

Eastover-Central Elementary School of Arts



2016 – 2017
Parent/Student
Handbook



Letter from the Principal

I am honored to serve the students, staff, faculty, parents and community as Principal of Eastover-Central Elementary School of Arts as we, together, continue to strive for unrivaled heights in all areas of student life. Eastover-Central has long had a rich and storied tradition of academic achievement. The ability to accomplish this while simultaneously attaining excellence in the performing arts is what makes our school so unique for students. Our staff and faculty are committed to ensuring that each and every child both reaches and surpasses their academic potential while also being given the gift of a lifelong love of the performing arts. Our students not only excel in the traditional academic areas of education, but are also exposed to and prosper in the areas of drama, music, strings and the visual arts. As Principal, I am committed to ensuring that this dedication to our students not only continues, but also grows and flourishes. Our investment in this last school year led to increases in all areas of our End-of-Grade (EOG) proficiency scores and resulted in our school being ranked 3rd among all 52 Cumberland County Schools elementary schools. I personally welcome all visitors to our school so they, too, can see why Eastover-Central Elementary School of Arts is such a special place. In closing, I look forward to another great and successful year at Eastover-Central as we begin the 2016-2017 school year and invite you to contact me if I may ever be of any assistance.

Sincerely,

Ashley P. Porter
Principal

EASTOVER-CENTRAL ELEMENTARY SCHOOL OF ARTS

**5174 Dunn Road
Eastover, North Carolina 28312**

(910) 483-8997 (Phone)

(910) 483-6177 (Fax)

ADMINISTRATION

Ashley P. Porter, Principal

Susan Hunt, Assistant Principal

INTRODUCTION

The faculty, staff and administration of Eastover-Central Elementary School of Arts are pleased and excited to have each of you as part of our school family. We are proud of our rich academic and arts tradition and commit ourselves to not only maintain this but continually build upon it for the betterment of our students. We know this will be a successful school year for you.

This handbook is to help you understand how our school operates. It reviews school procedures and policies that will help us provide a safe and educationally effective learning environment for our students. We welcome you to visit or call the school if you have any questions or concerns.

SCHOOL MISSION

Eastover-Central Elementary School of Arts' mission is to empower all students to collaborate, compete and succeed in an increasingly interconnected world through the integration of the arts within the curriculum.

SCHOOL VISION

Eastover-Central Elementary School of Arts' vision is our students will achieve their academic, artistic and civic potential.

Colors	Royal Blue and Gold
Mascot	Champion Horse
Website	www.ecnes.ccs.k12.nc.us



EASTOVER-CENTRAL ELEMENTARY SCHOOL OF ARTS

FACULTY & STAFF

FACULTY

Porter, Ashley.....	Principal
Hunt, Susan.....	Assistant Principal
Brigman, Verna.....	Pre-Kindergarten
Cassone, Anthony.....	Physical Education
Cobb, Katherine.....	Theater Arts
Culbreth, Sherrie.....	1 st Grade
Faircloth, Billie.....	2 nd Grade
Goodnough, Jean.....	4 th Grade
Graham, Chelsi.....	3 rd Grade
Hinson, Jan.....	2 nd Grade
Hottel, Laura.....	2 nd Grade
Illescas, Kelly.....	Orchestra
Jenkins, Mel.....	5 th Grade
Kalemba, Chisa.....	Kindergarten
Klauger, Lauren.....	3 rd Grade
Kozak, Samantha.....	2 nd Grade
Martinac, Emily.....	3 rd Grade
McHugh, Nancy.....	Visual Arts
Nesbitt, Lauren.....	Kindergarten
Osornio, Kelly.....	5 th Grade
Plessner, Michelle.....	Instructional Coach
Reiter, Rebecca.....	4 th Grade
Seagroves, Melissa.....	5 th Grade
Stegall, Denise.....	4 th Grade
Tichich, Colleen.....	Music
Warren, Beverly.....	Pre-Kindergarten
Waterman, Kathleen.....	1 st Grade
West, Claire.....	1 st Grade
Zoch, Catelyn.....	Kindergarten

SUPPORT STAFF

Ballance, Rebecca.....	Teacher Assistant
Boone, Karen.....	Social Worker
Bullard, Dorothy.....	Academically Intellectually Gifted (AIG)
Butler, Jennifer.....	Guidance
Elliott, Beth.....	Teacher Assistant
Gallagher, Dawn.....	Exceptional Children
Gibbs, Sherrie.....	Exceptional Children Case Manager
Jernigan, Susan.....	Speech
Montalvo, Vannessa.....	English as Second Language (ESL)
Morgan, Marian.....	Academically Intellectually Gifted (AIG)
Norris, Judy.....	Psychologist
Owen, Marisa.....	Teacher Assistant/Technology Facilitator
Pierson, Kathy.....	Teacher Assistant
Register, Sonya.....	Media Coordinator
Sochovka, Sheila.....	Behavior Coach



Thurman, Sherry.....Teacher Assistant
Tyndall, Stacy.....Speech
West, Sivana.....Teacher Assistant

OFFICE STAFF

Kormanek, Amy.....Medicine Clerk
McLaurin, Kim.....Data Manager/Principal's Administrative Assistant
Singletary, Judi.....Bookkeeper

CUSTODIAL STAFF

Baggett, Charlotte.....Custodian
Britton, Connie.....Custodian
Clark, Ishmael.....Custodian
Fox, Lee.....Head Custodian

CAFETERIA STAFF

Averitte, Jessica.....Cafeteria
Carter, Sheila.....Cafeteria
Kasper, Patti.....Cafeteria Manager
McLamb, Donna.....Cafeteria
Thompson, Donna.....Cafeteria



2016 – 2017
CUMBERLAND COUNTY SCHOOLS
TRADITIONAL 10-MONTH CALENDAR

DATES	DAYS	EXPLANATION	TEACHER PLANNING DAYS	REQUIRED ANNUAL LEAVE DAYS	HOLIDAYS
August 22	Monday	Required Teacher Workday	1		
August 23	Tuesday	Required Teacher Workday/Staff Development*	1		
August 24 – 26	Wednesday – Friday	Teacher Workday	3		
August 29	Monday	First Day for Students			
September 5	Monday	Pupil/Teacher Holiday			1
October 31	Monday	End of Report Period			
November 8	Tuesday	Pupil Holiday/Required Teacher Workday/Staff Development*	1		
November 11	Friday	Pupil/Teacher Holiday			1
November 23	Wednesday	Pupil Holiday/ Teacher Workday	1		
November 24 – 25	Thursday, Friday	Pupil/Teacher Holiday			2
December 20	Tuesday	Pupil Early Release			
December 21 – January 2	Wednesday – Monday	Winter Holidays (Pupil/Teacher) Required Annual Leave		6	3
January 16	Monday	Pupil/Teacher Holiday			1
January 27	Friday	End of Reporting Period/Semester			
January 30	Monday	Pupil Holiday/Required Teacher Workday	1		
February 20	Monday	Pupil Holiday/Teacher Workday	1		
March 31	Friday	End of Reporting Period			
April 14	Friday	Pupil Holiday/Teacher Workday	1		
April 17	Monday	Pupil/Teacher Holiday			1
April 18 – 21	Tuesday – Friday	Pupil Holidays/Teacher Required Annual Leave		4	
May 29	Monday	Pupil/Teacher Holiday			1
June 9	Friday	Last Day for Students/Pupil Early Release/End of Reporting Period/Semester			
June 12	Monday	Required Teacher Workday	1		
June 13 – 16	Tuesday – Friday	Teacher Workday	4		
Totals			15	10	10



Letter from the Eastover-Central Elementary School of Arts PTA

Welcome Champion Families!

We would like to welcome back returning students and parents! We also would like to send out a heartfelt welcome to our new Eastover-Central families; welcome to EOC! To all of you, we look forward to making 2016-2017 a fun and productive year.

The PTA hosts a variety of events such as Fall Festival, Spirit Events, Lego Days, Winter and Spring Dances, Raffles and a Pageant. Through fundraising, Spirit Nights, and Box Tops collections we raise money to help the needs of our students at Eastover-Central, including funds for tutoring. The PTA also funds student educational programs Headsprout and MobyMax, Scholastic News, student planners, and specialty needs for our students and teachers. In past years, through your help, the PTA purchased items for student use to include basketball goals, new playground equipment for the school, a picnic shelter, new stage curtains and sound system for the gymnasium, and landscaping for the school entrances. To show our appreciation for our wonderful EOC teachers, we host monthly Teacher Breakfasts and also sponsor a day during Teacher Appreciation Week each school year in May.

We know we will have a great year because of the dedicated and amazing volunteers we have in our PTA. In an effort to keep everyone informed of our upcoming events, the PTA will send home a monthly newsletter, use ParentLink phone messages, our Facebook page (Eastover-Central PTA) as well as the school website (<http://ecnes.ccs.k12.nc.us>). We will also have membership meetings that we hope you will attend; come join the fun while also helping our students!

The purpose of the PTA is to first and foremost support our students. In addition, it supports the faculty, staff, parents and local community. "Every Child-One Voice" is the National PTA motto, and the PTA is one of the strongest voices in the educational process that directly supports our children and school. We know that this year will be no different. Your PTA will remain focused on preparing an enhanced educational environment for all of our students at Eastover-Central.

An effective and successful PTA requires support and involvement of the parents of our students; it is absolutely vital. Your first opportunity to show this support is to become a member of the Eastover-Central PTA. Joining is so easy, yet is such a key component of a successful PTA, because we know that our members are so very valuable. We ask that you please look for the PTA informational packets that will be coming home with your student at the beginning of the school year and join us as we make 2016-2017 the best school year ever at Eastover -Central!

Thank you for all you do!
Your 2016-2017 PTA Board

**Be your kid's biggest fan.
Be PTA.**

PTA Officers (2016-2017)

President

Patti Dotson pdotsonpta@gmail.com

Co-Vice President

Pam Hayes sweetpeapam21725@aol.com

Co-Vice President

Amy Kormanek kormanek@yahoo.com

Secretary

Maria Hale mhalepta@gmail.com

Treasurer

Tammy Janes tjanespta@gmail.com

Membership Coordinator

Tiffany Edge tcedge33@gmail.com

Parent Volunteer Coordinator

Amanda Smith amandasmith@attorneystitle.com

Sergeant at Arms

Amy Hutchinson amyhutchinson@ccs.k12.nc.us.com

Teacher Representative

Chelsi Graham chelsitaylor@ccs.k12.nc.us



RESIDENCE REQUIREMENTS FOR SCHOOL ASSIGNMENT

The residence of any student, and what will be used for determination of the student's assigned school, shall be deemed the same as that of his or her parent(s) or legal guardian(s)*. If the student's parents are not legally separated but they reside in different places, the residence of the student is generally considered to be the residence formerly used by both parents. Should primary custody be granted to one parent by court order, the residence of that parent shall be used to determine the student's assigned school. If the parents of the student are legally separated and the court has not determined custody, the student shall have the option of establishing residence for use in eligibility for school assignment with either parent. However, as the above situations attest, under no circumstances can a family have two residences which would determine eligibility for school assignment purposes.

* For the purposes of this handbook, the term "parent" will also include "legal guardian" herein.

SCHOOL ATTENDANCE POLICY

It is the policy of the Cumberland County Schools Board of Education that all students attend school daily and be present for all classes.

In order to be considered present, a student must be in attendance in their assigned classes at school for the instructional day or a place other than the school with the approval of the Principal or other appropriate school official for the purpose of attending a school activity that has been officially authorized under the policies of the Board of Education. Such activities may include field trips, athletic contests, student conventions, musical festivals or any similar approved activity.

The Board of Education authorizes school Principals to record as present those students attending school-related activities as prescribed above, providing the student's attendance at the school-related activity has the prior approval of the Principal or other appropriate school official.

Regular attendance is essential to overall success in school. A student not only misses their work on the day of absence, but also is not adequately prepared for the following day because of instruction missed. If a student must be tardy or absent, the student's teacher will document these as is applicable for all enrolled students.

TARDIES/CHECKOUTS

The instructional day at Eastover-Central Elementary School of Arts begins at 8:00 a.m. each day. We ask that parents stress the importance of being prompt and ready to begin their day to your students so as to not miss valuable instructional time. Any students arriving after 8:00 a.m. must report to the front office accompanied by their parent to obtain a tardy slip which the student will give to their teacher upon entrance into the classroom.

It is important to note that for each nine-week reporting period, students with perfect attendance will be recognized. A student's tardiness or their leaving school early could potentially affect this honor as any students whom accrue three (3) or more tardies **or** three (3) or more checkouts during a reporting period will not be eligible to be recognized for perfect attendance during that reporting period.



Excessive tardiness will be reported to the counselor, social worker and Principal. After a student accrues five (5) unexcused tardies, a letter will be sent to the student's parents or legal guardians. After ten (10) unexcused tardies have accumulated, an administrative conference will be scheduled with the parents.

ABSENCES

As tardiness is detrimental to a student's academic success, absences from school also greatly affect a student's education negatively. Please encourage your student to be present at school for each and every instructional day. If it is absolutely necessary that a student must be absent, a signed written note explaining the absence is required upon their return to school. Should a student have an illness that will prevent them from attending school for a prolonged time, it is requested that the parent notify the student's teacher by calling the school in addition to providing the required note. Please ensure that all notes contain the following information:

- Date of note
- Exact date(s) of absence(s)
- Specific reason for the absence
- Doctor's office (or other applicable agency) documentation (if used)
- Signature of parent

If the required note is not given within three (3) days, the student's absences will be coded as an unlawful absence and may include involvement by the counselor and/or social worker. It should also be noted that when a student has an unlawful absence that teachers are not required to allow them to complete work missed during this absence.

For a student to be considered present for the instructional day, they must be in attendance for one-half ($\frac{1}{2}$)(3 hours and 15 minutes) of the day.

EARLY DEPARTURE FROM SCHOOL

Should your student need to be released from school prior to the end of the instructional day at 2:30 p.m., the parent should inform their student's teacher via a note that includes the time they intend to check them out of school. Please note that students will not be pulled from class until you arrive at the front office to pick them up; this is done to protect your student's instruction. It is school policy that no parents be allowed to check their students out after 2:00 p.m. each day. Any student whom accrues three (3) or more checkouts during a reporting period will not be eligible to be recognized for perfect attendance during that reporting period.

VALID EDUCATIONAL OPPORTUNITIES

The Cumberland County Schools Board of Education has adopted a student attendance policy which permits prior-approved temporary absence of a student for a valid educational opportunity be excused. The policy will have the student still marked absent; however, if approved through the Principal's office, that absence may be coded as excused. Please note that, while excused, this absence will prevent your student from receiving perfect attendance. Due to this and the student missing valuable instruction from their teacher, parents are strongly encouraged to plan family vacations during school breaks (summer, holidays, teacher workdays, et cetera).



The Principal shall require that the following parameters be satisfied before a student's absence(s) be considered a valid educational opportunity:

- Parents shall seek approval at least seven (7) days prior to the absence from the Principal or their designee to have an absence be considered for a valid educational opportunity.
- Parents shall provide the Principal or their designee with written educational objectives pertaining to the proposed educational opportunity.
- If approved by the Principal or their designee, the parent will be given written approval to have their student be absent and it be considered a valid educational opportunity.
- The student shall provide their teacher a written report covering the approved objectives of the valid educational opportunity within five (5) school days upon the student's return to school.

DROP-OFF & PICK-UP PROCEDURES

To ensure the safety of all Eastover-Central Elementary School of Arts students, specific student drop-off and pick-up procedures have been established. It is expected that all persons closely adhere to these procedures as detailed below:

Morning Drop-Off : No students may be dropped off prior to 7:30 a.m. As no students are to be dropped-off in the bus parking lot, students are to be dropped-off in one of two places beginning at 7:30 a.m.:

- 1) Those students who are having breakfast at school must be dropped-off at the **cafeteria** entrance. To do so, parents should patiently wait until they are in the yellow passenger zone; your car must be in the yellow area to drop-off your student or for you to exit the vehicle. Any students exiting the vehicle on the driver's side of the car must walk in front of the vehicle and to the sidewalk area. Any parents who wish to park and walk their student to the cafeteria entrance may park in the Eastover-Central Recreational Center parking area and do so. Please note that an adult must escort students across the crosswalk from the Eastover-Central Recreation Center to the cafeteria entrance. All students entering the building using the cafeteria entrance will proceed directly to the cafeteria to have breakfast. Students not having breakfast or attending morning tutoring will not be allowed to have access to the cafeteria entrance prior to 7:45 a.m. and should be dropped off using the option described in 2). In order for a student to be served breakfast, they must be present in the cafeteria prior to the 7:45 a.m. bell as no students will be served after this time.
- 2) Those students not having breakfast at school or attending tutoring must be dropped-off at the front of the **gymnasium** double doors which face the road. These students will go directly into the gymnasium where they will be supervised. Please note that the gymnasium entrance will only be used from 7:30 a.m. to 7:45 a.m.; beginning at 7:45 a.m. all students must be dropped off at the cafeteria entrance using the procedures described in 1).
- 3) The main entrance opens for students beginning at 8:00 a.m. No students will be granted access to the building via the main entrance prior to this time.

No students will be granted access to any of the building's entrances should they arrive after 8:00 a.m. After this time, they must be escorted to the front office by their parents to obtain a tardy slip.

Afternoon Pick-Up: All students being picked-up by car will be escorted by their teacher to the yellow passenger zone at the cafeteria entrance. Students may be picked-up in this area beginning at 2:30 p.m. Your car must be in the yellow area to pick-up your child; school personnel will be present to assist you within this zone each afternoon. Should you need to pick-up your student prior to 2:30 p.m., you must go to the front office and sign-out your student; keep in mind that school policy prevents students from checking out after 2:00 p.m. each day. As with the morning drop-off procedures, no students are to be picked-up in the bus parking lot. Should a parent wish to make a change in their student's mode of transportation, this must be done via parent note to the classroom teacher. In an effort to protect each student's safety, no transportation changes will be accepted by phone.



VISITORS/VOLUNTEERS

It is policy of the Cumberland County Schools system that all visitors report immediately to the front office upon their arrival on campus to obtain a visitor's pass. Teacher substitutes and approved volunteers must also proceed to the front office to obtain a visitor's pass. All visitors should access the front office through the main entrance of the school where they will be buzzed into the building. We also require, as a safety measure, that all visitors and volunteers submit their car keys to the front office during their time on campus. We warmly welcome visitors to our school and allow visits by parents to their student's classroom. Please bear in mind, however, that parents are unable to conference with your student's teacher during this visit as it is disruptive to the instructional process.

Persons wishing to serve as volunteers at Eastover-Central Elementary School of Arts must first complete a background check form, as is policy of the Cumberland County Schools system. The form, which can be found on the Cumberland County Schools website, must be completed, submitted online and approved before one can serve as a volunteer in any school within the Cumberland County Schools system. When volunteering, it is school policy that the person not bring other siblings or children to school as this would be disruptive to the instructional process.

PROGRAM OFFERINGS

Accelerated Reader (AR) Program

In the Accelerated Reader (AR) program, students are encouraged to develop a love of reading. Students have the ability to check-out books from the library that interest them and are at their reading level. Once they have completed the book, they then take a computerized comprehension quiz, usually in their classroom. Each of these quizzes has a point value and students are expected, as well as encouraged, to earn a certain number of points during each nine-week reporting period.

Advanced Drama

Advanced Drama is open to all 4th and 5th grade students. Interested students must audition at the beginning of the school year to prepare for a culminating production that will be performed in the spring. Members of this program are exposed to all aspects of preparing a production for public consumption. These students will meet after the school day and parents are required to pick-up their child on those days that Advanced Drama holds a meeting.

Anti-Bully Club

The Anti-Bully Club is an opportunity for 3rd, 4th and 5th grade students to promote a school free from bullying. All members of the club meet after school once each month to have discussions about ways to reduce bullying while also participating in fun and engaging activities. Parents are required to pick-up their child after the monthly meeting of the Anti-Bully Club.

Battle of the Books

4th and 5th grade students are eligible to participate in the Eastover-Central Elementary School of Arts' Battle of the Books team. These members are required to read twenty (20) books and meet after the instructional day for several months to prepare for a competition sponsored by Cumberland County Schools that tests members' knowledge of these books. The members of the team will be selected for the few slots available by a selection process overseen by the school's Media Coordinator.



Beta Club

4th and 5th grade students meeting specified academic requirements are extended an invitation for membership in the National Junior Beta Club. Students must have a final numerical average of 90.0 or above in all academic classes for the previous school year and be on the first reporting period Principal's List of the current school year to be eligible for membership. Members meet monthly, learn about student leadership and also participate in service projects in an effort to better serve others.

Celebrations

Each classroom teacher may schedule two class celebrations during the school year. Per Cumberland County Schools' policy, home-baked goods are not permitted and flowers, balloons or other surprises should not be sent or brought to school for students. This is due to them disturbing the learning process and cannot be safely taken home on the bus. Please keep in mind that party invitations for class celebrations will not be permitted unless an invitation will be issued to all members of a class.

Champion Beat

This enjoyable activity is offered to all 4th and 5th graders and requires no audition. The Champion Beat meets once after-school each week for an hour to prepare for several performances they will give throughout the school year. This program is an excellent opportunity for children to gain confidence while also having fun with music and simple choreography. Parents are required to pick-up their child for those after-school meetings of the Champion Beat.

Creative Champions

Art Club accepts 4th and 5th grade students and exposes them to many different forms of arts and crafts. These include, but are not limited to, origami, jewelry-making, beadwork, crocheting and other yarn crafts, fashion design, ceramics and duct tape crafts. Student members will be encouraged to express their own creativity within the parameters of structured assignments. All Art Club applicants will be judged based on a set of guidelines such as creativity and craftsmanship. Please note that all selected students chosen to participate in Art Club must demonstrate good behavior in all of their classes in order to retain their membership in the club.

Cultural Arts Performances

There will be several opportunities to watch Eastover-Central Elementary School of Arts' students perform in cultural arts performances throughout the school year. These performances usually occur during the instructional day and again in the evening for those whom may not be able to attend the initial performance. Information about specific performances will be sent home with students and also will be made available on the school calendar. Occasionally, students may be asked to purchase a t-shirt or other props for a minimal fee to be used in these performances.

Field Trips

Throughout the year, students may be given the opportunity to take advantage of educational field trips held off of the school campus. When such an opportunity is scheduled, parents are requested to return permission slips, which is required for each and every field trip, as well as money to cover the cost of the opportunity as soon as is possible. Still, if your family has financial difficulty with a certain field trip, please contact your student's teacher so that arrangements can be made for them to attend. Parents are able to attend certain field trips, but must assume all financial costs of their portion of the trip as well as provide their own round-trip transportation. Should a student's parent attend a field trip, the student must still ride the bus with their class both to and from the field trip.

Patriot Kids Club

The Patriot Kids Club supports and encourages the academic success of students whom are military affiliated. The student members of this club will meet once monthly by grade level. Through this club, Eastover-Central Elementary School of Arts provides military students and their families with tools necessary for:



- an easy transition into a new school environment.
- familiarity with their new community.
- networking with other Eastover-Central Elementary School of Arts military students and families.
- support during military deployments.

Science Olympiad

3rd, 4th and 5th grade students with an interest in Science can apply for slots on Eastover-Central's Science Olympiad team. Members of the team participate in a rigorous academic interscholastic competition that consists of a series of hands-on, interactive, challenging and inquiry-based events balanced between the disciplines of Biology, Earth Science, Environmental Science, Chemistry, Physics, Engineering and Technology.

Strings

The Strings Program is for all students enrolled at Eastover-Central Elementary School of Arts to develop a love of the performing arts. The Strings Program is required for all Pre-Kindergarten through 2nd grade students and is optional for students in grades 3rd through 5th. Students in the Strings Program prepare one to three performances during the school year depending upon their grade level. Violins are provided to Pre-Kindergarten through 2nd grade students, at no cost, for in-school instruction. Beginning in the 3rd grade, students may continue in the Strings Program; however, parents must provide a violin for their student. This can be done by either purchasing an instrument or renting from a music store. All instruction within the Strings Program is free of charge.

RECOGNITION OF STUDENT ACHIEVEMENT

Eastover-Central Elementary School of Arts administration, staff and faculty believe it is vital to recognize students for their achievements. At the end of each nine-week reporting period, an awards program for students and their families will be held during the school day. At these ceremonies, students are presented awards for all types of school achievement to include the following:

Principal's List (A-Honor Roll)

In addition to earning an at grade-level A on their report card in all academic areas, students whom receive this honor must not receive an unsatisfactory (U) mark in any conduct and social skill in any class, to include all cultural arts classes.

A/B Honor Roll

To be a member of the A/B Honor Roll, a student must have a combination of only at grade-level As and Bs on their report card. Also, they must not receive an unsatisfactory (U) mark in any conduct and social skill in any class, to include all cultural arts classes.

BUG (Bringing Up Grades) Award

Sponsored by the Fayetteville Kiwanis Club, the purpose of the BUG program is to recognize the work and dedication on the behalf of students needed to reach the Principal's Roll and the A/B Honor Roll. This is a way to recognize students whom aspire to these academic endeavors. To be eligible for the award, a student must not drop in any subject as well as meet the following requirements:

2nd nine-week reporting period: Bring up two (2) subjects, one (1) letter grade each, while not dropping a letter grade in any subject.

3rd nine-week reporting period: maintain all previous grades while bringing up one (1) additional subject one (1) letter grade.

4th nine-week reporting period: maintain all previous grades while bringing up one (1) additional subject one (1) letter grade.



Champion Achiever

The Champion Achiever award is presented to students in 3rd through 5th grades whom have shown determination to achieve a goal or have worked exceptionally hard to improve within a particular area.

Terrific Kid

The Fayetteville Kiwanis Club sponsors the Terrific Kid program to reinforce positive character traits while encouraging students to always strive to achieve their personal best. All students have the opportunity to receive the Terrific Kid award but it will not be given to the same student twice during one (1) school year. Each classroom teacher selects one (1) student per month to receive that class' Terrific Kid award.

CRITERIA FOR DETERMINING STUDENT GRADES

Performance

- Class participation and performance
- Homework
- Special assignments (oral and written)
- Projects (oral and written)

Tests

- Pre- and post-tests
- Teacher-constructed tests
- Mastery tests

Teachers will share specific class criteria with student's parents throughout the school year as needed to ensure they remain fully informed.

HOMEWORK

Homework is an integral part of a student's educational program and has a direct impact on their academic achievement. Teachers carefully plan and assign homework to reinforce skills previously taught, prepare students for future concepts and to enhance and build necessary study skills. Because all students have different learning styles and ability levels, the length of time needed to complete the given assignments varies amongst all students.

In 3rd through 5th grades, homework agendas will be used to communicate with parents and encourage organization and individual responsibility of students. At the discretion of the teacher, some homework assignments may be graded and used in the determination of a student's grade. Should the teacher employ this method, graded homework will count as no more than 10% of a student's final grade in 3rd through 5th grade. All teachers will discuss their individual homework policy at Open House and/or send information home through the student.



Cumberland County Schools Homework Policy

Policy Code: 3135

The board recognizes the importance of homework in supplementing classroom instruction and furthering the goals of the educational program. Homework reinforces learning and fosters independence, responsibility and self-direction.

Legal References: G.S. 115C-36, -47, -307

Eastover-Central Elementary School of Arts Homework Policy

- 1) Homework should be assigned to all students regularly.
- 2) Homework should be reasonable in amount and time required to complete. However, certain assignments may take students longer to complete and can be expected periodically. Academically Intellectually Gifted (AIG) students may be assigned additional homework to challenge them to reach their academic potential. General estimated homework completion times for all grades are as follows:
 - 20 minutes: Kindergarten**
 - 30 minutes: 1st and 2nd Grades**
 - 40 minutes: 3rd Grade**
 - 50 minutes: 4th Grade**
 - 60 minutes: 5th Grade**
- 3) A student, typically, should have no more than fifteen (15) to twenty (20) minutes of quality homework per subject not including assigned reading passages.
- 4) Homework should directly relate to skills and concepts taught in the classroom.
- 5) Homework should be evaluated and returned to the student with appropriate credit, if employed by the classroom teacher, recorded by the teacher.
- 6) Graded homework that is turned in a school day late will suffer a ten (10) point deduction. Should it be turned-in after that time, it is graded as a 50. **[3rd through 5th Grades Only]**
- 7) Students whom do not turn-in due homework will be assigned silent lunch. **[3rd through 5th Grades Only]**
- 8) All homework not turned in within three (3) days after a student returns to school following an absence will result in a grade of zero (0) being assigned to the work.

REPORT CARDS

Report Cards are used to share with parents how their student has achieved academically during a nine-week reporting period. There are two grading scales that are employed; one for students in Kindergarten through 2nd grade while 3rd through 5th grade students use another. The two scales are as follows:

Progress Rating [Kindergarten through 2nd Grades]

- 4: Above Grade Level
- 3: On Grade Level
- 2: Below Grade Level
- 1: Well Below Grade Level
- \: Not Assessed

Numerical Averages [3rd through 5th Grades]

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: 50-59



2016-2017 PROGRESS REPORT & REPORT CARD SCHEDULE

Progress Reports	September 28, 2016
End of 1 st Reporting Period	October 31, 2016
Report Cards	November 10, 2016
Progress Reports	December 9, 2016
End of 2 nd Reporting Period	January 27, 2017
Report Cards	February 3, 2017
Progress Reports	March 1, 2017
End of 3 rd Reporting Period	March 31, 2017
Report Cards	April 7, 2017
Progress Reports	May 10, 2017
End of 4 th Reporting Period/Report Cards	June 9, 2017

PARENT/TEACHER CONFERENCES

Teachers are available for formal conferences twice each year to correspond with the end of the first and second reporting periods. Still, it may be necessary for parents to conference with teachers at times other than those dates which are planned. Teachers will accommodate this need by meeting with parents should they contact them or the school's front office to schedule a conference. To help protect the instructional time for all students and teachers, conferences should be made after the instructional day beginning at 2:45 p.m. The dates for the planned parent/teacher conferences are as follows:

First Reporting Period

November 14, 2016 (3:00 p.m. – 5:00 p.m.)
November 15, 2016 (5:00 p.m. – 7:00 p.m.)
November 16, 2016 (5:00 p.m. – 7:00 p.m.)
November 17, 2016 (3:00 p.m. – 5:00 p.m.)

Second Reporting Period

February 6, 2017 (3:00 p.m. – 5:00 p.m.)
February 7, 2017 (5:00 p.m. – 7:00 p.m.)
February 8, 2017 (5:00 p.m. – 7:00 p.m.)
February 9, 2017 (3:00 p.m. – 5:00 p.m.)

PARENT CONCERNS

Should a parent have any concern regarding their student's education they should first contact their student's classroom teacher or resource teacher as they would be most capable of assisting the parent with their concern. Should concerns still exist after contact with the respective teacher has been made, parents should then make contact with school administration by calling the schools' front office.

TELEPHONE CALLS

To protect instructional time, phone calls for teachers will not be directed to that teacher's classroom during the instructional day. Instead, messages for teachers will be taken by the school's front office and placed in their mailboxes after which they will contact parents as soon as is possible. In order to ensure that each student's focus remains their instruction, they will only be allowed to use the telephone in a true emergency, of which forgotten homework, notes, lunch money or other minor issues will not be considered true emergencies.



EMERGENCY INFORMATION

It is necessary at times to make contact with parents during the instructional day. This is better accomplished if the school's front office has at least one (1) current phone number where one or both parents can be reached. The school needs cooperation to ensure we have accurate contact information for your student. That said, please send in updated information as needed.

STAYING INFORMED

Checking the school website (<http://www.ecnes.ccs.k12.nc.us>) is the best and most effective way to determine what is currently occurring at Eastover-Central Elementary School of Arts. To ascertain your student's academic progress, should they be in the 3rd through 5th grades, parents can utilize the PowerSchool Parent Portal. This is best done by going to the school's website and clicking on the "Parent Portal" link found at the bottom of the left informational bar. Parents must create an account using the access identification code provided in a letter from the school given at the beginning of the school year. Should you have created an account previously, you may use those credentials to login. Parents can stay current as to what is occurring in their student's classroom by checking their book bag each night for information that may have been sent home.

Additionally, a Parent Newsletter is given to parents via their student each month and is also posted on our school website. This newsletter contains important events in the life of our school to ensure that parents have an opportunity to be involved should they wish to do so.

BREAKFAST & LUNCH

It is vital that students feel energized throughout the instructional day in order to achieve their academic potential. To ensure this, students need to be properly nourished and eat both breakfast and lunch each and every day. Students can eat breakfast should they arrive prior to the 7:45 a.m. cutoff time. Lunch times will vary from class to class. Should students not choose to bring their lunch from home, our school cafeteria offers a well-balanced meal for all students. Parents are strongly encouraged to pay for their student's meals by using the online prepay system found at <http://www.k12paymentcenter.com>. Parents can also pay for your student's meals each week by sending checks or cash, in a sealed envelope, to their student's classroom teacher whom will, in turn, deliver it to the cafeteria. On the outside of the envelope, please write your student's name, teacher's name, PowerSchool number, and amount enclosed. Should you write a check for more than one student, list each student's name, teacher's name and the total amount of the check. Should parents prefer not to pay for their student's meals in advance, they may be purchased on a daily basis by giving their student money to pay for that day's meal which will be taken up as the student goes through the cafeteria line. Should parents feel that they may experience difficulty in being able to provide funding for their student's meals, they should consider completing a free or reduced lunch form. Completed forms may be turned in to their student's classroom teacher whom will, in turn, deliver the form to Child Nutrition for processing. Families will be determined if they qualify for free or reduced lunch prices by where they compare to national guidelines. Prices for school breakfast and lunch for the 2016-2017 school year are provided on the opposite page:



	Breakfast	Lunch
All Students (Full Price)	\$0.90	\$2.05
All Students (Reduced Price)	\$0.00	\$0.40
Adults	A la Carte Pricing	A la Carte Pricing

Parents are welcome to join their students for lunch. To take advantage of this, parents should sign-in at the school's front office to obtain a visitor's pass prior to going to the cafeteria to join their student for lunch.

MEDICATION

Prior to a student having medication dispensed to them at school by school staff, the student's parent must have a completed Physician's School Medication Form which can be found in the school's front office. The completed form must also be signed by the student's physician. All medication must be prescribed by a medical doctor and in the original container. Should the medication be in liquid form, a dispenser must be also provided. All medication must include the student's name, name of medication, unit of dosage, time to be given and how the medication should be stored. Many doctors will give you a dual prescription so you have the needed dosage at home while the school dosage is at Eastover-Central Elementary. All medication must be brought to the school's front office by the student's parent. This is a firm regulation and no exceptions will be allowed as no students are to transport medication to or from school.

SCHOOL ATTIRE, GROOMING AND APPEARANCE

In order to protect the instructional and education environment, it is vitally important that students have proper attire and grooming for an acceptable overall appearance. Therefore, any student that violates this basic tenant and disrupts the educational environment will be required to have their parents sign them out of school to be taken home so they may change into proper attire. It is asked that all parents please use good taste and judgment when purchasing clothing for their students. The ultimate decision as to whether a student's appearance is acceptable rests with the Principal.

The following are regulations related to school attire that must be followed by all students and will be enforced by staff and faculty:

- Shoes must be worn at all times and shoelaces tied.
- Hats, hoods, toboggans, or sunglasses are not to be worn in the school building at any time.
- Halter tops, shirts or blouses that expose a student's midriff are not permitted at any time.
- Tank tops are permitted only for students in grades Pre-Kindergarten through 1st grade. Students in 2nd through 5th grades are not allowed to wear tank tops at any time.
- Shorts are permitted in grades Pre-Kindergarten through 1st grade. Knee-length shorts are permitted for students in 2nd through 5th grades.
- Mini-skirts must be worn with leggings or tights.
- Pants should be worn at the waistline to prevent bagging or sagging.
- Pants that have slashes, rips or cuts are not permitted at any time.
- Shirt straps must stay on the shoulders to prevent a half-dressed appearance.



SCHOOL APPEARANCE

The rich academic tradition of Eastover-Central Elementary School of Arts is reflected by its appearance. We have long had, in addition to this tradition, the reputation of being an extremely clean school. To continue this, all must take pride in the school building and campus. Each day, students are expected to do their part by making sure trash is deposited in the trash containers provided. Additionally, Eastover-Central Elementary is a green school and recycling is a major focus. We ask that all trash be disposed of in the proper receptacle. Respect for all school property is expected at all times from all stakeholders and will be closely monitored by the staff and faculty.

STUDENT TRANSFERS

Should you need to withdraw your student to transfer them to another school, please notify their teacher as well as the school's front office at least two (2) school days prior to withdrawing them. Prior to a completed withdrawal form being given and student records sent to their next school, the student must return all textbooks and library books as well as have paid any monies owed to the school or school cafeteria.

PARENTAL RESPONSIBILITIES

While the outstanding staff and faculty of Eastover-Central Elementary School of Arts provide not only quality instruction but also life guidance, we know that parents are our students' first teachers. Through example and direct teaching, parents instill in their students habits of acceptable behavior. Parents should also be readily available for communication from staff and faculty should it be needed at any time. We also ask that parents support and assist the school administration by complying with consequences given to your student which are felt to be in their best interest.

STUDENT RESPONSIBILITIES

The staff and faculty have great expectations for all Eastover-Central Elementary School of Arts students. Please ensure that your students not only are aware of these responsibilities, but also closely adhere to the following:

- Respect the rights and privileges of all.
- Accept responsibility for their actions and also the consequences of their behavior.
- Abide by the guidelines set by the administration, teachers and staff.
- Meet and surpass all school responsibilities.
- Give their best effort daily during the instructional day so as to achieve their academic potential.
- Help maintain school property free from damage and vandalism.
- Be present at school whenever possible.
- Be on time each day (no later than 7:55 a.m.) as being tardy disturbs the class and prevents them from receiving all instruction provided.



While in the cafeteria students are expected to:

- Demonstrate proper manners and control voice volume at the table.
- Stay in their seat and remain with their class until a staff or faculty member directs them to leave the cafeteria.
- Raise their hand should they need help.
- Food is not to be exchanged amongst students and cannot be brought out of the cafeteria.
- Not have any glass bottles or containers.
- Leave the table and the surrounding area both clean and orderly.
- Empty trays and put trash in proper containers.
- Enter and exit the cafeteria in a quiet and orderly manner.
- Accept direction from all staff and faculty members at all times.

While in the hallways students are expected to:

- Walk single file on the right side of the hall.
- Walk silently at all times.
- Keep their hands and feet to themselves and off the walls.
- Listen carefully for staff and faculty's directions.
- Not have rolling book bags at any time. (Please provide the school's front office with a signed physician's note if this is a physical requirement for your student.)

While on the playground students are expected to:

- Respect others.
- Share with others and wait their turn in necessary.
- Listen carefully to and follow all staff and faculty's directions.
- Play safely on the provided equipment.
- Not engage in rough or aggressive play as it is strictly prohibited at all times.

CUMBERLAND COUNTY SCHOOLS BOARD OF EDUCATION ADOPTED RULES

The Cumberland County Schools Board of Education established the following rules to be applicable to all schools within the system:

1. Each student must conduct himself or herself on the school bus, on school premises and at all school functions away from school in an orderly manner designed to protect the rights and interests of all other students and the staff of the school.
2. Each student will be assigned a school schedule and must adhere to that schedule except when excused by the Principal or a teacher authorized to excuse a student.



3. Each student shall be specifically prohibited from being under the influence of, bringing on, consuming or having in his or her possession on a school bus, on school premises or at a school function away from school any alcoholic beverages, intoxicating liquors, narcotic drugs, marijuana or a controlled substance as defined by Chapter 90, Article 5 of the General Statutes of North Carolina, unless dispensed by a licensed physician as allowed by law. Each student shall be specifically prohibited from attending a school function away from school, coming on school premises or boarding a school bus when he or she has consumed alcoholic beverages or intoxicating liquors or taken narcotic drugs, marijuana or a controlled substance that is not dispensed by a licensed physician.
4. Each student is specifically prohibited from bringing or having in his or her possession on a school bus, on school premises or to a school function away from school any weapon, explosive, bomb, smoke bomb or incendiary device, or other instrument or object which can reasonably be considered to be a weapon, explosive bomb, smoke bomb or incendiary device.
5. No student shall violate the rules of the school, as announced by the Principal, including but not limited to rules of attendance, neatness or any other area of student activity.
6. Each student is specifically prohibited from acting as an individual or with other students as a group to disrupt or delay the normal and special activities of the school and any student doing so shall be subject to immediate suspension.
7. All students shall be subject to suspension or dismissal by the Principal, whom violate the rules of the school or whom may be guilty of immoral or disreputable conduct, during school term or out of school term, whether on school property or not or who may be a menace to the school.
8. No student shall be allowed to promote or engage in private enterprises by soliciting names, addresses and phone numbers of other students or by selling merchandise, magazines, newspapers or other property on school grounds, unless same is an approved school activity or program.
9. Each student shall be specifically prohibited from bringing on campus, purchasing or having in his or her possession, on the school bus, on school premises or at a school function away from school an illegal drug, false drug, counterfeit controlled substance or drug not prescribed by a physician or drug paraphernalia in any form.
10. Any student assisting, aiding, abetting or conspiring in the violation of any of the above rules shall be subject to suspension or dismissal in the same manner as the principle violator.

In addition to the above expectations, a copy of the Cumberland County Schools Board of Education Code of Student Conduct will be furnished to each student within the first few days of the school year. Please review the Code with your students and ensure that both parent and student are aware of all information and rules held within.



PROHIBITED ITEMS

To maintain order and preserve the educational environment, there are certain items which are prohibited from being in students' possession while on campus or on the school bus. These are principally all electronic devices. Please note the term "electronic devices" includes cell phones. Should a student not adhere to this policy, the following will be used:

- 1) 1st Offense: Classroom teacher confiscates the item and notifies the parent. The item will be returned to the student at the end of the instructional day.
- 2) 2nd Offense: Classroom teacher confiscates the item and notifies the parent. The item must be retrieved by the parent.
- 3) 3rd Offense: Classroom teacher confiscates the item and notifies administration. Administration will notify parents as they must schedule a conference with administration in order to retrieve the device.

GENERAL DISCIPLINE

In order for instruction to both take place and be received by students, order has to be maintained and the educational environment of the greater school protected. This is best done through having clear expectations for all students. All classroom teachers have developed their own management plan which will be shared with students and parents at the beginning of the school year. Please review these expectations and rules, as well as associated consequences, with your student to reinforce the teacher's expectations. It is imperative that all students adhere to the teacher's expectations to ensure that an academic environment is maintained in which all students can learn and succeed.

When a classroom disruption requires immediate action, a student may be referred to the office. School administrators, the school's Guidance Counselor or other school personnel will work with the student and parents to help the student redirect their actions in a more positive and constructive manner. Still, should a student's actions be severe in nature, the administration may use an after-school detention or out-of-school suspension as a possible deterrent. Eastover-Central Elementary School of Arts is only successful in providing a quality education for all students if we manage their behavior as is appropriate. Parental support is a key component in helping students assume responsibility for their own behavior.

As important as having consequences for inappropriate behavior is, it is just as important to reward appropriate behavior. Verbal praise along with positive, teacher-developed rewards will be used to acknowledge appropriate behavior.

One major behavior that all discipline plans addresses is bullying. Bullying, the repeated intimidation of others by the real or threat of infliction of physical, verbal, written, electronically transmitted or emotional abuse through destruction or theft of property of another, is a form of harassment and will not be tolerated at Eastover-Central Elementary School of Arts. It may include, but is not limited to, verbal taunts, name calling, put-downs, rumor spreading, extortion of money or possessions, implied or stated threats and exclusion from peer groups. Any student found to be an active participant in bullying will be referred to school administration and consequences for their actions will be enforced.

A four-tiered discipline system will be utilized by all teachers in each classroom as follows:



Tier I (Green)

Tier II (Yellow)

Tier III (Orange)

Tier IV (Red)

ALL STUDENTS BEGIN EACH INSTRUCTIONAL DAY ON GREEN

Teacher Consequence

Student Self-Reflection

Parental Contact & Administrative Referral

*Any additional consequence of the same nature will result in an immediate administrative referral

*A student cannot move up the tiers during the course of an instructional day once they have moved down them

While each situation involving discipline is unique and will be handled accordingly, the following will be principally used by administration when referrals are received from classroom teachers:

First Offense	Administrative Conference with Student and Administrative Conference with Parent
Second Offense	After-School Suspension (2:45 p.m. – 3:45 p.m.) on a Designated Day
Third and Above Offenses	Out-of-School Suspension

*Any parent whom do not comply or should refuse an administered intervention will result in the next intervention being used on that occasion

BUS TRANSPORTATION

Enrolled students are eligible for bus transportation unless their parents have chosen to apply for enrollment through the Cumberland County Schools' Student Assignment process. Still, even though they are eligible for bus transportation, it is a privilege and students whom take advantage of it are required to follow prescribed expectations. This is because those who do not may distract the driver which could result in an accident. While on the bus, all students are expected to:

- Treat the driver and others with respect.
- Listen carefully and follow the driver's directions at all times.
- Talk quietly to those in their seat.
- Remain seated at all times in their assigned seat.
- Keep the bus clean.
- Keep their hands and feet to themselves.
- Keep all items, to include hands, feet, and arms, inside the bus windows.
- Food, candy and beverages are not allowed on the bus at any time.
- Profanity and/or inappropriate comments will not be tolerated.

Please reinforce these expectations and with your student. Failure to follow bus rules may result in a bus suspension or expulsion and could also result in an out-of-school suspension. The following consequences will be typically used when students are referred to administration:

- 1) 1st Offense: Warning from Administration
- 2) 2nd Offense: 1-day bus suspension
- 3) 3rd Offense: 3-day bus suspension
- 4) 4th Offense: 5-day bus suspension

School administration reserves the right to revoke a student's bus privileges for the remainder of the school year should they feel that it is in the safety and well-being of that student or other students on the bus.



NOTICE TO PARENTS FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

Copies of this policy may be found in the office of the Cumberland County Schools 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 Educational Rights and Privacy Act may be made, in writing, to:

FERPA Office, Federal Building No. 10
600 Independence Avenue SW
Washington, District of Columbia 20202

SECTION 504: REHABILITATION ACT OF 1973 NON-DISCRIMINATION POLICY

It is the policy of Eastover-Central Elementary School of Arts not to discriminate on the basis of sex, ethnicity or disability in its education program, activities or employment policies.

No otherwise qualified individual with disabilities, solely by reason of his or her disability, shall be excluded from participation in, be denied the benefit of, or be subject to discrimination under any program or activity of the school.

Parents having any questions or concerns regarding Section 504 legislation should contact:

Eastover-Central Elementary School of Arts 504 Coordinator:
Mrs. Jennifer Butler, Guidance Counselor

Cumberland County Schools Americans with Disabilities (ADA)/504 Coordinator:
Ms. Natasha Scott, Executive Director of Student Services



GRIEVANCE PROCEDURES/TITLE IX

Students who believe that they have been mistreated because of sex discrimination in the public school setting 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, they may submit a request in writing to the Superintendent of the Cumberland County Schools system 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 is unsatisfactory to the student, the student shall, within ten (10) days, give written notice to the Superintendent and request a review by the Cumberland County Schools Board of Education. The Board of Education shall render its decision within thirty (30) days of receipt of the grievance. The Assistant Principal of Eastover-Central Elementary School of Arts is the designated official for receiving any Title IX grievances.

Cumberland County Schools
P.O. Box 2357
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(910) 678-2300

