school and will operate each school day. All lunches received from the school cafeteria or brought from home will be eaten in the cafeteria or in a supervised setting (See page 11 – Cafeteria Expectations).

Parents may direct questions pertaining to the Community Eligibility Provision to the Child Nutrition Office at 910.678.2502.

Two-Hour Delay: Please be advised that Cumberland County Schools DO NOT serve breakfast on days that have a two-hour delay.

Please be advised there may be menu changes on school days operating after school closings due to inclement weather.
Students are expected to eat some type of lunch each day. We encourage your child to take advantage of the CEP breakfast and lunch program, which serves hot meals that meet federal nutritional requirements.

For Students Bringing Lunches From Home: Parents must not send in soft drinks or other carbonated beverages. **Do not pack food which will need refrigeration or will spoil at room temperature. Student lunches cannot be refrigerated or warmed.**

If you would like to join your child for lunch, you may participate in our nutrition program by purchasing a meal from the cafeteria at a la carte prices. When joining your child for lunch, he/she may invite only one classmate to eat with you. All adults who want to visit their children for lunch must have an approved volunteer form on file.

Throughout the school day, students may have a capped/lidded bottle or container of water in the classroom for hydration. Students may not have a container with Gatorade or any beverage other than water.
Parents/guardians are not permitted to bring outside food on campus for children. If parents want their children to eat restaurant food, the child must be checked out. Outside food will not be permitted in the school cafeteria or classrooms.

CLASSROOM PARTIES/CELEBRATION

Each teacher may schedule two class celebrations/parties per school year. These will be held at the winter holiday and at the end of the year. Because of allergies, food -including birthday cakes, cupcakes, etc... **may not** be brought to school to share with classmates. Parents are encouraged to send goodie bags to share with classmates at lunch as the class sings Happy Birthday. Birthday parties for individual students are NOT permitted to be held at school. Parents may send in party invitations to be distributed; however, birthday parties will not be celebrated in the classroom, because they take up important instructional time. Flowers, balloons, gifts, stuffed animals, or other surprises may not be sent or brought to school for children. In an effort to prevent hurt feelings on the part of pupils, students will not be permitted to pass out party invitations AT SCHOOL unless the invitation is issued to ALL CLASS MEMBERS. Birthday parties at school are prohibited.

FIELD TRIPS

Prior to an intended field trip date, the teacher will send information to you regarding field trip plans, costs, transportation, etc. along with a field trip permission form generated by Cumberland County Schools. Students are required to return the designated field trip permission form, completed and signed by a parent, before going on any school-sponsored trip. Permission over the phone ***will not*** be accepted for a field trip. Additionally, a handwritten note will not be an acceptable form of permission. If you do not wish for your child to attend the planned trip an instructional plan will be provided for your child at school on that day. If a child stays home because they do not choose to attend a field trip, the child will be marked unexcused from school. Students not attending a grade level field trip will be placed in a classroom with another teacher in a different grade level.

Field trip costs are kept at a minimum by factoring in the total number of students in a classroom/grade level to determine cost to each student; therefore, NO REFUNDS will be given for field trips regardless of reason to include, but not limited to, illness or suspension. Parents and volunteers are charged the same costs for field trips as students.

The only form of payment for field trips is school cash online. NOTE AGAIN PLEASE: NO REFUNDS will be given for field trips regardless of reason, to include, but not limited to, illness or suspension.

Parents/volunteers who accompany classes on field trips to assist with supervision must adhere to the following:

- Under no circumstances may a parent/volunteer/chaperone take other children, or any person not approved as a volunteer or chaperone, when accompanying a classroom on a field trip.
- All children who are attending the field trip must ride the designated school transportation to the field trip location. No students can be transported to the field trip in a private vehicle, including a parent's vehicle.

NOTARIZED AFFIDAVIT ENROLLMENTS

In order to remain at Cliffdale Elementary School, students who are currently enrolled with a notarized affidavit **must renew the affidavit each year**.

PAYMENT POLICY

Checks are not accepted at Cliffdale Elementary School as a form of payment. All monies collected through the school, including field trips, must be done online. The school will share "Cash Online" payment information with all families at the beginning of the school year.

CELL PHONE POLICY

Elementary schools: Devices may be brought to school but must remain off and put away for the entire school day. Use is allowed only when:

- Authorized by an Individualized Education Program (IEP), 504 plan or health plan
- Approved in advance for assistive, safety or translation needs
- In an actual emergency and authorized by staff (for example, a family death or serious illness — not schedule changes)

PHONE POLICY

If you need to speak with a teacher or one of our administrators, you may expect to receive a returned call within a 24-hour period from the time you made your call. Calls made to teachers in the morning between 7:15-7:40 will be put through to the classroom; however, the teacher may be engaged with students and unable to answer at that time. Phone calls to teachers during the school day will be sent straight to voicemail, and teachers will return calls within 24 hours. Please note that messages left after 2:40 p.m. on Fridays will not be picked up until the following Monday. Additionally, calls left over a weekend or during holidays will not be retrieved until school resumes on a full schedule.

In an effort to provide safety and security for all of our students, we will not take a message by phone, and you may not leave a message on voicemail that will alter your child's normal daily routine, add or delete persons on your checkout list, or change the set method of transportation to and from school.

It is impossible to verify by phone or voicemail that we are communicating with a parent, guardian, or other person(s) responsible for your child's welfare. You must submit change requests in writing with your signature. There are NO EXCEPTIONS to this policy. Your child should be aware of persons who are on the checkout list and allowed to check them out in case of an emergency. Please discuss with your child the importance of following their set route and method of transportation to and from school each day. Please be assured that we will assist you if an emergency arises. Friends and relatives are not to call students at school. The phone is not for student use and students will not be called out of class to answer a phone call. It is not permissible to leave messages for students on voicemail. Voicemail messages WILL NOT be passed on to students.

PRIME TIME

Prime Time is currently not available at CES. Cliffdale Recreation Center has an after school program. The contact number is 910-433-1127.

STUDENT DATA CARDS

It is the responsibility of parents/legal guardians to maintain correct and current up-to-date information on the Student Data Card maintained in the school office as well as ensuring prompt arrival and pickup of your child daily. At the beginning of each year, on your child's first day of school, he/she will receive a Parental Responsibility form stating that you understand your responsibility for information on your child's card and daily prompt pickup and arrival of your child. Please sign and return the form to your child's teacher.

TRANSPORTATION CHANGES

All changes in how a child is transported home must be submitted to the teacher in written form along with parent signature and contact information. Changes in transportation will not be made via email or phone calls. Changes in transportation will not be made after 2:00 p.m. Changes will not be made after students have been dismissed in the afternoon and have boarded their designated bus, daycare vehicle, or any other mode of transportation. Parents or other persons designated to pick up students in the afternoon cannot take students off a bus or a daycare van unless they first go into the office and check the students out in accordance with school policies and procedures, which includes ID verification. Safety policy prohibits parents, or other persons designated to pick up students in the afternoon, from walking or driving into the bus parking lot or the daycare parking area. In addition to violation of safety procedures, staff members on duty in these areas have no data with them to confirm that a person who is attempting to take a child off a bus or remove a child from a daycare vehicle is an approved parent or person listed on the Student Data Card in the office.

When it is necessary to change the customary arrangements for your child's transportation, please plan ahead to ensure that you are in compliance with policies designed for the safety and welfare of all persons on the Cliffdale campus.

VISITOR POLICY & PARKING

Due to safety concerns, all doors at Cliffdale will remain locked at all times. Visitors to the school must come in through the front doors of our school. To gain entrance, press the button just to the right of the door. You will be asked to state your name and the reason for your visit before the office staff will buzz you in. When you hear the click, open the door on the right and proceed into the school office.

After gaining entrance to Cliffdale Elementary School, at any time for any reason, you must report to the front office where you will need to present your photo ID to the office staff on duty. Everyone must present an ID. This includes people who come regularly. After your ID is verified, you will sign in on our Raptor security system computer to obtain a visitor's photo ID pass. When your visit necessitates a visitor's door pass, you

will leave your car keys or cell phone with the office staff until you return the visitor's door pass to the office and sign out. Parents and guardians will not be permitted to take items to classrooms during the regular school day.

When bringing snacks, lunch, homework, library books, etc. for your child or your child's classroom, you may bring them to the office, and we will call the teacher to inform them that items are in the office to be picked up. Oftentimes, our front office staff will immediately take items directly to the children in their classrooms.

According to Cumberland County School's Policy Code: 5020, Visitors to the Schools, school visitors are expected to comply with all school rules and school board policies, including policy 5025, Prohibition of Alcoholic Beverages; policy 5026/7250,
Smoking and Tobacco Products; and policy 5027/7275, Weapons and Explosives Prohibited. Persons who are subject to policy 5022, Registered Sex Offenders must comply with the provisions of that policy. Policies are located on CCS web site: https://boardpolicyonline.com/bl/?b=cumberland.

WATER BOTTLES/CONTAINERS

During the school day, it may be necessary for students to have an expensive piece of technology equipment on their desks when working on a lesson or class project. Since water spills are destructive to such equipment, a new water bottle or water container policy was put in place to minimize the potential for damage and loss:

- Water bottles/containers will not be allowed to sit on student desks.
- Water bottles/containers must be placed in the back of the room.
- Students may get their water at non-instructional breaks.
- Bottles/containers must be labeled with the student's name so they are not mixed up.
- Water bottles/containers should not be bigger than 16 ounces.
- Water bottles may only contain WATER. They cannot have any type of flavoring in them, and they cannot have any other liquids such as soda, tea, etc.

WITHDRAWAL FROM SCHOOL

The procedure for withdrawal from school is as follows:

1. Parents need to notify the school either by phone or in person as soon as you are aware that your child will be withdrawing. We need at least a two-day notice to properly process withdrawal papers.
2. The data manager will give the teacher a withdrawal form.
3. A parent may pick up the withdrawal form in the office at the end of the student's last day in school unless other arrangements have been made.

STUDENT HEALTH

HEAD LICE

Students diagnosed with live head lice will be sent home immediately from school, and parents should treat their child immediately with proper medication. The child may return to school the following day after hair has been treated with medication. Prior to re-admittance to class, students must be seen by the lice screening team. Nits may remain after treatment, but successful treatment should kill crawling lice. Students who present 3 times within a nine-week period will be placed on a no-nit policy.release

Medication in the form of shampoo or crème rinse is available over-the-counter or by prescription. It is important that medication instructions be followed exactly as written. Nit removal is also very important. If you suspect your child or another CES student has head lice or if a student is identified as having head lice, please notify your child's teacher or the school nurse so that a proper screening can be made. You may visit the following website for information concerning head lice and other health matters regarding your child: http://healthservices.ccs.k12.nc.us/health-matters/

INSURANCE

Students will bring home information about accident and dental insurance in their **"**first day of school**"** packets. Applications should not be returned to the school but be mailed directly to the company.

MEDICAL SUPPLIES

It is a violation of the law for school officials to supply medicine for a student who is ill; therefore, students may not go to the office for aspirin or any type of medication without a medication form, signed by a parent/guardian and a physician, on file. In the event of an emergency, the school can help with emergency first aid. If a student is too ill to attend classes, he/she is too ill to remain in school, and parents will be notified to come for the student.

MEDICATION POLICY

In an effort to do all that we can to ensure the health and safety of our children, we are seeking your support in the full implementation of the Cumberland County Schools' policy regarding medication at school. MEDICATION CANNOT BE GIVEN AT SCHOOL UNLESS IT IS PRESCRIBED BY A DOCTOR with instructions that it be administered during school hours. The following procedures will be utilized for the administration of medication by school personnel:

1. All medicine, prescribed or over-the-counter (OTC) including aspirin, cough syrup/drops, sunscreen, insect repellent, lip balm/Chapstick, etc. administered by school personnel at school, must be in a prescription labeled container and have a completed Physician's School Medication/Release of Liability Form signed by a physician and the child's parent/guardian.
2. Medication should be in the original container prepared by the pharmacist, which includes name, dosage, instructions, and storage information. Instructions on the container must match exactly the instructions on the Physician's School Medication/Release of Liability Form.
3. Parents are responsible for transporting medicine to and from school. Children are not permitted to transport medicine to and from school.
4. Parent/guardian will check-in medication and sign Medication Check-In Log with designated school personnel. Medicine will be counted in the presence of the parent.
5. School personnel designated by the principal will administer medicine to your child.
6. A daily log will be kept of all medication administered at school.
7. Students may not bring cough drops or medicated lip balm/Chapstick to school for self-administration. For students who have certain medical conditions, including diabetes, asthma, or seizures, a Health Care Plan will be developed with the school nurse to ensure that appropriate health procedures are followed.

SICK STUDENTS

In the event of an accident, illness, or emergency the school will notify a parent and/or other persons listed as emergency contacts. It is important that we have your correct current address, home, and work phone numbers, and someone listed as an emergency contact. Notify us immediately of any changes of address or telephone

number. Parents are responsible for maintaining correct and current up-to-date information on the student data card in the school office.

Students who show any of the following symptoms will not be permitted in school until he/she has been symptom-free for a minimum of 24 hours:

- Temperature of 100.1 or greater
- Vomiting
- Diarrhea
- Lice
- Skin rash of a contagious nature
- Discharge from the eyes or ears

In extreme instances, a doctor's note may be required prior to a student returning to school.
If a child is having difficulty breathing due to any type of condition, the parent needs to immediately report to school to attend to the child. If the school deems an emergency, 911 will be called.

PARENTAL INVOLVEMENT

CONCERN PROCEDURES

Parents are always a child's first advocate; however, we realize that your child needs an advocate within the academic day. Your child's first advocate at Cliffdale Elementary School is his/her classroom teacher; therefore, parental concerns should be expressed first to the teacher. Concerns that are more specific in nature should be made to the principal only after discussing them first with the teacher. Concerns and/or suggestions regarding school processes and policies should be shared with an administrator.

HELPING YOUR CHILD LEARN

1. Start each day right—a calm beginning at home makes the school day much better.
2. Encourage your child to have a good breakfast and lunch. Make certain that your child sleeps at least 8½ hours each night.
3. Praise your child each day for something he/she has done. Have a special place to put school work or things brought home.
4. Laugh and talk with your child about school experiences and listen to what is said about your child's school day experiences.
5. Stress attendance. If the child is ill, home is the best place; otherwise, your child needs to be at school every school day.
6. Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation that could influence your child's behavior. Also, if he/she is reluctant to go to school, let the teacher know so that together you can find the reason.
7. Take your child to the public library and encourage reading for pleasure.
8. On Monday through Thursday set aside a family reading time for 15 to 30 minutes. Children should be reading or read to during that time.
9. Stress organization of school notebooks, materials, etc.

10. Check your child's book bag and or assignments daily.
11. Work at home with skills taught at school.

VOLUNTEERS

Volunteers are welcome at any time; however, Cliffdale Elementary and Cumberland County School policies require ALL volunteers to complete and submit a background check form prior to volunteering. After you are cleared and approved, please come and volunteer. Our parent facilitator, who coordinates our volunteer program, will match your skills to an area of need. We can always use someone to read to or with a child, supervise in designated areas, assist teachers, or assist administration. When you arrive to volunteer, you will sign in on the security computer in the front office and get your photo ID pass to let us know you're here and where you'll be working.

Only adults, 18 years old or older, may visit classrooms from 7:15 a.m.-2:40 p.m. When volunteering or visiting in a classroom, it is not permissible to bring siblings, other children, family members, or friends with you—NO other children permitted EVER!**!** In order to avoid interactions or side conversations that are distracting to both teacher and students, visits are limited to only one parent per visit. All parents or guardians are requested to volunteer at least one day each nine weeks in your child's classroom. You are valuable to us!

SAFETY

SECURITY MEASURES

In an effort to maintain the security and safety of our students the following security measures have been developed:

1. Access to the building:
    a. At 7:15 a.m. the main doors will be opened for students. All secondary doors will remain locked to allow exiting from the building only.
    b. All visitors, volunteers, substitute teachers and non-school based persons are required to report directly to the office, sign a log, and obtain a pass prior to entering any building or classroom. Please note that a picture ID must be shown in order to receive a visitor's badge and door pass. Visitors should also sign out in the main office when leaving. The badge you receive from the office must be displayed on the top left of the chest for easy viewing. The only exception to this policy is the morning arrival time for parents of PRE-K students between 7:15-7:45 a.m. when a pre-K student must be accompanied to the classroom by a parent/legal guardian; however, for safety and security reasons all visitors are required to exit the building before the final morning bell rings at 7:45 a.m. All PRE-K parents must display their badge that they were issued prior to the first day of school.
    c. Any staff member noticing a stranger and/or a person without a visitor's badge in or around campus is authorized to stop and question that person. Students will be instructed to notify the office or their classroom teacher when they observe a stranger.
2. Securing the building:
    a. At 7:45 a.m., all exterior doors will be set to allow building exiting only. After 7:45 a.m., entry to any building or classroom will require a door pass from the office and administrative permission. The front doors are locked at all times and everyone must use the buzzer system to be admitted into the building.
3. Other security measures:
    a. No child is to be left alone and unsupervised anywhere in the building or on school grounds. Parents should directly supervise their children prior to 7:15 a.m. and after 2:40 p.m. If a student forgets an item in the classroom or on the bus, the parent should report to the office prior to going to the classroom or bus to retrieve the item. If a teacher is not in the classroom, the student will not be permitted into the classroom.

b. If parents or contacts are not able to be contacted, the school social worker will be notified, and the Department of Social Services may be called when a parent consistently neglects to pick up a child by the designated time. Children not picked up by 2:50 are considered "late parent pick-up."
c. A written note, with your signature, to your child's teacher is the appropriate way to make a change in your child's method of being transported home. In order to ensure your child's safety, do not call the school to make this type of request by phone. Phone requests cannot be honored.

The administration will approve visits for parents who have an approved volunteer form on file. Forms must be updated each school year. When approved adults visit Cliffdale, the visits will be to help and volunteer in the classroom or volunteer in areas of the school. When parents want to observe a teacher/classroom, these visits will be allowed in 30-minute sessions and no more than once a week as long as an approved CCS Volunteer Form is on file for the current school year. During your visit, you may not interact with your child unless directed to do so by the classroom teacher. Without a volunteer form on file, you may not interact with other children. When you arrive for a scheduled visit, sign in on the Raptor security system and receive a visitor's badge prior to going to the classroom.

Please remember that teachers are teaching during instructional hours; therefore, this is not an appropriate time to discuss specifics about your child. If you need to speak with the teacher concerning your child, please schedule a conference after school. Students are not permitted to bring visiting relatives or friends during the school day. When visiting classrooms, parents/guardians may not bring other children or visitors with them. Small children may disrupt the learning experience of the students in the classroom.

INSTRUCTIONAL INFORMATION

AFTER SCHOOL ACTIVITIES – CLUBS/TUTORING

Students who participate in after-school activities (clubs, tutoring, etc.) 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 after clubs will not be allowed to participate.

CALENDAR

Cliffdale Elementary School operates on the Cumberland County Schools Traditional Calendar.

CCS GRADING SCALE, Regulation Code 3400

Cliffdale Elementary School has changed to a Standards Based Grading Scale and the components will be shared at our Curriculum Night.

Grades K-5

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

HOMEWORK

Homework is a crucial part of student success and is assigned to give students the ability to practice what they have been taught in class. Parents, please assist your children with their homework.

DISCLAIMER

Reasonable endeavors were made to ensure that materials contained in this handbook were correct at the time the handbook was created and last modified. However, Cliffdale Elementary School administration reserves

the right to make necessary changes at any time. This handbook will be updated as necessary when policies change and if circumstances require an alteration to the school calendar. If there are questions please check for confirmation with an administrator.