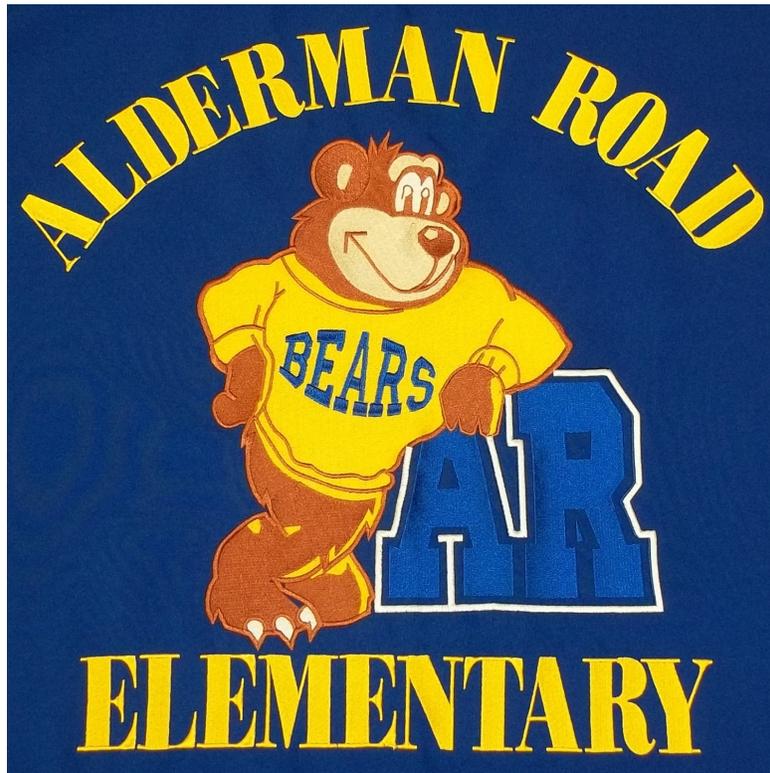


**Alderman Road
Elementary School
2020-2021**

**Student/Parent
Handbook**



COVID-19 DISCLAIMER: All Cumberland County Schools district-level and school-based communications or guidance (e.g., handbooks, websites, social media communications, etc.) are subject to change at any time due to changing COVID-19 conditions and related health or safety guidance. COVID-19 updates are highlighted in yellow.

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2020-2021 School Year Student and Parent Handbook

**Alderman Road Elementary
2860 Alderman Road
Fayetteville, NC 28306
(910) 321-0398**

Principal: Tim Gardner
Assistant Principal: Lamonica Tillery
Office Staff: Sandra Richardson-Bookkeeper, Chassidy Brown-PowerSchool Clerk
Cathy Baxley-Receptionist, Nadine Bryant-Medicine Clerk/Parent Facilitator

WELCOME TO THE 2020-2021 SCHOOL YEAR!

Alderman Road Students and Parents,

We are starting a new adventure in teaching and learning this school year! We ended last year in a much different way than any of us ever expected. I am proud how quickly our students, teachers and yes “parents” were able to transition to an Emergency Remote Learning environment. As we begin this school year, remote learning has become our “new normal.” It looks like we will be using remote learning in some format throughout the year. Hopefully, we will come to a point in which we are all back together in school and remote learning will only be used to supplement all the great things happening in our classrooms. Although this year may look a little different, we will work together to achieve our common goal of ensuring our students are prepared for their next level of their academic development.

Please know that as parents and co-teachers, you are always welcome to visit our school. In order to protect our instructional hours, we ask that schedule an appointment before or after school instructional hours to conference with your child’s teacher. If you would like to visit the classroom where children are learning, you must have an approved CCS Volunteer Registration form on file. Volunteer forms must be updated each school year. We respect and protect the classroom instructional time; therefore, for classroom visits, principal approval is needed 24 hours prior. For safety and security reasons, non-employees may not be on campus between arrival and dismissal time without administrative knowledge and approval. For further clarification regarding visitors to the school, refer to our Visitor Policy in this handbook. If you would like to meet or conference with an administrator, please call the school or stop by the school office to make an appointment. Administrators spend most of their day visiting classrooms, assisting students and teachers so it may be difficult to meet with us by just dropping in. Please understand that drop in visits may not always be available, and appointments are most often necessary.

The information in this handbook has been compiled to serve as a reference for you and your child throughout the school year. It will assist you in understanding the day-to-day operations of Alderman Road Elementary and Cumberland County Schools. Close cooperation between the home and school is essential to promote the best interests of the child. Parents are encouraged to attend scheduled meetings with their child’s teacher. Mutual benefits accrue when there is a meaningful exchange of information between home and school. We welcome your suggestions and solicit your membership in the P. T. A.

Again, I am looking forward to an outstanding school year. Please contact your child’s teacher or the school if you need assistance or information. Updated information will be provided through your child’s daily planners, Parent Link Phone Messaging, teacher newsletters, marquee and on our school’s website at <http://ares.ccs.k12.nc.us>.

Tim Gardner

Principal

SCHOOL ORGANIZATION

We believe in learning for all students, whatever it takes, and we will work diligently at Alderman Road Elementary to ensure that all students are provided a quality education. In order to administratively manage the total number of students in the school, grades K-5 will be divided into smaller units of 15-30 students and assigned to a classroom with a teacher. Due to G.S. 115C-301, which places a legal limitation on classroom size, there is a possibility that students may have to be changed from one class to another during the school year. When these changes and new assignments are absolutely necessary, a great deal of thought and consideration will be given to each new placement. Classroom teachers will be responsible for all subjects with additional instructional opportunities provided by other professionals, such as Lead Teachers, Speech Therapist, Academically Gifted Teacher, EC Resource Teachers, and Counselors. Additionally, each student will participate in weekly instruction in the areas of art, music, media, physical education and STEM lab.

COVID-19: Visitors to our school will not be given access to our building. When you arrive, please call our front office at 910-321-0398. Our office personnel will determine need, and visitors will be given specific direction based on determination.

ARRIVAL ON CAMPUS/DISMISSAL

When we move to Plan A or B and students come back on campus; Due to Covid-19: EC-Self Contained ID Mild, ID moderate, and PreK students will be dropped off and signed in at the front door of their building. **No adults will be admitted into the building at any time. All students will have their temperature checked when entering the building**, if the student's temperature is above 100.4, the student will be isolated and a parent will be called to pick him/her up.

Our campus opens for students at 7:00 a.m. each morning. Supervision is not available for students on campus before 7:00 a.m. or after 2:30 p.m. Students on the bus are the exception. Alderman Road Elementary School and/or the Cumberland County Schools will not be held liable for any harm that may befall a student who arrives at school prior to 7:00 a.m. or is not picked up from school by 2:30 p.m. **To ensure the safety of our students**, we will continue our policy of parents/guardians dropping students off at the front door at the beginning of the school day. **Parents/Guardians will not be allowed to walk students to the classrooms.** Students will eat breakfast in the cafeteria. Students are to report directly to the cafeteria before going to class if they are eating breakfast at school.

At the beginning of the school year, please discuss with your child's teacher how you expect your child to get home. If there is a change in your standard routine, please send a **signed note** to your child's teacher. If the teacher does not receive a signed note, the child will be sent home his/her regular way. **These arrangements must be planned for ahead of time, and students will not be permitted to use the phone to find out how they are supposed to get home from school. Due to the safety of our children, we will not accept phone calls from parents/guardians asking for a change in transportation. Please make these arrangements prior to your child leaving for school each morning.** Cumberland County Schools operate a Prime Time program at Alderman Road Elementary for students who need after-school care. **Prime Time Office: 678-2451**

ATTENDANCE/TARDY

Children are required to attend school 185 days or 1025 hours a year. By law, parents are required to provide within (3) school days a written explanation for each absence. Notes not received within (3) days will cause an absence to be considered as unexcused or unlawful. Notes from parents are to contain: (a) date written, (b) date of absence, (c) reason for absence, (d) home or work phone number, and (e) parent signature. **The only legally excused absences are for the requirement of a child to be in court, religious**

observations and health reasons, such as illness, doctor appointments, and death of immediate family members. Other extreme emergencies and special circumstances may be excusable at the principal's discretion. Phone calls to notify the school of your child's absence are appreciated; however, they do not replace the requirement of a written excuse upon returning to school. All absences require make-up work.

Students are expected to be on time for school daily. Students arriving after the tardy bell rings at 7:30 a.m. will come to the front office for a late pass. **Parents must accompany the student into the office to sign him/her in.** Students are sent to class with an excused tardy slip (Doctor or medical appointments) or an unexcused tardy slip (overslept, running late, or car trouble).

Tardies will be monitored by the school social worker and administration. Late arrival into the class disrupts the classroom procedure and instruction. Encourage your child to **Be on Time, Stay on Target, and Finish on Top. EVERY MINUTE counts!**

Excessive absences/tardies may have a tremendous impact on your child's education. Our school social worker will work with the principal or assistant principal on individual cases.

BELL SCHEDULE

7:00 a.m.-7:20 a.m. Breakfast; we ask that all students eating breakfast arrive no later than 7:20, this will allow the student time to eat and be ready for the start of the school day at 7:30.

7:25 a.m. Warning Bell

7:30 a.m. Tardy Bell

2:10 p.m. Dismissal (Bus Students, Daycare, Parent Pickup)

STUDENT ABSENCES

Regular attendance, as well as being on time daily, is essential to success in school. When tardy or absent, a student misses important instruction and learning opportunities; thus, your child should be in school at every opportunity. We understand that illnesses do occur; however, if your child is absent for more than one day, please call the school. This will keep us informed for accounting purposes. After three days of absences, a well-check contact will be made with a parent/guardian. Three days of lawful absences are permitted when a student must be absent for attendance at a funeral for immediate family members. More than three days must be coordinated with the ARES administration and the Social Worker. Students who are too ill to participate in the regular school program should be kept at home. If there is an unusual problem, please notify the child's classroom teacher by calling the school. When a child contracts a communicable disease, such as mumps, measles, chicken pox, or scarlet fever, the child's teacher should be notified by a telephone call to the school at 910-321-0398. **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 lawful days of absence, a letter will be sent requesting that all future absences be covered by a doctor's note or the absences may be coded unlawful. School work may not be made up and turned in for credit without a lawful absence. Parent and doctor notes will not be accepted when turned in after three days following an absence.

Please reference: The Board of Education Policy Manual; Section 4000 – Students; Regulation Code; 4400-R1, Unexcused Tardiness / Early Check-Outs for any questions pertaining to these policies.

BUS STUDENTS

Students are assigned to school buses by the transportation department according to the North Carolina General Statutes #115C-244. Students who live one and one-half mile or farther from the school are eligible for free transportation. A copy of the rules for bus students is given to each bus rider and is in the

Cumberland County Schools Student Code of Conduct. Our bus transportation serves as our initial opportunity to provide safety to your child. This is a privilege that can be revoked for disciplinary measures. Please review the bus rules with your child, as they will be closely monitored.

The buses will load and unload at the back entrance of the school. Students who usually ride a school bus must bring a signed note from their parents to their teacher if they are to go home by some other means. **Students can only board and get off at their assigned bus stop.** Students must ride the bus they are assigned to and must board from and get off at their assigned stop. If a student misses the bus, the parents must bring him/her to school. They will not be allowed to board the bus at any other stop.

DAYCARE PROVIDERS

In addition to Prime Time, and the Recreation Center, several daycare centers serve Alderman Road Elementary School. If you are using one of the daycare centers for your child, please notify your child's teacher of these arrangements. We try hard to have a successful working relationship with our daycare providers as they provide a necessary service. According to Board Policy 3300, students are assigned a school schedule and schedule must be followed unless excused by the principal. If the daycare provider cannot provide transportation at the release time of students, our expectation is they provide adult supervision for the students. This will ensure the safety of your children at all times.

Please notify your particular daycare provider if your child will be checked out early or if your child is absent from school. It is critical for us to work together in an effective manner.

VISITOR POLICY & PARKING

To ensure the safety of our students and staff, all doors at Alderman Road will remain locked at all times. Visitors to the school must come in through the front doors of our school. To gain entrance, press the button just to the right of the door. You will be asked to state your name and the reason for your visit before the office staff will buzz you in. When you hear the click, open the door on the right and proceed into the school office. **COVID-19: Visitors to our school will not be given access to our building. When you arrive, please call our front office at 910-321-0398. Our office personnel will determine need, and visitors will be given specific direction based on determination.** After gaining entrance to Alderman Elementary School, at any time for any reason, you must report to the front office where you will need to present your photo ID to the office staff on duty. Everyone must present an ID. This includes people who come regularly. After your ID is verified, you will sign in on our Ident-A-Kid security system computer to obtain a visitor's photo ID pass. Parents and guardians will not be permitted to take items to classrooms during the regular school day. When bringing snacks, lunch, homework, library books, etc. for your child or your child's classroom, you may bring them to the office, and we will call the teacher to inform them that items are in the office to be picked up. Oftentimes, our front office staff will immediately take items directly to the children in their classrooms. **COVID 19: Items left at home will not be admitted into the building unless there is an emergency. Snacks, library books, lunches, etc will be provided by the school if a student forgot them at home.** Parking in front of the school is reserved for parents who have a meeting that requires their attendance (IEP meetings, discipline hearing, etc.).

DISCIPLINE

The teachers and administration at Alderman Road Elementary believe that an atmosphere of safety and order is essential if learning is to take place. All students at our school are expected to contribute to such an atmosphere through appropriate behavior. Students causing school disruptions will be subject to disciplinary action as outlined in the Cumberland County School Student Code of Conduct.

In order to provide a safe and orderly environment conducive to learning, we agree to the following:

1. Conduct ourselves in a manner that will allow our teachers to teach and our fellow students to learn.
2. Respect school property and property of others.
3. Show respect to others and ourselves in the way we speak and act.

4. Move throughout our school in a safe and orderly manner.
5. Follow directions and complete assigned tasks.

The Cumberland County Schools Student Code of Conduct helps to govern student behavior throughout the county. Each student will receive a copy and orientation on the code at the beginning of the year or upon enrollment. Students are expected to treat others with respect, behave in a responsible manner, and demonstrate high standards of integrity. Our Positive Behavior Intervention Support System Matrix of Expectations will be provided to students and parents. This further outlines our consistent, school-wide approach to monitoring students throughout the school.

DRESS CODE

Alderman Road Elementary School seeks to maintain an orderly environment for education. To accomplish this, we have set a standard of student dress that is conducive to a proper educational climate. Clothing worn by students shall be neat, clean, and in good repair for the general personal health and safety of the student. Immodest clothing of such type that distracts from the learning process shall not be worn. Some of the items we do not allow students to wear or display on campus are:

1. Hats, caps, or bandannas
2. Lengthy belts that hang down
3. Chains hanging out of pockets or from clothing
4. Any item that advertises drugs/alcohol/tobacco
5. Any item with gang/drug symbols or implications thereof
6. Any item that contains suggestive messages
7. Shorts, skirts, skorts, and dresses that do not reach the end of the student's fingertips when the arms and hands are held by his/her side. Shorts, skirts, skorts and dresses must fall below the student's fingertips when the arms are extended down the side of the leg.
8. See-through items
9. Revealing clothing
10. Bare midriffs
11. Baggy pants without a belt
12. Halter tops/dresses, tank tops/dresses, and muscle shirts (straps must be 3 student fingers in width)
13. Strapless dresses or tops, or shirts and dresses with spaghetti straps.
14. Shoes must be closed toe and heel. All of our students participate in daily recess or P.E. We recommend sneakers. This is a safety measure for our students.

All pants must be worn snug at the waist. Shirts cannot be so long as to cover shorts or skirts. Tennis shoes or sneakers that fasten or tie are necessary for safety during physical education or recess. Girls should wear shorts or slacks on days they have physical education. Students who come to school dressed inappropriately will be expected to change. Parents will be contacted to bring appropriate clothing. Students will not be permitted to attend classes in inappropriate clothing.

EARLY DISMISSAL

In order to leave school during the school day, **students must be checked out through the front office before 1:40 p.m.** Since dismissal begins at 2:10 p.m., teachers need the time between 1:40 and 2:10 p.m. to bring closure to the daily activities, get students' belongings together, and get the students together for dismissal. **Therefore, we will not interrupt class to sign students out for early dismissal after 1:40 p.m. unless there is an emergency.**

The parents or guardian will check out students through the main office who need to leave the campus during the school day for a dental, doctor, or other appointments. Parents must come by the office to sign students out of school. Teachers are not to release students without authorization from the main office. For your child's protection, a photo I.D. will be required to sign a student out of school. Students must be checked out by a parent, guardian, or a person who is authorized by the parent to do so. For your child's

safety and protection, we cannot make exceptions to this. You will have the opportunity to add or delete individuals throughout the school year by written request. **Please keep your child's emergency contact/checkout card updated.**

ELECTRONIC COMMUNICATION DEVICES AT SCHOOL

Please review BOE Policy [4318](#)

We understand that electronic communication devices (Cell Phones) are a part of students' and parents' lives in this day and time. Students are allowed to have these devices on school campuses but the devices will not be used, heard or seen while on campus, on the school bus or during any school related activity. If an electronic device is being used, is heard or seen on campus, the bus or during any school related activity, the student will receive a warning and the parent will be called for the first incident. Second and subsequent incidents; the student may be charged with "Disruptive Behavior" as outlined in the Cumberland County Student Code of Conduct. Alderman Road Elementary School and/or the Cumberland County Schools will not be held liable for lost, damaged or stolen devices.

HOMEWORK and NIGHTLY READING

Homework is assigned to the student as a reinforcement of newly introduced concepts or as an enrichment activity. Homework assignments are separate assignments that enhance the conceptual formation of skills for students. Students in all grades will need continual support from their parents in ensuring that homework is completed to promote success. Appropriate amounts and time spent on homework should be approximately grade level times 10 minutes excluding reading. Kindergarten students should not exceed 10 minutes excluding reading. Outside research and projects may take additional time. In order to improve reading, kindergartners through second graders should read or be read to at least 20 minutes each night and third through fifth graders should be reading 30 minutes each night Monday through Thursday. **Research shows that Reading is the foundational skill that all children must have to be successful learners.** You will hear us talk about the importance of reading throughout this school year; please help us make it a priority for your child.

FIELD TRIPS

Field trips are designed and planned around the specific curriculum for a grade level. The field trips planned by our staff members are for the educational benefit of their students. For this purpose, and also for planning purposes, siblings and other extended members of the family are not allowed to participate on field trips. Please be considerate to all of our students and staff members in regards to our field trip expectations. Alternative classroom settings and assignments will be made for all who choose not to participate on a scheduled field trip. Deadlines will be set by the grade level for forms and money to participate. Please adhere to the required dates and notify the teacher if you have an unusual circumstance. Due to the tremendous increase in transportation costs, field trips will be kept to the minimum level possible but we will also consider the educational value of each trip.

INJURY OR ILLNESS AT SCHOOL

If a student is injured or becomes ill at school, he/she is to report to his/her teacher who will contact the parent in most cases. All students who are injured or become ill must check out through the front office before leaving school. We do not have a nurse available for referrals or emergency situations. The school is only permitted to clean wounds with soap and water and apply bandages. **Please keep your child's emergency contact card updated with any changes in phone numbers, in the case of an emergency, we need to be able to contact someone quickly.**

INSURANCE

An insurance program is available at a nominal fee for all students. There are two plans available for at-school coverage or 24-hour coverage. A notice will be sent home from the insurance company explaining the coverage and cost at the beginning of the year. Student coverage is the responsibility of the parent. Parents are encouraged to have some type of coverage for their children.

LUNCH AND BREAKFAST

Our breakfast and lunch program will begin on the first day of school. Our school participates in the USDA Community Eligibility Provision (CEP) program. This program allows your child to receive breakfast and lunch meals at no charge. Participation in CEP eliminates the Free and Reduced Lunch application process for our school and allows your child to receive meal benefits starting the first day of the school year. All children eat at no charge! While we encourage family members, parents, and grandparents to eat lunch with our students, we do ask that you make considerations to what you are bringing the child to eat. Please encourage your child to take advantage of the Child Nutrition Program. A hot lunch and breakfast, meeting all federal nutritional requirements, is served each day.

Some students may choose to bring their own lunches. No glass bottles are allowed. Teachers are not able to heat food for students. It will be the responsibility of the student to store his/her lunch in a container to keep it hot or cold. Our lunch periods are 25 minutes.

COVID-19: Children will eat lunch in their classroom.

BIRTHDAY CELEBRATIONS

All birthday celebrations must be pre-arranged with the teacher. **Second, Third, Fourth and Fifth Grade** Celebrations will take place in the cafeteria during the student's lunch period. **Kindergarten and First grade** Celebrations will take place in the cafeteria during the student's lunch period or during the last 30 minutes of the school day in the classroom. Celebrations will be limited to a prepackaged cake or cupcakes purchased from a store and juice. **Flowers, balloons or other items** of this nature are **not allowed**. Parents are expected to be present during the celebration to assist with serving and cleanup. Our lunch periods are 25 minutes, please plan accordingly.

MAKE-UP WORK

Students are required to make up work missed due to absences. Students will be given five school days to make up work. Parents are encouraged to request assignments in advance if they know that their child will be out for an extended length of time. The assignments will be due on the day the child returns to school. Teachers will not be able to repeat in-class demonstrations, lectures, and instruction. Tests will be made up at the teacher's convenience.

MEDIA CENTER POLICY

Students will be held responsible for lost books and book damages. We encourage students to take care of library books as our book budget is limited and books are extremely expensive. We hope to provide access to our media center for students and parents before school and after school. Thank you for your support of our media center.

MEDICINE

Cumberland County Schools embraces the diverse health needs of our student population and has created this protocol to educate parents with best practices for medication administration. School nurses are present in schools one day each week and respond on call for emergency situations. Parents/guardians must deliver all medications to the medication clerk. The proper documentation and authorization forms must accompany the medication. Medications should be accompanied by a completed authorization form and, if

applicable, prescriber authorization. The parent/guardian will pick-up medication by the last day of school. All medications not picked up will be disposed of within two weeks from the last day of school.

Medicine may not be brought to school by students (including aspirin, cough drops, cough syrup, lotions, medicated lip balm, etc.). Students are not allowed to keep medicine with them, in their lunch box, etc. This is a violation of our CCS Code of Conduct.

PARENT ENGAGEMENT and INVOLVEMENT

It would be very difficult for Alderman Road Elementary to operate without devoted and dedicated volunteers who assist in the classroom and at home. In order to respect the quality of services our volunteers provide, **we ask that siblings or infants do not attend with our volunteers.** All volunteers must submit a "Volunteer Application" through the Cumberland County web page. A new application must be completed every school year. There will be many opportunities for you to be involved in your child's education. We hope to establish a homeroom parent for each of our classrooms, the Parent Teacher Association (PTA) meets quarterly, and several local businesses coordinate their efforts to support us in meaningful ways. Whatever the source, our assistance from volunteers reinforces our goal of achieving success for all of our students.

PARENT/TEACHER CONFERENCES

It is important for students to be aware that teachers and parents communicate at all times. Nothing has a greater impact on student progress than teachers and parents working together. If your schedule does not permit regular conferences in person, let us know.

Parent/teacher conferences will be scheduled during the year. First semester conferences will be scheduled on October 19, 20, 21, 22 & 23, 2020 2:30 p.m. to 5:30 p.m. Second semester conferences will be held on January 11, 12, 13, 14 and 15, 2021 from 2:30 p.m. to 5:30 p.m. You are encouraged to seek additional conferences with your child's teacher at any time during the school year. We must ask you to schedule these conferences before school or after school hours to prevent disrupting the instructional time during the school day.

PERSONAL DATA INFORMATION

Please notify the main office and your child's teacher immediately if you have changed your address, home, work, or emergency phone numbers. Through the use of Parent Link, our automated phone messaging service, we are only able to contact our parents and students with up to date phone numbers. The school records need to be kept up-to-date. In case of emergency, we must have a current phone number through which you may be contacted. A note or phone call will enable us to update our records.

PROGRESS REPORTS AND REPORT CARDS

Report cards will be issued to students each nine weeks according to the following schedule:

1st Nine Weeks

Progress Reports Go Home September 14, 2020
End of First Nine Weeks October 12, 2020
Report Cards Go Home October 20, 2020

2nd Nine Weeks

Progress Reports Go Home November 16, 2020
End of Second Nine Weeks December 18, 2020
Report Cards Go Home January 8, 2021

3rd Nine Weeks

Progress Reports Go Home February 8, 2021
End of Third Nine Weeks March 11, 2021
Report Cards Go Home March 18, 2021

4th Nine Weeks

Progress Reports Go Home April 21, 2021
End of Fourth Nine Weeks May 21, 2021
Report Cards Go Home May 21, 2021

GRADING SCALE

Regulation Code [3400](#)

Grades **K-2**: Letter/Numerical symbols shall be used in the evaluation of achievement as follows:
4 = Above Grade Level; 3 = On Grade Level; 2 = Below Grade Level; 1 = Well Below Grade Level

Grades **3-5**: Letter/Numerical symbols shall be used in the evaluation of achievement as follows:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F Below or equal to 59

AWARDS

Our Academic Growth Committee and administrative team believe it is important to establish and communicate the criteria for the awards that students may receive. Students who have excelled in the areas of academics and behavior may be recognized at an upcoming Awards Ceremony. Our school will recognize the following awards during the course of the school year.

~**“A” Honor Roll**- Students in grades 3-5 must have an “A” in all graded subjects on their report card for a given quarter. A student must have straight A’s in all subject areas for each marking period to be recognized for Yearly A Honor Roll. An “A” is a grade of 90 to 100. Honor Roll recipients must have an “S” for satisfactory on their report card in all resource classes.

~**“A/B” Honor Roll**- Students in grades 3-5 must have an “A” and/or “B” in all graded subjects on their report card for a given quarter. A student must have straight A’s and/or B’s in all subject areas for each marking period to be recognized for Yearly A/B Honor Roll. An “A” is a grade of 90 to 100, and a “B”

ranges from 80 to 89. Honor Roll recipients must have an “S” for satisfactory on their report card in all resource classes.

~**Blue and Gold Award**- Students in grades K-2 must have a III or IV in all graded subjects on their report card for a given quarter. Blue and Gold Award recipients must have an “S” for satisfactory on their report card in all resource classes.

~**Accelerated Reader**- A 2nd - 5th grade students must meet or exceed a reading goal and achieve a minimum of 80% average for a given quarter. Point goals vary. Yearly award will be based on a student meeting the criteria each quarter. Yearly classroom and grade level awards will be given based on the same criteria.

~**Reading Award**- Students in grades K and 1st receive this award. The criteria is established by the appropriate grade level. Yearly award will be based on students meeting the criteria each quarter.

~**B.U.G. (Brought Up Grades) Award**- Students in grades K-2 receive this award when they bring up their report card grades in at least one academic subject, and grades in other subjects must not fall. Students in grades 3-5 receive this award when they bring up their report card letter grades in at least two academic subjects, and letter grades in other academic subjects must not fall. B.U.G. award recipients must have an “S” for satisfactory on their report card in all resource classes. The B.U.G. award is awarded during the second, third, and fourth grading periods.

~**Perfect Attendance**- A student must be present each school day in a given quarter. Yearly attendance will be awarded on the same criteria. **Three unexcused tardies or three unexcused early checkouts count as an absence to meet the criteria for this award.**

~**Terrific Kid**- This award is given to two students by the classroom teacher based upon the monthly character trait demonstrated by the student. Classroom teachers may choose a student more than one time during the course of the school year.

~ **Extra Effort Award**- Students in K-2 will receive this award when they show improvement in academics, behavior, and/or character quarterly.

~ **Sight Word Mastery Award** - Students in K will receive this award when they master the pre-primer and primer sight word lists quarterly.

PROMOTION/RETENTION STANDARDS

Students who meet the required academic standards are promoted to the next grade level at the end of the school year. Students not meeting the academic standards may be retained or administratively placed. Students in grades 3-5 will take an End-of-Grade test near the end of the school year. The test is designed to measure student grade level proficiency growth in reading, math and fifth grade science. Third-grade students receive extra attention in North Carolina because of the state’s Read to Achieve legislative initiative, a part of the Excellent Public Schools Act. Under this state law, third-grade students who are not reading at grade level proficiency by the end of third grade will receive special help, including summer reading camp and other interventions to make sure that they can read well enough to be able to do fourth-grade work.

Any student who does not meet state or district levels of performance in reading or math on statewide assessments will be provided remediation and enrichment opportunities. A Personalized Education Plan will be developed with the parent, teacher and student to assist in meeting the expectations for proficiency.

Insufficient attendance, failing, or unsatisfactory grades, and lack of adequate progress may cause a student to be retained in a grade. Parents are given adequate notification of impending retention through interim progress reports, report cards, and/or conferences with the teacher. It is very important that parents pay attention to such notification and work with the child and the teacher to try to turn the situation around.

SAFETY PATROL

Alderman Road Elementary Safety Patrol consists of fifth grade students. These students are pledged to promote good safety habits in and around the school. All parents, students, and staff members are requested to cooperate with the patrols.

SCHEDULED DELAYS DUE TO WEATHER CONDITIONS

The school day for pupils will begin one or two hours later than the regular school schedule as announced by the superintendent through the news media. Teachers will report at least 15 minutes prior to the students, or as scheduled by the school principal. School will be dismissed at the regular time. Breakfast will not be served on these days. When the normal day is terminated due to inclement weather, employees may also be dismissed early. For this reason, it is imperative that we have an emergency contact card on file for each of our students. The principal is responsible for maintaining enough staff to handle emergencies until each student has been safely delivered to his/her home.

TRAFFIC FLOW

The student drop-off and pick-up area is at the front entrance of the school. A single car line is formed in the morning for drop-off (**do not pass in line**); however, two lines are needed for pick-up at 2:10 p.m. Please remain in your car during the pick-up process, do not park your car and cross the parking lot to pick up a child. During the afternoon pick-up, we insist that parents **do not line up in front of the school until 2:00 p.m. We must keep this area clear in case of an emergency.** Parents picking up their child(ren) in the parent pickup lines will be given a card which lists the student's name and teacher name. This card must be displayed in the front windshield so it can be seen and read by the staff member calling names in the parent pickup lines. If a parent does not have the card, he/she will need to park, come into the office and sign their child(ren) out. Parents are not permitted to use the parking lot as a drop-off or pick-up area. We ask that you use the designated area for this purpose. Staff will be on duty at 7:00 a.m. to assist students from their cars until the tardy bell rings. Parents must come in and sign their student in after the tardy bell rings at 7:30 a.m. Our staff will be on duty in the afternoon to assist in loading the cars.

WITHDRAWAL OF STUDENTS

Parents are requested to send a note to the teacher before a child is to be withdrawn from school. This will allow the teacher sufficient time to complete the records for the student. Request for withdrawal requires a minimum of 24 hour notice to the school. Records will be requested from the new school. On the day of withdrawal, the parent may come by the office to obtain the transfer form.

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 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 its decision within thirty days of receipt of the grievance.

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 educational program or activity.

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.

DECLARACIÓN DEL DERECHO A SABER DE LOS PADRES

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

- Plan de Mejora de la Escuela
 - Calificaciones del maestro(a) de su hijo/a
 - Oportunidades de desarrollo profesional de los maestros y de los asistentes para asegurar personal altamente calificados
 - Oportunidades para la participación y las opiniones del padre
 - Plan de Mejora de las Escuelas del Condado de Cumberland
 - El Plan del Título 1 para la Participación de los Padres y el Plan para la Participación de los Padres en las Escuelas
 - Reporte de Calificación del Condado de Cumberland
 - Reporte de Calificación de la Escuela
- Favor de comunicarse con nuestra escuela y será nuestro placer en proveer con información a su petición.

SECTION 504-AMERICANS WITH DISABILITIES ACT

No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from 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 ADA/Section 504 Coordinator:

Cumberland County Schools
P.O. Box 2357
Fayetteville, NC 28302
Phone: 678-2495

NOTICE TO PARENTS

Family Educational Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under this law, parents of students or students (if they are at least 18 years of age) have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents of the students.

Copies of this policy may be found in the office of the superintendent and in the principal's office of each school within the Cumberland County School system.

Complaints about failures of school personnel to comply with the Family Education Rights and Privacy Act may be made, in writing, to FERPA Office, Federal Building No. 10, Independence Avenue, Washington, D.C. 20202