

*Welcome back to*



Dear Students and Parents,

We are delighted to welcome you to a new school year at Long Hill Elementary School. This school year promises to be filled with opportunities to provide our students with rich and fulfilling learning experiences as we strive for continued academic excellence for all students...whatever it takes. We are excited about these opportunities and hope you share our enthusiasm as we begin the 2019-2020 school year.

The purpose of this handbook is to provide you with some useful information about our school. It contains information that will help familiarize you with the operation of our school as well as opportunities and responsibilities that are yours, our partners, at Long Hill. Please read it carefully and refer to it throughout the year and discuss its contents with your child.

It is the intent that all Long Hill School goals and expectations detailed in this Parent/Student Handbook are under the jurisdiction of and in agreement with the Cumberland County Board of Education adopted policies and guidelines. If you have questions or concerns, please call the office or your child's teacher for clarification at 488-0012.

We expect the 2019-2020 school year to be the best ever at Long Hill Elementary School. Research has confirmed that a positive and respectful relationship between home and school will significantly impact your child's success. By working together, we will achieve what we expect--excellence!

Warmly,

Monica Carter, Principal

**School Calendar**

August 26	Monday	First Day for Students
September 2	Monday	Pupil/Teacher Holiday
September 9	Monday	2 <sup>nd</sup> gr Grandparents' Day
September 10	Tuesday	3 <sup>rd</sup> gr Grandparents' Day
September 11	Wednesday	4 <sup>th</sup> gr Grandparents' Day
September 12	Thursday	3rd BOG ELA Test
September 13	Friday	5 <sup>th</sup> gr Grandparents' Day
September 17	Tuesday	Technology/Curriculum Night 6:00
September	Friday	Progress Reports Go Home
October 16	Wednesday	Early Release at 12:40
October 21	Monday	Pupil Holiday/Teacher Workday
October	Friday	Reports Cards Go Home
October 31	Wednesday	Early Release at 12:40
Oct. 29 - Nov. 2	Monday-Friday	Parent Teacher Conferences
November 11	Monday	Pupil/Teacher Holiday
November	Tuesday	Progress Reports Cards Go Home
November 27	Wednesday	Pupil Holiday/Teacher Workday
November 28-29	Thursday-Friday	Pupil/Teacher Holidays
December 20	Friday	Pupil Early Release at 12:40
Dec 23-Jan 3	Monday-Friday	Winter Holidays
January 6	Monday	Pupil Holiday/Teacher Workday
January 7	Tuesday	Pupil Holiday/Teacher Workday
January	Thursday	Report Cards Go Home
January 17	Friday	1 <sup>st</sup> Semester Success Day
January 20	Monday	Pupil/Teacher Holiday
February	Friday	Progress Reports Go Home
February 17	Monday	Pupil Holiday/Teacher Workday
February 18	Tuesday	Pupil Holiday/CCS Staff Development Day
March 16	Monday	Pupil Holiday/Teacher Workday
March	Friday	Report Cards Go Home
April 3	Friday	Spring Fling
April	Thursday	Progress Reports Go Home
April 10	Friday	Pupil/Teacher Holiday
April 13-17	Monday-Friday	Spring Break
May 11-15	Monday-Friday	End-of-Grade Tests (tentative)
May 20	Wednesday	5 <sup>th</sup> Grade Success Awards/ Dance 6:00 pm
May 21	Thursday	EOY Success Awards Day~2nd, 3rd & 4th Grades
May 22	Friday	Last Day for Students/Early Release at 12:40

SIT Meetings will be held the 2nd Tuesday of each month at 2:50pm.

### **SCHOOL INFORMATION**

#### **Administrative & Office Staff**

Principal: Monica Carter

Assistant Principal : Beth Burnett

Bookkeeper: Michelle McKnight  
Data Manager/Registrar: Michelle McKnight  
Office Manager: Deanna Hardin  
Parent Facilitator/Medicine Clerk: Maeling Ebert

### **Regular Schedule**

7:30-3:30 Office Hours  
7:55 am Warning Bell  
8:00 am Tardy Bell- Instructional day begins  
2:40 pm 2nd grade dismissal  
2:41 pm Car riders and PrimeTime dismissal  
2:42 pm 3rd-5th gr bus rider dismissal

### **Early Dismissal Schedule**

12:40 pm 2nd gr dismissal  
12:41 pm Car riders/PrimeTime dismissal  
12:42 pm 3rd-5th gr bus rider dismissal

\*Students must not arrive on campus before 7:30a.m. as there is not sufficient supervision.

\*Check-outs are not permitted after 2:10 pm.

### **Delayed Opening**

Inclement weather delay means that students will begin the day one or two hours later regularly scheduled. CCS does not serve breakfast on days that have delayed starts.

### **PTO Information**

President - Tabitha Carter  
Vice President - Lois Carpenter  
Secretary - Theresa Masengale  
Treasurer - Katie Busbey

\*Membership dues are \$5.00 per family.

## **ENROLLMENT/WITHDRAWAL**

### **Enrollment**

Only a legal parent/guardian are permitted to enroll a student. Enrollment paperwork must be completed neatly and accurately as to avoid any data entry errors. All additional documentation must be submitted within 30 days or the student will be withdrawn. If it is determined that a student resides outside the school district and entered Long Hill Elementary School without meeting residency or accepted as a Voluntary Transfer, the student will be subject to immediate dismissal. Using an address within the Long Hill School district that

is not the student's primary residence does not qualify a student as living within the school district and will be subject to withdrawal.

### **Notarized Affidavits**

In order to remain at Long Hill Elementary School, students who are currently enrolled with a notarized affidavit must renew the affidavit each year. Part of our intake for students with affidavits is our school social worker will make contact with families to provide any assistance that may be needed.

It is the responsibility of legal parents/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.

### **Withdrawal**

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.

## **ATTENDANCE**

### **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 absence, a wellcheck 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 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 or greater
- Vomiting
- Diarrhea
- Lice
- Skin rash of a contagious nature
- Discharge from the eyes or ears

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.

Accurate home, work, and cell numbers on the verification of address are essential. The names and numbers of reliable emergency contacts will be necessary in the event we cannot reach parents. The principal is authorized to contact emergency personnel to transport students to the hospital for emergency treatment. 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 unlawful. After ten 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.

### **Medication Policy**

In an effort to do all we can to assure the health and safety of all students, we are seeking your support in the full implementation of the CCS policy dealing with medication at school. Medication cannot be given at school unless it is prescribed by a doctor with written instructions on how and when it will be administered during school hours. This includes over the counter medications. The following procedures will be utilized by all schools for the administration of medication by school personnel:

All medication including aspirin, cough drops, sunscreen, insect repellent, 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.

Medication must be in the original container prepared by the pharmacist. It must include the student's name, dosage, fill & expiration date, and instructions. Instructions on the container must match exactly the instructions on the Physician's School Medication/Release of Liability Form.

Medicine will be administered to your child by school personnel designated by the principal. A log will be kept of medication administered at the school. Parents are responsible for transporting medication to and from school. Children are not allowed to transport medication to and from school. Medicine will be counted in the presence of the parents.

Students may not have any medicine with them at school (to include inhalers, cough drops, ointments, medicated lip balm, over the counter medicines). Students with severe asthma, with a doctor's note, may be permitted to carry their inhaler if a Self-Carry Physician order has been completed by the physician and approved and verified through the school nurse or medicine clerk.

Medication that is not picked up and signed out on the last day of school will be disposed of by the school nurse.

### **Requesting Make-Up Work**

**ABSENT ONE DAY:** Student 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:** Parent 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 hours' notice. Office hours are from 7:30 to 3:30. Students have five days to complete and submit missed assignments due to absences.

### **Tardies/Late Check-In**

#### **CCS BOARD OF EDUCATION TARDINESS POLICY**

The Board of Education Policy Manual; Section 4000 – Students; Regulation Code: 4400-R1 Unexcused Tardiness / Early Check-Outs: School attendance is essential for student success and the habitual, chronic tardiness is a major factor in the loss of instructional time for students regardless of age. It is also one of the most valuable life skills a student can learn and can be easily transferred as a valuable asset for the future. The Cumberland County School system is continuing its efforts of "Every Minute Counts" to ensure that students attend school for the entire school day unless excused. If a student is tardy, it is the parent/guardian's responsibility to inform the school in writing the reason for tardiness. Parents should make every attempt to make appointments outside of the school day so interruptions and missed school time are minimal.

A student who arrives to the classroom after 8:00am is considered tardy. The student must report to the office, **accompanied by a parent or legal guardian**, to obtain a "late pass" which is given to the teacher upon entrance to the classroom. This allows the office to correct the attendance report. All tardies will be coded unexcused unless a doctor's note is turned in at check-in or within 48 hours.

#### **CCS PROCEDURE~ Policy 4400-R1 :**

- All instances of absences, tardiness and early check-out's are recorded, whether excused or unexcused, in the district database (PowerSchool).
- The school social worker will contact the parent when the student is tardy and/or checked out early following the 3rd, 6th, and 10th unexcused tardy/early checkout by using the district form letters.
- After 3 unexcused cumulative instances of tardiness or early checkouts, the school social worker will notify the parent/guardian by letter reminding the parent/guardian of the time that school starts and ends and of the Cumberland County Schools policy on tardiness and early checkouts.
- After 6 unexcused cumulative instances of tardiness or early check-outs, the school social worker will notify the parent/guardian by letter that he or she may be in violation of the Cumberland County Schools Policy Regulation 4400-R1 Unexcused Tardiness/Early Checkouts and that he/she may be referred to take a series of Parent Accountability Classes. The school social worker will work with the child and the parent to develop a plan for addressing the chronic check-in/checkouts.
- After 10 cumulative instances of unexcused tardies or early checkouts, the school social worker will notify the parent/guardian by letter of the need for a meeting with the social worker and school administrator. In this meeting, the principal or the principal's designee will determine if the parent/guardian has made a good faith effort to comply with the regulation code. If the principal finds that the parent/guardian has not made a good faith effort, the social worker will notify the Student

Support Services Office which will arrange for the parent/guardian to attend a series of mandatory Parent Accountability Classes to eliminate tardies/early checkouts. Parents will be informed with a phone call and follow-up letter.

- After 25 cumulative instances of unexcused tardies and/or early checkouts, the Principal/Social Worker may refer a parent to Truancy Mediation Council (TMC).
- The school (Principal/Social Worker) may file an affidavit with the Cumberland County District Attorney's office concerning excessive tardies and/or early checkouts for a loss of instructional time. The record of tardiness and early checkouts will be included in the filing as well as the student's cumulative file. The parent/guardian will be notified that the filing was made and of the possibility of prosecution.

### **Early Check-Out**

Students leaving school during the day must be signed out from the office prior to 2:10pm. 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 approval and knowledge of the principal or his designee." Students will not be dismissed from school unless the parent, guardian or authorized adult comes to pick up the student and sign him/her out. The names of persons authorized to pick up students, other than parents or guardians, must be listed on the student's information card. Proper picture identification will be required when students are checked out of school. All check-outs will be coded unexcused unless the school called for the child to be checked out due to illness or injury or a doctor's note is returned to school within 48 hours. Please remember that excessive tardiness may result in a referral to the Department of Social Services. Students with more than 2 tardy check-ins or check-outs each nine weeks are not eligible for perfect attendance, regardless of the excuse.

### **Afterschool/Late Pick-Ups**

If your child is not picked up by 2:40, parents are required to sign out their child in the front office. ID is required. After three late pick-ups, a referral will be made to the school's social worker and a conference will be scheduled. Subsequent late pick-ups will warrant a referral to the Department of Social Services.

## **BEHAVIOR/EXPECTATIONS/DISCIPLINE**

The teachers and administration at Long Hill Elementary School believe that a safe and orderly environment is essential if learning is to take place. All students at our school are expected to contribute to such an atmosphere through appropriate behavior. We want to guide your children toward responsible decision-making. The following behavior goals have been adopted by Long Hill:

- We pledge to respect our school family, their belongings, and school property (be kind, ask to borrow materials and return them, and treat school property with care).
- We pledge to practice self-control in everything we do (listen and follow directions, wait your turn to speak, keep hands/feet/objects to ourselves, and remain seated).
- We pledge to be responsible by coming to school prepared to learn and participate in the learning process (have assignments completed, have needed supplies, eat breakfast, be on time, get plenty of rest, share ideas with classmates when appropriate, and ask questions when we don't understand).
- We pledge to always walk in a quiet and orderly manner as to not disrupt other classrooms.
- We pledge to be good team members at Long Hill Elementary School (be cooperative, supportive of schoolmates, and display a positive attitude).

### **Minor Offenses**

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. Unauthorized eating
4. Being unprepared for class
5. Misuse of school passes
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, Pokemon cards, baseball cards, electronic games, etc.
11. Integrity violation
12. Selling of goods and articles during school hours

### **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:

- In-school suspension/Out of school suspension
- Reminder of 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
- Apology to appropriate individual(s)
- Parent conference
- Sent home for the remainder of the school day
- Note to parents to be signed (please return to school the next day)
- Written reflection/assignment
- Silent Lunch
- When inappropriate items are brought to school, the teacher will keep the item until the parent picks it up.

**Major Offenses and Consequences** 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.

All students are expected to comply with all rules governing behavior and conduct. It is the responsibility of the principal and assistant principal to investigate fully the cases of students appropriately referred to administration for misbehavior and to determine what, if any, disciplinary action is warranted. The teacher shall have the responsibility and authority to discipline students, except in those cases requiring the attention of the principal or assistant principal.

Cumberland County Schools had developed a "Student Code of Conduct" and each student will receive a copy of this. Parents and students are responsible for knowing the rules of our county/school. Please review this booklet with your child. Students shall be subject to discipline, suspensions, and expulsions for violating rules/regulations set forth in our school rules and also those guidelines outlined in the Code of Conduct.

### **Revisions to Short-Term Suspension (CCS Policy 4351)**

Students and their parent/guardian will be given an opportunity for an informal hearing with the principal/assistant principal before a short-term suspension is imposed. The principal/assistant principal may hold the hearing immediately after giving the student oral or written notice of the charges against him/her. At the hearing, the student has the right to be present, to be informed of the charges and the basis for the accusations and to make statements in defense or mitigation of the charges. Following the hearing, the principal/assistant principal shall provide written notice to the parent of the final decision. Initial notice may be by telephone, but it must be followed by written notice no later than two days after the suspension is imposed.

*All students involved in fighting will automatically be suspended for a minimum of three days regardless of who is at fault. Fighting in any form is a safety hazard and we recommend that you instruct your child to remove himself from the situation immediately by reporting it to the teacher and/or driver. Knives or weapons of any kind, whether intentionally or unintentionally brought to school, is automatically reported to law enforcement.*

## **CHILD NUTRITION SERVICES**

Cafeteria Phone Number – 910.488.5495 (Manager: Carmen Davis)

Breakfast and Lunch – Community Eligibility Provision (CEP) The Community Eligibility Provision is being offered to Long Hill 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 Long Hill 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. Parents may direct questions pertaining to the Community Eligibility Provision to the Child Nutrition Office at 910.678.2502. The CEP breakfast and lunch program will begin on the first day of school and will operate each school day. Breakfast will be from 7:30 to 8:00 a.m. for students who eat breakfast. All lunches received from the school cafeteria or brought from home will be eaten in the cafeteria or in a supervised setting.

**Two-Hour Delay:** Please be advised that CCS does 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:** Students are not permitted to have soft drinks or other carbonated beverages. Parents are advised not to pack food which will need refrigeration or will spoil at room temperature. Student lunches cannot be refrigerated or warmed.

We invite parents to have lunch with their child. Visit the front office to sign in and get a pass. Visitors must have a cleared background check on file in the front office to visit classrooms. When joining your child for lunch, he/she may invite only one classmate to eat with you. *Under no circumstance may parents share or provide lunch to any student other than their own.* 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.

Teacher	Regular		Teacher	Early Release
French	10:30-10:55		French	10:00-10:25
Menhorn	10:35-11:00		Menhorn	10:05-10:30
Grates	10:40-11:05		Grates	10:10-10:35
Bloyd	10:45-11:10		Bloyd	10:15-10:40
Heathcote	10:50-11:15		Heathcote	10:20-10:45
Wilgus	10:55-11:20		Wilgus	10:25-10:50
Gilliard	11:00-11:25		Gilliard	10:30-10:55
Borrer	11:05-11:30		Borrer	10:35-11:00
Douglass	11:10-11:35		Douglass	10:40-11:05
Hightower	11:15-11:40		Hightower	10:45-11:10
Workman	11:20-11:45		Workman	10:50-11:15
Bucolo	11:25-11:50		Bucolo	10:55-11:20
Ringler	11:30-11:55		Ringler	11:00-11:25
Richards	11:35-12:00		Richards	11:05-11:30
Mangum	11:40-12:05		Mangum	11:10-11:35
Kendall	11:45-12:10		Kendall	11:15-11:40
Adler	11:50-12:15		Adler	11:20-11:45
Stender	11:55-12:20		Stender	11:25-11:50
Scott	12:00-12:25		Scott	11:30-11:55
Kingdom	12:05-12:30		Kingdom	11:35-12:00
Pearce	12:10-12:35		Pearce	11:40-12:05
Woolard	12:15-12:40		Woolard	11:45-12:10

\*Subject to change- as needed.

## COMMUNICATION

We will communicate important information and events through Blackboard phone calls and Class Dojo messages. In order to continue to receive updates, your contact information must be correct and can be updated in the front office.

It is vitally important for you, as parents, to receive timely information about your child's progress in school. It is the parents/guardians responsibility to monitor their child's grades daily by logging into PowerSchool. Mid-term progress reports will be sent half-way through each 9 week period. A report card will be issued four times during the school year. We want you to feel very welcome to address this issue at any time.

Each semester, we will conduct student-led conferences where parents, teachers and students will meet to discuss student progress up to that point in the school year. Our teachers are more than willing to schedule conferences before or after school hours or have telephone conferences after school hours to discuss your child's progress. All morning conferences must conclude at 7:30. Teachers are free to meet with you after 2:45 on most Mondays or Thursdays. Due to teachers being engaged with students throughout the day, responses may not be immediate. If you are not able to reach your child's teacher, call Mrs. Carter and she will help you schedule a conference.

**Class Dojo:** All teachers have Class Dojo accounts to share pertinent information with families. Teachers will check their messages daily but are not required to respond during instructional time or after 3:00pm. Expect a response during lunch or resource times. If you do not receive a response within 24 hours, feel free to email or call the school to speak with an administrator.

We are very proud of the teaching and learning that we have going on at Long Hill and ask that visitors *do not interrupt instructional time*. When arriving to the classroom between 7:30-2:40, refrain from conferencing with the teacher as students are present and learning at this time.

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 Long Hill 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/assistant principal only after discussing them first with the teacher. Concerns and/or suggestions regarding school processes and policies should be shared with an administrator via phone call or email.

## STUDENT DRESS CODE

Student dress contributes to the school atmosphere. A clean, neat, appropriately dressed student advertises the fact that he/she respects themselves and is ready to learn. Students are earnestly advised to dress with good taste and in doing so contribute to the general pride of the school. Parents will be contacted if the dress code is violated. If a parent cannot be contacted or is unable to provide a change of clothes, the school will provide alternative clothing to the student.

### Guidelines

- Skirts, dresses and shorts **must fall at or below your fingertips** all the way around when standing.
- No clothing with inappropriate messages or that could cause a disruption to the school environment to include but not limited to: depicting intoxicating beverages, controlled substances, tobacco products, weapons, sexuality or suggestive of violence or obscenities. Clothing which causes disruption in-route to or at school is not permitted.
- Bottoms- jeans, pants, or skirts must fit at the waistline.
- Biker shorts or flip-flops are not permitted. Sandals must cover the majority of the foot. We encourage students to wear athletic shoes on the days they have physical education.
- Shirts that expose the stomach, chest, back or ribs are not permitted. Tank tops, racerback and shirts/dresses with spaghetti straps are not permitted.
- Attire will be neat, clean, in good repair (no holes), and not revealing.
- Hats, hoods or handkerchiefs may not be worn in the building and must be kept inside the book bag.
- Leggings are appropriate as stockings, **not** as pants or slacks. Shirts or dresses worn with leggings must fall at or below your fingertips.

## RECOGNITION/GRADING

We believe it is important to recognize students for social and academic achievement. Success Days are held at the end of each semester. Although we strive to acknowledge all students, not every student will receive an award for both Success Days. Students receiving an award will have written notification in their

report card.

### CCS Grading Scale, Regulation Code 3400-R

Grades K-2	4 = Above GL	3 = On GL	2 = Below GL	1 = Well Below GL	/ = Not Assessed
Grades 3-5	A = 90-100	B = 80-90	C = 70-79	D = 60-69	F = 59 and below

## CELEBRATIONS

Each teacher may schedule two class celebrations per school year. These will be held at the winter holiday and at the end of the year. Birthday parties for individual students are not permitted. Treats may be brought to school to share with classmates for special occasions only during the student's lunch period. Per Cumberland County School Board Policy, home-baked goods are not permitted. Flowers, balloons, or other surprises must *not* be sent or brought to school for children since they disturb the learning process and cannot be taken home on the bus.

\*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 classmates.

## FIELD TRIPS

Students are required to have written permission from their parents before going on any school-sponsored trip. Only Long Hill Elementary students are permitted to attend field trips. **If a student loses his/her privileges to ride the bus that also includes any district bus, including sporting or field trips.** If you agree to chaperone, please know that you are not able to bring other children as this will compromise the safety of the small group of students being supervised. All out-of-town field trips will use chartered/contracted buses. All students participating in such field trips must ride these buses. 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.

## TECHNOLOGY/ELECTRONIC/COMMUNICATION DEVICES

Student electronics/cell phones may not be seen or heard during the school day unless directed by the teacher. If it is determined that a child is using electronics/cell phone for recording, texting, talking, games, etc. at any time during the school day, the device will be confiscated and only a parent will be permitted to pick up the phone. Students must not record any student or staff on school premises to include the bus and bus stop. The school is not responsible for student electronics/cell phones that are damaged, lost, stolen, etc. at LHES or at any off-campus activities with LHES. Long Hill 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>.

**The Board of Education Policy Manual; Section 4000 – Students; Policy code: 4318 Use of Wireless Communication Devices:** The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices.

A. **AUTHORIZED USE** Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use. Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices during such programs. No pictures or videos are allowed to be taken on school buses by students. Cell phone use that results in Code of Conduct infractions can result in suspension or expulsion.

B. **CONSEQUENCES FOR UNAUTHORIZED USE** School employees may immediately confiscate any

wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent or guardian. The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Student Code of Conduct the specific range of consequences that may be imposed on a student for violations of this policy. Aggravating factors may be considered when assigning consequences. Aggravating factors may include, but are not limited to, using wireless communication devices (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; and (4) to take and/or send illicit photographs.

C. SEARCH OF WIRELESS COMMUNICATION DEVICES In accordance with policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

D. LIABILITY Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication devices. Legal References: G.S. 115C-36, -391

## TRANSPORTATION

### Car Riders

In order to ensure the safety of all of our students, it is important to explain the Drop-Off and Pick-Up procedures. Please adhere to the following guidelines at all times. Also, please remember that if you live within the Long Hill school district your child may ride the bus.

#### **Morning Drop-Off: All Students- South Parking Lot Only**

- No cars will be allowed in the north parking lot (bus lot) until dismissal.
- Parents must drive through the parking lot and let students out at the designated area. Parents may park and walk their child across the parking lot to the front sidewalk; however, students are not permitted to walk unattended through the parking lot. Parking is only allowed in designated and marked parking places.

After the 8:00 tardy bell, a legal parent/guardian **MUST** park and escort your child in to the building to check them in to school at the front office.

#### **Afternoon Pick-Up:**

##### **2<sup>nd</sup> Graders**

- ❖ South Parking lot – Parents must drive through and pick up their student at the designated area.

##### **3<sup>rd</sup>- 5<sup>th</sup> Graders**

- ❖ Pull into the North Parking lot in a **double** lane of traffic, pick up your student at one of the two pick-up areas and continue driving to exit onto Ramsey Street.
- ❖ Parents who pick up more than one student are requested to have the elder/eldest student(s) meet the younger/youngest student in the designated pick up area for the younger/youngest student being picked up. The designated parking lot would be that of the younger/youngest sibling.

**NO PERSON SHALL PARK OR GET OUT OF THEIR VEHICLE WHILE IN CAR PICK UP LINE.** If you choose to come in to the school building to pick up your child, you must alert the office, park in the south parking lot and enter through the main doors.

## BUS TRANSPORTATION

Safe transportation of our students to and from school is of the utmost importance to all of us. Long Hill Elementary School is served by six buses, which transport students attending our school. Your patience and cooperation will be appreciated during the first few days of school as routes and timetables are established. Please have your child at the assigned bus stop 10-15 minutes prior to the scheduled arrival time.

Students who ride buses are expected to conduct themselves in an orderly manner AT ALL TIMES. *School transportation is a privilege, not a right.* Students shall observe the directives of the driver at all times while

riding the bus. Failure to follow directives may result in suspension from riding the bus as determined by the principal and/or assistant principal. Students are prohibited from bringing anything dangerous or disruptive on the bus to include weapons, glass objects or live animals on the buses.

The following conduct is specifically prohibited:

- Changing seats, standing, sitting improperly, playing, throwing items, and/or fighting.
- Refusing to meet the bus at a designated stop, leaving the bus without authorization when in route to or from school and/or delaying the bus schedule.
- Talking loudly, yelling, screaming, and/or using profanity.
- Inappropriate use of technology, ie. inappropriate sites, recording others, taking pictures, etc.
- Distracting the driver while the bus is in operation.
- Not following the directions of the bus driver and/or refusing to obey the driver.
- Not adhering to the Cumberland County School's Code of Conduct.

#### **Discipline Policy for Bus Infractions are as follows:**

- 1st Offense - Typically, a written warning will be given for minor infractions and sent home to parents. Severe infractions such as physical aggression, fighting, etc. will result in suspension of bus privileges for a first offense.
- 2nd Offense - 1-3 day suspension of bus riding privileges.
- 3rd Offense - 3-5 day suspension of bus riding privileges.
- 4th Offense - 5-10 day suspension of bus riding privileges.
- 5th Offense - Termination of bus riding privileges for the remainder of the school year.

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 of the problem. 2. Notify the teacher 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.

#### **Assigned Buses**

Written permission from the parent/guardian and administrative approval is required in order for a student to ride a bus other than the one he/she is assigned to ride. This can only be approved on a temporary basis. This needs a 24 hour approval period. Because there is a limit on the number of students allowed by law to ride a bus, there may not be room to ride on another bus. If a student is assigned to a bus and is to walk home, written permission from a parent/guardian is required.

**\*\*CCS Bus Rule:** Bus transportation will be based on the student's home address of record. Students will not be permitted to ride a bus to the home of a friend, grandparent, relative, child care provider or daycare on a permanent basis.

#### **CCS Bus Stop Release Procedures**

2<sup>nd</sup> grade students must be met at the bus stop by a parent or responsible adult unless the parent has completed and signed the Permission to Release Bus Form provided to you upon registration. If there is no parent/adult at the bus stop to receive the student, the driver must return the student to school at the conclusion of their route.

#### **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.

Late changes cause confusion and will not be honored. 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 Long Hill campus. If you have any questions or concerns about our buses, please contact the assistant principal at 488-0012.

## **VISITOR POLICY**

Due to safety concerns, all doors at Long Hill 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. After gaining entrance to Long Hill 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 and obtain a visitor's pass. When your visit necessitates a visitor's door pass, you will leave your car keys with the office staff until you return the visitor's door pass to the office and sign out. If you bring snacks, lunch, homework, library books, instrument, 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. 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>.

### **Visitor Use of Social Media**

Due to student and staff privacy, visitors are only permitted to record, take pictures or videos of their child. In consideration of our students' and staff privacy rights, please do not post pictures, videos or comments of other students or staff on the internet or any other way.

## **VOLUNTEER POLICY**

Volunteers are welcome at any time; however, Long Hill Elementary and Cumberland County School policies require ALL volunteers to complete and submit a yearly background check form prior to volunteering. <https://www.ccsvolunteers.com>. After you are cleared and approved, please come and volunteer. Our parent facilitator or PTO member will match your skills to an area of need. We can always use someone to read to or with a child, shelf books, supervise in designated areas, assist with club activities and seasonal activities, assist teachers, or supervise field trips. When you arrive to volunteer, show your ID, sign in at the front office and to let us know you're here and where you'll be working.

Only adults, 18 years old or older, may visit classrooms from 7:30am - 2:40pm. When volunteering or visiting in a classroom, it is not permissible to bring siblings, other children, family members, or friends with you. In order to avoid disruption and side conversations that are distracting to both teacher and students, individual conferences/concerns will not be heard during instructional time.

### **Volunteer Use of Social Media**

Due to student privacy, volunteers are not permitted to record, take pictures or videos of any staff or student.

### **Visitor/Volunteer Parking**

Parking is provided on the south side of the campus beside Greystone Farms. Parent and visitor parking is not permitted on the north parking lot by the buses/cafeteria at any time during the school day.

A YEARLY BACKGROUND CHECK is needed for the following:

- Field Trip Chaperone
- Volunteering in the school
- Classroom Visits  
~ limit visits to 20 minutes

~ must not interrupt teaching and learning

## **ADDITIONAL INFORMATION**

### **Nondiscrimination Statement**

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

### **Grievance Procedures Title IX**

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

### **Section 504 Americans with Disabilities Act**

No otherwise qualified individual with a disability shall, solely by reason of his/her, 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. 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 level. Contact Natasha Scott 678-2433.

### **PARENT RIGHT TO KNOW STATEMENT**

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

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

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