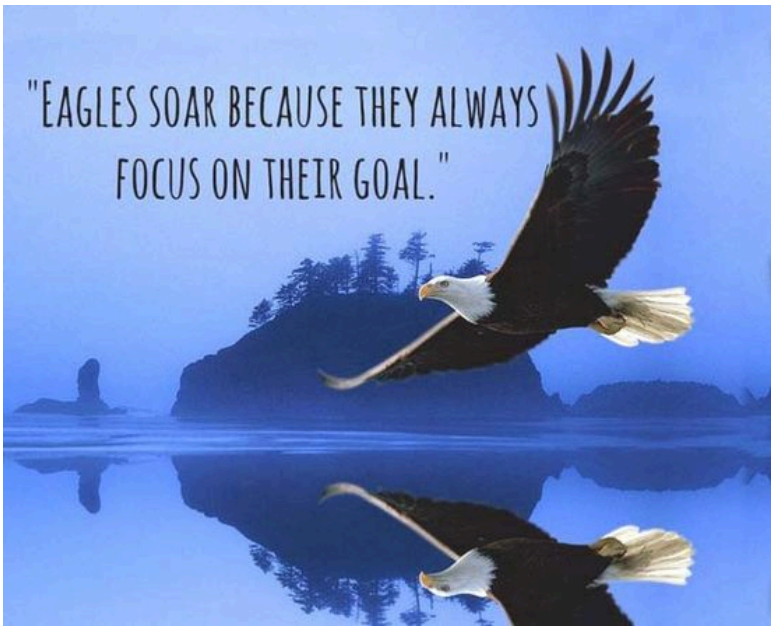
MANCHESTER

ELEMENTARY SCHOOL

2025-2026 Family Handbook



Principal: Mrs. Ebony Forte Johnson
Assistant Principal: Ms. Kimberly Tamsett

611 Spring Avenue
Spring Lake, North Carolina
Phone: 910-436-2151
Fax: 910-436-6034
www.manes.ccs.k12.nc.us

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

MANCHESTER ELEMENTARY SCHOOL

OUR VISION

Manchester Elementary School provides each and every child access to individualized learning opportunities that support the academic, behavioral and social emotional growth of students regardless of a child's race, ethnicity, gender, socioeconomic status, language, and/or abilities.

OUR MISSION

Cumberland County Schools will provide a safe, positive, and rigorous learning environment to prepare lifelong learners to reach their maximum potential.

OUR PBIS S.O.A.R PLEDGE

We are safe.
We are goal oriented.
We have a positive attitude.
We are accountable for our actions.
We respect ourselves and others.
WE ARE EAGLES!

MASCOT

Bald Eagle

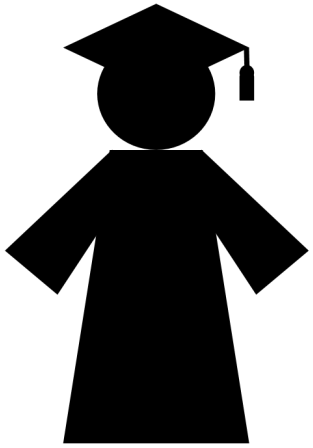
COLORS

Red, White, Navy Blue

Manchester Elementary Learning Compact

It is the mission of the Cumberland County School System 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 compact lists the ways students, parents, teachers, and principals can contribute to the success of every student.

As a *student*, I will be responsible for:



- **Being emotionally and physically safe:** I will help to create a school environment that is physically and emotionally safe for myself and others by refraining from being physically aggressive (pushing, hitting, kicking, and intentional bumping) or using hurtful words.

- **Being goal-oriented:** I will come to class prepared to work and complete all assignments to the best of my ability. I will ask my teachers questions when I don't understand something and I will discuss what I am learning in school with my parents/guardians. I will make literacy a priority by practicing literacy skills and reading at school, at home, to myself, and to others.

- **Having a positive attitude:** I will treat others the way I want to be treated. I will practice the Social Emotional Learning skills that I am learning at school.

- **Being accountable for my actions:** I will follow the Student Code of Conduct and the Positive Behavior Intervention Support (PBIS) expectations for my school.

- **Showing respect:** by cooperating with adults in the school and honoring the rights of others to learn without distraction and disruption. I will also show respect for people and property by not using profanity, stealing, or vandalizing.

Manchester Elementary Learning Compact

As the parent/guardian, I will be responsible for:



- Getting my child to school on time and avoiding unnecessary absences and/or tardiness.

- Staying abreast of my child's progress by frequently checking his/her grades using the parent portal, attending conferences, Parent Advisory or PTA meetings, Parent Nights, and/or maintaining open lines of communication with teachers by text, phone, email, and/or face-to-face meetings.

- Updating phone numbers, address, and emergency contacts when the contact information changes.

- Making literacy a priority in my home by reading to my child, listening to him/her read, and taking the time to read for myself.

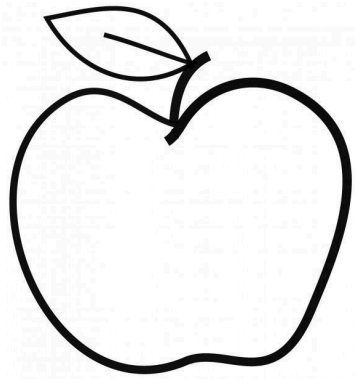
- Facilitating discussions with my child about his/her school work and activities.

- Reviewing the Family Handbook for important policies and procedures about the school.

- Reviewing the Student Code of Conduct with my child(ren) and supporting the school in its efforts to maintain proper discipline.

Manchester Elementary Learning Compact

As a *teacher*, I will be responsible for:



- Providing a safe and positive atmosphere for learning with motivating, interesting, and rigorous learning experiences.

- Using multiple data points to inform how I instruct my students.

- Utilizing research-based techniques and methods that work best for the students.

- Providing timely feedback concerning student progress and achievement to students and their parents/guardians.

- Explaining my expectations, instructional goals, assignments, and grading system to students and parents/guardians.

- Differentiating instructions on the learning needs of my students.

- Ensuring a safe and orderly environment through the promotion of Social Emotional Learning (SEL) and adherence to the Student Code of Conduct.

- Explaining the Student Code of Conduct to my students and modeling appropriate behaviors/expectations.

Manchester Elementary Learning Compact

As the principal, I will be responsible for:



- Creating a welcoming environment for students, parents, and staff.

- Communicating to students and parents/guardians the school's vision, mission, and goals.

- Ensuring a safe and orderly environment through the promotion of Social Emotional Learning (SEL), adherence to the Student Code of Conduct, implementation of restorative practices, and modeling appropriate behaviors/expectations.

- Creating or supporting opportunities for the community, families, and the school to collaborate and engage in activities that promote student achievement to include activities that involve decision making and volunteer opportunities.

- Supporting teachers through professional development, observations, prompt feedback, and distributive leadership.

- Allocating resources to ensure that high standards are met for all students.

STUDENT SUCCESS CONFERENCES

Communication between home and school is critical for student success. School-wide conference days are scheduled at the end of the first reporting period, again at the end of the third reporting period of school, and as needed. Parents/Guardians may request a conference with their child's teacher at any time. The teacher will contact the parents/guardians and a mutually agreeable time to meet will be arranged. WE DO NOT PERMIT PARENTS TO "DROP BY" DURING INSTRUCTIONAL TIME FOR A CONFERENCE because it prevents the teacher from effectively preserving the instructional time for all students.

When meeting with the teacher, parents/guardians are highly encouraged to use the following suggestions:

- Bring the student whose teacher you are going to meet. The meeting is about him/her; the student should be a part of the discussion.
- Ask to see the student's current assessment data and work samples.
- Ask the teacher or your child to explain what each document assesses and whether the student has mastered the content.
- Ask what grade level proficiency is for each subject discussed.
- Ask the teacher to describe the student's learning behaviors (i.e., attentive, on-task, distracted, self-motivated, etc.).
- Ask for two practical ways in which you as the parent/guardian can help your child excel.
- Share your concerns and questions with the teacher.
- Ensure the school has the most up-to-date contact information in case of an emergency.

HOMEWORK

Students are asked to complete Reading and Math Skills practice each evening. Additional practice items may be provided by teachers but homework will not be provided every night.

Grade	Average Time to Complete Homework
Kindergarten and 1st grade	10 minutes of Reading *(independent or with parent)* 10 minutes of math skills practice *(counting/addition/subtraction)*
2nd and 3rd grade	15 minutes of Independent Reading 15 minutes of math skills practice *(addition/subtraction/multiplication)*
4th and 5th grade	20 minutes of Independent Reading 20 minutes of math skills practice *(multiplication/division)*

TEXTBOOKS & TECHNOLOGICAL TOOLS

The North Carolina Standard Course of Study guides the instruction in each regular classroom. Textbooks, workbooks, other books, and technological tools are resources used to promote mastery of required state objectives at each grade level. Students are responsible for the care and proper handling of each book/technology tool. Students must return the books/tech tools free of damage. A fee for lost or damaged books or tech tools will be charged. The school provides sufficient opportunities to use school-owned technological devices. Students should not bring technological tools to include but not limited to cell phones, kindles, and iPads to school.

FIELD TRIPS

Teachers may plan field experiences during the school year to provide enrichment to the curriculum. Field experiences are considered a privilege for students. Teachers assume a

great deal of responsibility for student safety on these trips. Therefore, students whose conduct may be detrimental to the safety and welfare of other students or teachers may only be permitted on the trip with a guardian. The decision is left to the classroom teacher and principal, who will inform the student and parent of the decision prior to the trip. Written parental permission must be obtained before students may attend such field trips. Field experiences requiring a fee are not refundable.

MEDIA SERVICES

Because literacy is the foundation for learning, every student is encouraged to check out books on his/her appropriate reading level. Students are encouraged to check out at least one book and return it or renew it within two weeks. Students must return books to the media center on time and in the same condition as when they were checked out. A fee may be charged for lost or damaged books.

Our media center is also the hub for creative minds to explore and create through makerspace materials. Students will also learn how to be a responsible digital citizen and how to use research and find reliable resources. Our media center is also where the young minds of our Battle of the Books team meet and prepare for the annual Battle of the Books competition. Students in grades 4 and 5 are eligible to be on the team. Contact our media coordinator for more information.

EXCEPTIONAL CHILDREN'S AND ACADEMICALLY & INTELLECTUALLY GIFTED SERVICES

In addition to regular classroom instruction, Manchester offers special programs, to include the inclusion model, for qualifying students through the Exceptional Children's Program. Students identified by the School-Based Committee as Exceptional (Learning Disabled, Behaviorally Emotionally Disabled, etc.) receive services by certified staff to assist in academic and/or social progress. Parents are involved in all stages of the Exceptional Children's referral, identification, placement and design of services. Parents/guardians do have the right to request an assessment for their child. This request can be directed to the Student Services Team, chaired by Ms. FitzHarris. The SST which includes the parent or guardian will meet to review the student's needs and begin the referral process while simultaneously implementing targeted measures of support.

Academically/Intellectually Gifted students are also identified and served through a certified consultant and the AIG committee. AIG services are available for students in 3rd through 5th grade. In accordance with state law, AIG students and students who score a level 5 on the previous year's End of Grade tests, are clustered together with a teacher specially trained for the AIG student. We also provide enrichment activities for disadvantaged students who demonstrate high academic aptitude in ways other than on the EOG test. Teachers also refer students who demonstrate academic and intellectual strengths for the Discovery Program which serves students in kindergarten through second grade.

SECTION 504: REHABILITATION ACT OF 1973

No otherwise qualified individual with disabilities ...shall solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to, discrimination under any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. Disabled persons who believe they have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances. If still unresolved, grievances may then be appealed to the school district Section 504 Coordinator:

Roni Winston
Central Services
2465 Gillespie Street
Fayetteville, NC 28306

Family Engagement Tips

Tip #1



Attend School Sponsored Activities

Manchester will hold a variety of school activities throughout the year. These activities include:

- Curriculum Nights
- Celebrations and Student Performances
- Field Day or Field Trips
- Parent-Teacher Organization (PTO)
- Volunteer in the classroom or have something sent home to you that you can work on for a teacher.

Tip #2

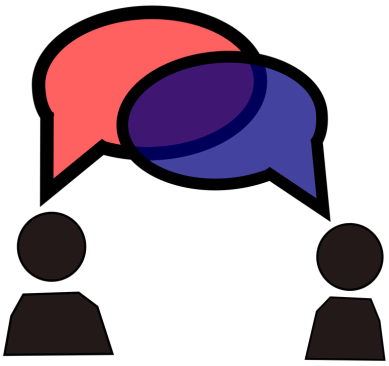


Discuss Your Child's Day

This tip can be done along with tip #3 and encourages communication at home.
Ask one of these open-ended questions or conversation starters:

- What did you learn in math? Or reading? Or science? Or social studies?
- What did you do today that was difficult?
- What did you do today that was easy?
- With whom did you play at recess? Or what game did you play during recess?
- Show me some of your schoolwork or homework. Explain it to me.
- What was something new you learned today?

Tip #3

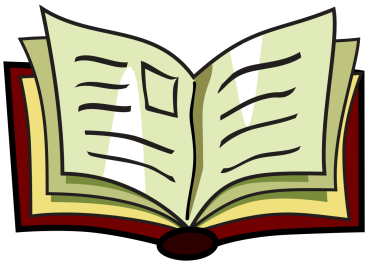


Tell Your Child about Your Day

This tip can be done along with tip #2.
Talk with your student about one of these open-ended topics questions that connect to your day:

- What did you do today that was difficult?
- What did you do today that was easy?
- When did you have to use reading, math, science, or writing skills today?
- When did you have to use computer skills or social skills today?
- How did you earn/save money this week?
- How did you spend money this week?

Tip #4



Read Together

Who reads to whom:

- Read to your child or
- Have your child read to you or another family member
- Each person reads to himself/herself in the same room.

Types of Reading Materials: Directions on food boxes or equipment, magazine articles (age-appropriate), maps, books (reading level and age-appropriate), web-sites (age appropriate), and signs while driving.

Tip #5



Stay Connected via Technology

Technology is a great connection between home and school. The following are ways to stay connected:

- Access your child's grades regularly using the Parent Portal.
- Regularly use Class Tag to communicate with the teacher.
- Students have access to online programs from school, at home.

Educating the Whole Child

SOCIAL EMOTIONAL LEARNING
Social Emotional Learning (SEL) is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. SEL is a deeply ingrained part of the way students and adults interact both in the classroom and out of it, and helps provide children with equitable, supportive, and welcoming learning environments (https://casel.org/what-is-sel/).



COUNSELING
The school counselor provides services for the socio-emotional, academic and career development of all students. In support of a caring and safe school, the school counselor assists students and staff to develop awareness and skills to make positive decisions, deepen their relationships and reach their academic and personal goals. The delivery of the counseling program includes parent, teacher and student consultation, small group counseling, school-wide initiatives and classroom presentations focusing on socio-emotional skill development.

BEHAVIOR SUPPORT/DISCIPLINE
Manchester Elementary Positive Behavior Intervention System (PBIS)
Manchester Elementary is a Positive Behavior Intervention System (PBIS) school. Our PBIS program promotes student success by being safe, goal-oriented, and accountable while maintaining a positive attitude and respecting one another. The school uses a system of interventions to teach and reinforce positive behavior. A copy of our PBIS matrix is pictured on the next page.

Parents should discuss the matrix and the Cumberland County Schools Student Code of Conduct with their child or children often. If positive behavior is still not established, the student will be referred to the office for disciplinary action. Disciplinary action will be handled in accordance with the Cumberland County Schools Student Code of Conduct.

To view the **CCS Student Code of Conduct** online:
English - https://www.ccs.k12.nc.us/o/ccs/page/student-code-of-conduct

Manchester Elementary Behavior Matrix

	Classroom 	Cafeteria 	Hallway 	Playground 	Restroom 	Bus 	Assembly 
Noise Level:	0-2	0-1	0	3	0	0-1	0
S Safe	• use materials & equipment properly • move carefully • keep body & objects to yourself	• keep body & objects to yourself • stay seated until dismissal • follow traffic pattern	• walk carefully • stay on the right • keep your hands to your sides	• play safely • use equipment properly • keep body to yourself	• wash hands • keep floor dry and clean • only 3 at a time	• stay seated • keep arms & objects inside the bus • keep body to yourself • keep aisles clear	• remain seated in your own space • keep body to yourself
O Goal Oriented	• stay on task • give your best	• eat before socializing	• take the shortest route • go straight to your destination	• keep moving & get exercise	• use quickly and depart	• sit quietly and watch for your stop	• be an active listener
A Attitude & Accountability	• be an active listener • follow instructions • be prepared	• listen to adults • clean up after yourself	• hall pass is mandatory	• be a good sport • listen to adults • line up quickly	• use facility properly	• follow directions • keep track of your belongings	• be ready to participate • ask appropriate questions
R Respect	• help keep room clean • share materials • help others	• wait in line patiently • use good manners • use a quiet voice	• travel quietly • give others space	• share equipment • include others	• throw all trash in the trash bin	• speak appropriately & quietly • keep the bus clean • listen to driver	• enter & exit silently • sit on bottom • raise hand for help • give appropriate applause

Attendance, Tardies, and Check out

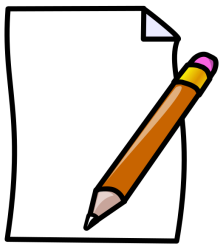


Bell Schedule

Morning Bell	Tardy Bell	To be counted "Present"	Will <u>not</u> be counted "Present"	Check out	Dismissal Bell
8:00 a.m.	8:30 a.m. *Starting at 8:30 a.m., an adult needs to sign students in at the front office.	Check out ***<u>after noon</u>*** (12:00 p.m.)	Check out ***<u>before</u>*** noon (12:00 p.m.)	Before 2:45.p.m. *For safety and accountability reasons, there is no check-out activity between 2:45-3:10 p.m..	3:10 p.m.



All visitors, to include anyone checking out a student, must show a valid government-issued photo identification in the office.



When a student returns from being absent, please send a note with...
Absence date(s)
Reason for absence(s)
Parent/guardian signature
If out for an appointment, please bring in a doctor's note.

ABSENCES

In order to be counted as "present" for the school day, a student must be present at least until noon (12:00 p.m.). Students who are checked out of school before that time will be counted as absent. Students arriving after that time are welcome to stay in class, but will not be counted as present for the school day.

The following are considered reasons for a lawful or excused absence:

- Illness or Injury
- Quarantine
- Death in the IMMEDIATE FAMILY
- Medical or Dental Appointments (with a note from doctor/dentist)
- Court/Administrative Proceedings
- Religious Observances
- Educational Opportunities (requires principal's approval prior to absence)

****Students who are absent must present a written note on the day that they return to school with a reason for the absence.**

ATTENDANCE
Lessons and activities in school are designed to maximize time on task, provide opportunities at the correct level of difficulty, and focus on the state-mandated objectives. Students with good attendance generally achieve at higher levels than those with poor attendance. Many struggling learners typically have twice as many absences, tardies, and/or check-outs as other children. Please make sure your child arrives at school on time each day and remains for the entire school day.

Manchester students must be in their seats ready to learn by the time the tardy bell rings at 8:30 a.m. each day to be counted present.

1. **If your child is going to eat breakfast, please have your child on campus by 8:25 a.m. so that your child can make it to class on time.**
2. **Students who arrive after 8:30 a.m. must be signed in by a parent or guardian in the office.**
3. **Students should not arrive at school before 8:00 a.m. Supervision of students is not available until 8:00 a.m.**

If at any time your child is not going to follow standard transportation dismissal procedures, please send a note to the teacher.

1. If you or a designated adult will be picking up your child, come directly to the office. **No child can be picked up after 2:45 p.m**. due to safety policies.
2. Students must ride the bus to which they are assigned based upon their enrollment address. Bus switching and bus stop switching is not allowed.

*****Please do not call the office regarding any changes in your child's routine. We cannot verify who you are over the phone. For the safety of your child, we do not make transportation changes over the phone.**

In the event of a checkout, parents must first sign students out in the main office. Only the parents, legal guardians, or emergency contact can sign a student out of school. The parent, legal guardian, or emergency contact must show valid government-issued picture identification with the person's name and photograph which can be clearly seen to office staff.

Occasionally students have valid reasons for being tardy and picked up early. However, being frequently late or leaving early on a regular basis could affect your child's academic success. Frequent interruptions to classrooms for check-outs and late arrivals are also very disruptive to lessons.

CHECKOUTS
Checkouts end at 2:45 p.m. Habitual check-outs are in many cases an indication that the student no longer lives in the Manchester Elementary School attendance area. Therefore parents/guardians of students who are habitually late to school or check out early will be required to submit a current proof of address. Acceptable documentation to prove residency is limited to utility bills (water, gas, or electric), a lease, or mortgage. The utility bill must be dated within 60 days of the date it is presented to the school.

CUSTODY CONCERNS
Students may only be checked out of school by adults listed on the student information card. **If a parent is not allowed to visit and/or pick up a child from school, the school office must have a signed, court-ordered restraining order or termination of parental rights form on file.**

COMPULSORY ATTENDANCE
"In accordance with G.S. 115C-378, every parent, guardian, or other person in North Carolina having charge or control of a student between the ages of 7 and 16 years shall cause such students to attend school continuously for a period equal to the time which the public school to which the student is assigned is in session. Every parent, guardian, or other person in North Carolina having charge or control of a child under age seven who is enrolled in a public school in grades Kindergarten through two shall also cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session unless the child has withdrawn from that school. No person shall encourage, entice, or counsel any such student to be unlawfully absent from school. The term "school" is defined to embrace all public schools and such non-public schools which have teachers and curricula that are approved by the State Board of Education."

EARLY DISMISSAL / EMERGENCY CLOSINGS / INCLEMENT WEATHER
The school will close early when emergencies, such as severe weather conditions arise. During inclement weather or emergency closings, please listen for school closing information via www.ccs.k12.nc.us, recorded phone message, or local news and radio outlets. Special directions regarding the time of closings will be broadcast by radio and television stations. An Emergency Contact Form will be sent home at the beginning of the year for you to indicate any changes to your child's mode of transportation during early school closings. If your child rides the bus or carpools, please reinforce your procedures for such an event. Individual calls to all parents will not be possible during inclement weather.

DELAYED SCHOOL OPENING
Inclement weather may result in a delay in the start of school. This delay in school is a safety precaution on days when bad weather or road conditions may be dangerous, but show signs of improving. At Manchester Elementary School, a two-hour delay in the schedule means that our beginning class time will be 10:30 a.m. Students may not be dropped off prior to 10:00 a.m. (No supervision will be available before that time). **Buses will operate on a two-hour delay, but there will not be breakfast service.**

TARDINESS/ UNEXCUSED ABSENCES
Manchester Elementary School believes prompt attendance is directly related to academic achievement. Students arriving at school when the 8:30 a.m. bell rings are considered tardy and should report to the main office escorted by an adult.

Ten (10) unexcused absences in one school year could result in prosecution of the parent under North Carolina's truancy law. Before an absence will be excused, we must have a SIGNED STATEMENT by the PARENT/GUARDIAN stating the date and reason for the absence. This excuse must comply with CCS Board Policy 4400 and should be turned into the teacher on the day that the student returns to school. Students with approved excused absences will be allowed to make up work. Time and assignments for make-up work are at the discretion of the regular classroom teacher. Notify the teacher ahead of time, when possible, of absences.

Student report cards will indicate attendance records. Parents will be notified by letter when three unexcused absences are recorded. Parents will be contacted by a social worker after six unexcused absences are recorded.

Excessive tardiness in many cases indicates that a student no longer resides in the Manchester Elementary attendance area. Students with 10 or more unexcused tardies will be required to provide current proof of residency. Acceptable documentation to prove residency is limited to utility bills (water, gas, or electric), a lease, or mortgage. The utility bill must be dated within 60

days of the date when it is provided to the school. Students whose habitual tardiness persists and who live outside this school's attendance area will be required to withdraw and register at the appropriate school. Students whose habitual tardiness persists but who live within the school's attendance area will be subject to corrective measures.

Transportation Information



Changes to Transportation



Approved ways to Notify…

- Handwritten note to the teacher, signed by parent/guardian.
- ClassDojo message from parent/guardian.
- Parent/guardian telling the teacher in person and writing a note while in person



Not approved ways to Notify…

- Changing by a phone call.
- Having the student tell the teacher.
- Any person who is not a parent/guardian making the change.
- Making changes after 2:45.



Transportation Highlights

Bus 	Daycare 	Car Riders 
❖ To ensure safety, please review and support bus rules and guidelines. ❖ Allow 10 minutes before and after scheduled bus stop time for bus arrival.	❖ Several local daycares provide transportation to and from school. ❖ Always notify both the daycare and school about changes in transportation or absences from school.	❖ There is one way in and out. Please follow all traffic patterns to ensure safety. ❖ Display car tag for pick up.

BUS INFORMATION

Bus transportation is afforded to all students who attend Manchester Elementary School and live in the Manchester Attendance district. **Riding the bus is a privilege; it is not a right.** While riding a school bus, students at all times **will** observe the directives of the school bus driver and all other rules outlined in the code of conduct. Students who misbehave on the school bus may be suspended from riding the bus for an indefinite period of time.

Students are subject to suspension for the following infractions...

- ➔ Changing seats, standing or sitting improperly
- ➔ Fighting, using profanity, or refusing to obey the driver or school official
- ➔ Refusing to meet the bus at a designated stop
- ➔ Playing, throwing items, or distracting the driver while the bus is in motion
- ➔ Any other infraction that may jeopardize the safety of all concerned

BUS RULES

1. Remain seated while the bus is in motion.
2. Talk quietly when permitted by the driver.
3. Keep hands, feet, and objects to yourself.
4. Respect others and their property.
5. Keep objects and bodies away from open windows.

BUS STOP RULES

1. Wait quietly at the stop, not in the street.
2. Stand still until the bus comes to a complete stop and the door is opened.
3. Respect others and their property.

**Students will respect the Bus Driver at ALL TIMES while riding the bus.

BOARDING AND LEAVING THE BUS

1. If crossing the street, look both ways.
2. Form a single line without pushing.
3. Enter and exit by the front door.
4. Walk far enough in front of the bus so that the driver can see you and you can see the driver.
5. Walk. Do not run.
6. Help smaller children cross the street.
7. Never stop in front of the bus. If you drop something, get the driver's attention before you try to pick it up.
8. Use the handrail and step one at a time.
9. Go directly to your seat.
10. If you don't have to cross the street, walk immediately away from the bus.

Bus schedules are often adjusted as our school population grows. We will inform parents in writing of major changes in routes and time alterations. For delays in the bus schedule that exceed 15 minutes, the school will notify families via Class Dojo and/or automated phone service.

Students are assigned to a bus based upon their residential address and will not be allowed to ride on another bus. Direct bus-related questions and/or concerns to the Assistant Principal.

DAYCARE
Several daycares provide transportation to and from our school. In the afternoon, students attending daycare will meet at their designated area. Manchester staff will escort students to their daycare van. Students are expected to sit quietly in the area designated for their particular daycare and walk in a straight line to load the van.

CAR TAGS & DISMISSAL
Parents of car riders will be issued a special car tag (unique to the family). As voted upon by parents and staff, anyone who has the car tag will be allowed to pick up the student or students associated with that tag. Please display the tag on the passenger side of the windshield. Anyone picking up students without the car tag will have to park and go into the main office where office staff will verify that the person has permission to pick up the student(s). Lost tags should be reported to the school and can be replaced.

TRAFFIC
Please review the traffic pattern maps to understand vehicle movement during intake and dismissal. The speed limit on campus is 10 miles per hour. Drivers are subject to tickets and fines for speeding on campus, parking in a fire lane, and parking in a handicap parking space unlawfully. While driving on-campus use extreme caution, small children sometimes may not be visible using side-view or rearview mirrors.

Car Rider Drop Off 8:00-8:30



Car Route

Daycare Route

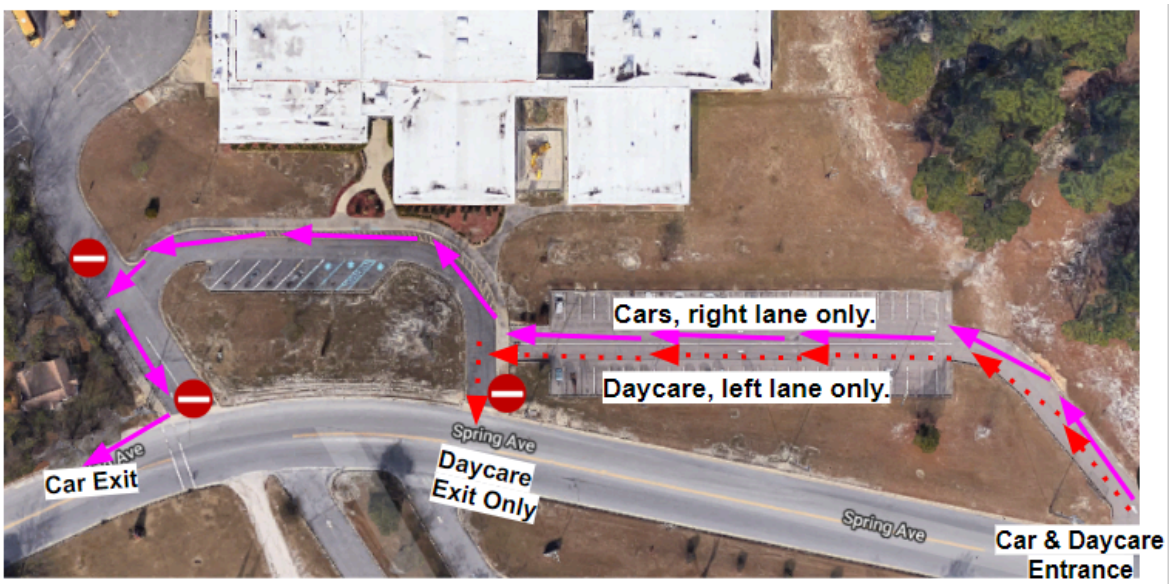
Cars and Daycare vans cannot enter

Tardy Bell Rings at 8:30
Students need to be in their seats at the bell. If you arrive at drop off at the bell, you need to come into the office and sign in your student.

Car Rider Morning Drop Off Information

- One way in and out.
- Please remain in the **right lane** <u>at all times</u>. Do not go into the left lane to go around cars.
- Students can only be dropped off in the designated drop off areas that will be marked by a cone and sign.
- Only pull into a drop off spot if your student is ready to exit the vehicle. This allows for morning drop off to flow quickly.
- If you need to talk with your student or if they are not ready to exit, please pull into a parking spot. Once they are ready you must escort your student to the sidewalk.

Car Rider Pick Up at 3:10



Car Route

Daycare Route

Cars and Daycare vans cannot enter

Dismissal Bell Rings at 3:10
Any students not picked up by 3:30 will be in the office. Please park and proceed to the office with a valid government-issued photo ID.

Car Rider Afternoon Pick up Information

- One way in and out.
- Pull all the way up to the first cone.
- For safety, do not enter through the bus exit to get to the front of the line.
- Students will be escorted to cars as they exit the school.
- Please remain in the **right lane** at all times. Do not go into the left lane to go around cars. This could cause an accident. Please wait for traffic to move ahead of you to move.
- Have your car tag displayed on your windshield, passenger's side.
- We highly encourage communication between families and teachers. However, the dismissal line is not the best time for this. To ensure a safe and efficient pick-up time, please contact your student's teacher in advance to make an appointment if you need to conference with them.

Student Dress Code

During the 2025 - 2026 school year, we will adhere to the district guidelines for dress codes as outlined below.

a) No undergarments should be visible at any time.
b) Clothing should not cause a disruption of the educational environment.
c) Students may not wear or carry clothing, jewelry, book bags, or other personal articles that depict or display profanity, vulgarity, obscenity, nudity of any degree, violence, alcoholic beverages, tobacco, controlled substances, firearms, or any illegal activity, or which advertise products or services illegal to minors.
d) Any symbols, styles or attire frequently associated with gangs, intimidation or violence which are disruptive to the educational environment are prohibited.
e) Adornments or accessories, such as chains or spikes that could reasonably be perceived to be a weapon or could be utilized as a weapon are prohibited.
f) Head coverings (including hats, hoods, sweat bands, and bandanas) are generally prohibited in school buildings. However, students may wear head coverings in the school building as an expression of sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g.,protective helmets).

Cafeteria

Students are encouraged to eat the cafeteria breakfast and lunch each school day. For the health of our students, faculty, and staff, we are serving healthier meals and providing healthier choices. Our cafeteria is a “Fry-Free” zone, meaning that we no longer serve food that is fried. Lunch includes an entrée, two side dishes, and milk.

Manchester Elementary has been selected to participate in the Child Eligibility Provision (CEP) program this school year. **Therefore all students will receive breakfast and lunch at no cost**. Students may purchase additional items which can be sold separately. To purchase additional food items, payments may be made daily, weekly, monthly, or by logging into www.k12paymentcenter.com and setting up an account. To review the CCS Cafeteria Charge Policy, see below.

Diet orders should be completed yearly for students with special dietary needs such as food allergies. A diet order must be completed and signed by a recognized medical authority. It is important that we receive an updated diet order each year. Please be sure the diet order is specific.

BREAKFAST
The cafeteria is open at 8:00 a.m. daily for students to have breakfast. The serving line for breakfast closes at 8:30 a.m. Breakfast is *Grab and Go*. Students will eat breakfast in their classrooms.

LUNCH

Students will have scheduled 25 minutes between 11:00 a.m. and 12:30 p.m. in which to eat lunch with their class. Students may choose the lunch prepared by the cafeteria staff or bring their lunches. All items brought from home must be able to be consumed without heating.

The cafeteria is a part of Manchester Elementary's learning environment. Students are expected to remain orderly and follow the PBIS guidelines.

Health Care

MEDICATION
If possible, please administer any medication at home. In the event that medication (prescription) must be dispensed during the school day, a form completed by a physician must be on file at the school. The form must give explicit directions for dosages and times, and must match the label on the medication itself. The form must be signed by the parent or guardian and the physician to authorize giving the medication at school. Medication must be properly labeled and in the original container from the pharmacist identifying the child's name, medication name, the dosage prescribed, and time to be given.

No medication is to be carried by students to include cough drops, ointments, any item with *medicated* in the name (ex. medicated chapstick) and other over the counter medicines.

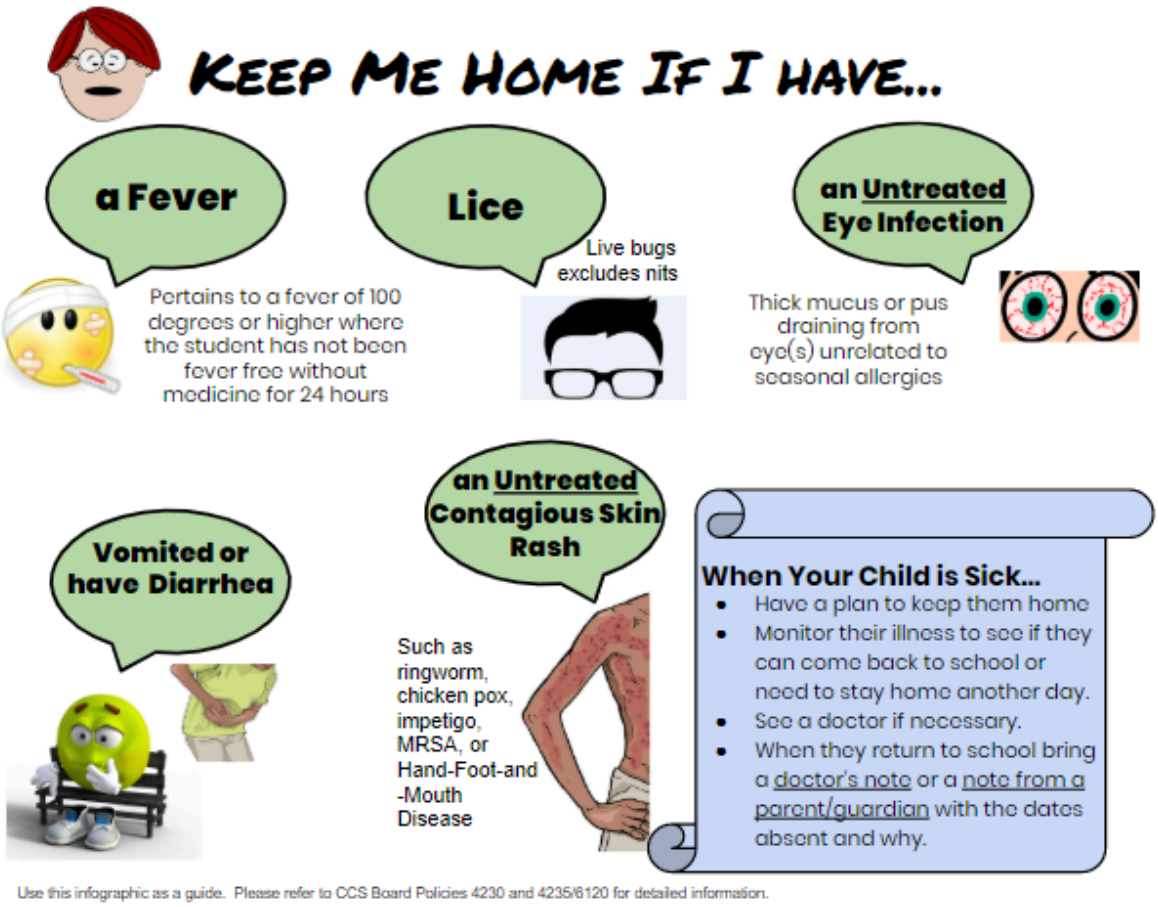
Parents must have an Emergency Self-Medication Authorization Form completed, signed by the physician, and approved through the CCS Director of Health Services before students are allowed to "self-carry" inhalers.

ILLNESS / INJURY
Please do not send sick children to school. We do not have the facilities to provide care for sick children. The nurse is only at Manchester one day a week. The nurse cannot diagnose illnesses or prescribe treatment for a medical problem.

Students (who have had a fever of 100 degrees or higher) are required to be fever-free for a period of 24 hours without fever reducing medication before returning to school.

Parents/guardians will be contacted if students complain of illness or incur an injury. Accurate phone numbers are essential**.** Please provide emergency contact information for cases where parents/guardians cannot be reached. The principal is authorized to contact emergency personnel to transport students to the hospital for emergency treatment at parent/guardian expense**.**

PREVENT THE SPREAD OF ILLNESS
To prevent the spread of illness use good hygiene techniques at home, work, and school. Wash your hands before preparing or eating food, after using the restroom, after coughing/sneezing or wiping your nose, after using community or shared property. Sneeze or cough into your elbow. Stay home when you have a fever or are in the contagious stage of an illness.



VISITORS

For safety and security reasons, **visitors must be checked in through the office immediately upon arriving on campus**. Visitors are required to affix a visitor badge to the front of their shirts. We encourage Manchester parents/guardians to visit our campus frequently for our special events and to volunteer to help with classroom activities. If a parent desires to observe his/her child during a lesson, the parent should put in a request at least 24 hours in advance through the front office for approval with the administration. To have an in-depth discussion with a teacher, please schedule a conference.

Each visit, all visitors must show to office staff a valid government-issued picture identification with the person's name and photograph which can be clearly seen. Only parents, legal guardians, and individuals listed as emergency contacts will be permitted to have contact with our students.

Any parent wishing to observe his/her child in class must make arrangements with school administration 24 hours in advance. College students wishing to complete observation hours or student teaching at Manchester Elementary first must obtain approval through the Cumberland County Schools liaison for field experience.

VOLUNTEERS

Parents and community supporters play a vital role at Manchester Elementary School through volunteering. Whether working individually with a student or assisting with classroom tasks, thousands of volunteer hours are needed to maximize the learning opportunities of students.

Before volunteering, parents and community supporters must have a current volunteer application on file. The application should be updated yearly. Go to https://www.ccs.k12.nc.us/o/ccs/page/you-can-be-a-volunteer to submit an application and complete the online training. The school has computers available for this purpose.

For safety and security reasons, **volunteers must be checked in through the office immediately upon arriving on campus. Each visit, all volunteers must show to office staff a valid government-issued picture identification with the person's name and photograph which can be clearly seen.** Volunteers are required to affix a visitor badge to the front of their shirts and sign out through the office at the end of their volunteer time. All volunteer times should be pre-arranged with the teacher or office prior to the volunteer's arrival.

Any misconduct by a visitor or volunteer including, but not limited to, disruptive behavior, inappropriate language, violence of any kind will not be tolerated. Misconduct by a visitor or volunteer will involve consequences up to and including a Cumberland County Schools no-trespassing letter.

CELEBRATIONS
Parents will be notified in advance of any school-sponsored celebrations occurring in the classroom. Details about dates, times, and requests for donations will be included with these celebration notices.

Social celebrations for individual students are not permitted within the classrooms. We do not allow any decorations, deliveries of balloons, flowers, etc., or distribution of invitations for events occurring outside of school. Parents who wish to share individually wrapped, store-bought treats or goodie bags with their child's class are welcome to do so during their child's scheduled lunch period. Please notify the teacher before doing so.

LOST AND FOUND
Labeling your child's clothing, lunchbox, and other belongings can help prevent items from being lost and unidentified. A Lost & Found Box is available for students to check for missing items. Periodically, unclaimed items are donated to charity.

PHONES
Students are allowed to use the school phone in emergency situations. Teachers and office staff will use their judgment in determining if calls are necessary. **For security reasons, the office will not take messages for students.** Students will not be called out of class to speak to anyone on the telephone nor will calls for students be transferred to the classrooms. Since the school has all required devices needed for teaching and learning, students are not permitted to carry personal cell phones or other electronic devices on campus during the school day. These items may be collected if they disrupt the peace and order of any school activity.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
No person shall, on the basis of race, sex, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity operated by the Cumberland County Public School System. If an employee, student, parent or community member believes such exclusion, denial, or subjection has occurred, he/she should contact Manchester Elementary School Administration or the Superintendent's office of the Cumberland County Board of Education.

NON-DISCRIMINATION STATEMENT

It is the policy of the Cumberland County School System, inclusive of Manchester Elementary, not to discriminate on the basis of race, ethnic origin, sex or handicap in its educational programs, activities, or employment policies as required by Title IX of 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973, and Title II of the 1990 Americans with Disabilities Act (ADA).

PARENTS RIGHT TO KNOW STATEMENT

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

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

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

If you would like to request the qualifications of your child's teacher and/or teacher assistant please contact the CCS Title I Office at 910-678-2637.

In addition, your child's school will notify you at any time your child has been taught for 4 or more consecutive weeks by a teacher not meeting state professional qualifications.

DECLARACION DEL DERECHO A SABER DE LOS PADRES

De acuerdo con la Sección 1111 (h) (6) de ESEA, DERECHO A SABER DE LOS PADRES, WS / FCS está notificando a cada familia de un estudiante en una escuela de Título I que usted tiene el derecho y puede solicitar información sobre las calificaciones profesionales de su hijo. maestros de aula y / o asistentes de maestros.
Esta información con respecto a las calificaciones profesionales de los maestros y asistentes de maestros de su hijo incluye, como mínimo, lo siguiente:
1. Si el maestro ha cumplido con los criterios estatales de calificación y licencia para los niveles de grado y las materias en las que el maestro brinda instrucción.
2. Si el maestro está enseñando bajo un estado de emergencia u otro estado provisional a través del cual se ha renunciado a los criterios estatales de calificación o licencia.
3. El título de licenciatura del maestro y cualquier otra certificación de posgrado o título que posea el maestro, y el campo de disciplina de la certificación o título.
4. Si el niño recibe servicios de asistentes de maestros y, de ser así, sus calificaciones.

Si desea solicitar las calificaciones del maestro de su hijo y / o asistente de maestro, comuníquese con la Oficina de Título I de CCS al 910-678-2637.
Además, la escuela de su hijo le notificará en cualquier momento en que un maestro que no cumpla con las calificaciones profesionales estatales le haya enseñado a su hijo durante 4 o más semanas consecutivas.