Montclair Elementary School

Student/Parent Handbook 2026-2027 School Year

Pride Playbook: Comeback Season for Success

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Our Vision

Montclair provides a safe, nurturing environment with prescriptive learning to meet each child's needs. We empower every learner to reach their fullest potential.

Our Mission

Montclair Elementary ensures every student learns effectively and equitably through innovation, engagement, and 21st-century learning. We prepare lifelong learners to excel as responsible citizens in a peaceful and supportive environment.

Start of the School Day

The instructional day begins at 8:30 a.m. and ends at 3:10 p.m. unless the Superintendent has established an irregular school day. Breakfast is "grab and go," so students should go directly to their classrooms and start morning procedures. Car riders may not enter or be dropped off in the building before 8:00.

Bell to Bell Schedule

Bus Riders//Walkers- 8:00 am

Breakfast- 8:00-8:25 am
1st Bell - Students in place- 8:25 am

Tardy Bell and Morning Meetings- 8:30 am
Daycare Dismissal-3:05 pm

Walkers, Car Riders and Bus Riders Dismissal- 3:10 pm

Cumberland County Schools has high expectations for student achievement. To help students meet these expectations, we must protect instructional time. Repeated absences and check-ins will accrue and can result in possible negative consequences, such as lower grades, retention, visits from truancy personnel, notice to DSS and law enforcement, and court action.

Information about being Tardy

Students arriving after 8:30 a.m. are considered tardy and must be checked into school by using the front office iPad systems. The adult who is checking in the student must have an ID. Check-ins after 11:45 will be counted absent for the entire day, and checkouts before 11:45 will be considered absent for the entire day.

Notification on 3, 6, and 10 Tardies/Unexcused

Checkouts

Excused tardies include doctor's notes, medical appointments, etc. Unexcused tardies include oversleeping, car trouble, a parent bringing the student to school instead of the child riding the bus, and being stuck in traffic.

Absences

When a student must be absent from school, a note from the parent/guardian explaining the nature of the absence must be sent in/emailed to ebonylindsay@ccs.k12.nc.us upon the student's return to school. If a student is ill and a visit to a doctor or medical clinic is necessary, then a statement from the doctor/clinic should be obtained and sent to the school. Written notes are required for ALL absences. Students are allowed 10 parent-written notes per year. After that, an absence will be excused only with a doctor's note. An absence must be documented within 3 days of returning to school; otherwise, it will be coded as unlawful.

Unexcused absences include missing the school bus, oversleeping, and out-of-town visits without prior arrangements with the school.

Remember our compulsory attendance law (NC Law G.S. 115C-378). Three-day and six-day absence letters will be mailed to parents. If your child is absent for ten days without a written excuse. In that case, it is the responsibility of the school and county to report these absentees to the Cumberland County Department of Social Services/Child Protective Services Unit.

If your child misses more than ten days of school for illness, he/she will need a physician's note for these absences. If your child has a chronic condition or other life-threatening illness, a statement from a physician will be accepted and placed in your child's file (attendance letters will not be sent to you).

End-of-School-Day Transportation, Dismissal & Safety Procedures

To ensure the **safety, security, and orderly dismissal of all Montclair Elementary School students**, families are expected to follow the procedures below.

Transportation

- A student's **primary mode of transportation should remain consistent throughout the school year.**

- For example, students designated as **car riders, bus riders, daycare riders, or walkers** should continue using that form of transportation unless an approved change is made.
- Any requested change in transportation must be **submitted in writing to the student's teacher through ClassDojo at least one school day in advance.**
- **Last-minute transportation changes will not be accepted.**
- We understand that emergencies may occur. When an emergency requires a different dismissal arrangement, **parents/guardians should check out the student before 2:40 p.m.** through the front office and follow all required check-out procedures.

Student Check-Out Procedures

Students may only be checked out by an approved adult who is listed and authorized to pick up the student.

- A **valid photo ID is required** to check out a student.
- Parents/guardians and other approved adults must use the **iPad check-out system in the front office**.
- Students will **not** be released to anyone who is not listed as an authorized adult.

NO ID – NO CHILD – NO EXCEPTIONS.

- **No student check-outs will be permitted after 2:40 p.m.**
- If a student returns to school on the same day after being checked out, the student must be **signed back in through the iPad check-in system in the front office**. The accompanying adult must present a valid photo ID.

Safe School Dismissal

Montclair Elementary School utilizes the **Safe School Dismissal** process to help ensure an organized and secure dismissal.

- Parents/guardians picking up students by vehicle must **remain in their vehicles** and follow the designated car-rider procedures.
- **NO PARENT WALK-UPS will be permitted for car-rider dismissal.**
- For safety reasons, **buses cannot be stopped once students have been loaded**.
- Car-rider dismissal begins at approximately **3:10 p.m.**
- Buses depart the school campus at approximately **3:20 p.m.**

Bus Riders

For the safety of our youngest students, the following procedures apply to students in **Kindergarten through Grade 2**:

- **Kindergarten students must have an adult present to meet them at the bus stop before they will be allowed to exit the bus. No exceptions.**
- Students in **Grades 1–2** may only exit the bus without an adult present if their **parent or guardian has completed and signed the required bus release form**.
- If a **Kindergarten student is not met by an adult**, the student will **remain on the bus and be returned to the school**.
- If a student in **Grades 1–2** does not have an approved bus release form and is **not met by an adult**, the student will **remain on the bus and be returned to the school**.
- Parents/guardians are responsible for ensuring that an adult is at the designated bus stop **on time and prepared to receive the student** when required.

Walkers

- Only students who **live within Montclair Elementary School's designated walk zone** may be classified as walkers.
- **Pre-K and Kindergarten students may not walk home without adult supervision.**
- Walkers will be dismissed at approximately **3:10 p.m.** and escorted by school personnel to the designated crossing-guard locations.
- School personnel will supervise walkers and release them at the designated crossing area.
- Parents/guardians of walkers may meet their children at the **side gate or designated crosswalk**.
- Parents/guardians may **not park vehicles and use the walker dismissal area as an alternative to the car-rider line**.
- Families wishing to pick up their children in a vehicle must use the **designated car-rider line**.

Emergency & Contact Information

Parents/guardians are responsible for ensuring that the school has **current and accurate emergency contact and authorized pick-up information**.

Any changes should be reported promptly to the **main office and the student's teacher**.

School Attendance Area & Residency

Cumberland County Schools requires students attending Montclair Elementary School to **reside within the school's designated attendance area** and meet applicable district residency requirements.

Students must reside with a **parent, court-appointed guardian, or as otherwise permitted under Cumberland County Schools requirements**.

Families residing with another family or relative within the school's attendance area may be required to provide:

- A **notarized statement** confirming that the student and parent/guardian reside in the home.
- A **copy of the homeowner's or resident's proof of address**, as required.

Morning Drop-Off

Students may not be dropped off before 8:00 a.m.

Failure to follow the morning drop-off procedure may result in:

1. **First Occurrence:** Warning
2. **Second Occurrence:** Administrative conference with the principal
3. **Third Occurrence:** Referral to the school social worker

Afternoon Pick-Up

Parents/guardians are expected to **pick up car riders on time**.

- Staff will load car riders until **3:20 p.m.**
- Parents/guardians arriving after **3:20 p.m.** must report to the **front office** and follow the student sign-out procedure.
- A **valid photo ID is required.**

Pick-Up After 3:20 p.m.

Repeated late pick-ups after **3:20 p.m.** may result in:

1. **First Occurrence:** Warning
2. **Second Occurrence:** Administrative conference with the principal
3. **Third Occurrence:** Referral to the school social worker

Important Safety Reminder

NO ID – NO CHILD – NO EXCEPTIONS.

These procedures are designed to protect our students and ensure that every child arrives at and leaves Montclair Elementary School **safely and through the appropriate dismissal process**. We appreciate the cooperation of all families in following these expectations consistently.

Bad Weather

If school is delayed or dismissed early because of adverse weather conditions, an announcement will be placed on local radio and TV stations. A parent message will also be sent via telephone. Please be sure to keep contact information current in the office so you can receive automated phone calls.

Student Assignments

Due to the changing population of our community, student assignments for teachers at the beginning of each school year are subject to change during the first 20 days of school. These changes are usually brought about to balance the number of students assigned to each teacher. We apologize for the changes that must be made and ask for your cooperation. If your child is reassigned to another teacher, a letter of explanation will be sent.

Parent requests for a change in classroom assignment due to conflict or disagreement will only be accepted if mitigating factors are determined to show that an alternative place will be best for the students involved. The Principal will ensure all students' needs are met and placed in the best placement possible.

Student Transfer

Please notify the school office at least two days (48 hours) in advance if your child will be withdrawing and transferring to another school.

The new school your child will be attending will submit a records request to us. This request will initiate the withdrawal process and allow the student's records to be transferred to the new school.

Media

Students can check out and take home books from the Media Center/Library. We encourage students to utilize the Media Center and to exercise care with and return books on or before the due date. Proper care for Media materials eliminates the need to charge damage fees or replacement costs for a lost book.

Field Trips

The Cumberland County Board of Education requires that all field trips or excursion activities receive prior formal approval from the Superintendent or designee, e.g., local school principal. Educational advantages derived from proposed trips shall be weighed against factors such as loss of essential instructional time, cost of the trip, potential liability of school personnel, availability of responsible chaperones, and other factors that help determine the net educational value of a proposed trip.

In all cases involving trips away from the school grounds, the parents' permission shall be secured for students to make a school trip. However, if a permission slip is not completed, the student may not attend the field trip. The permission slip deadline must be followed, and no field permission slip forms will be accepted the day before or the day of the field trip, as the school must determine how many students will attend to ensure the proper number of buses are secured, and a check will need to be printed for those who paid. No exceptions will be made.

Field trip transportation will be provided by a county-approved bus. Parents may not ride the bus with a student. They may follow behind the bus if they are chaperoning and must have a background check completed.

If a permission slip and money is not paid by the deadline, the student will not be allowed to attend the field trip, and they will be placed in a buddy classroom

while their teacher is aware

Abuse/Neglect Suspected Will Be Reported as Required by General Statutes of NC

General Statutes require us to report any incident of child abuse/neglect to the proper authorities (namely the Protective Service Division of the Cumberland County Department of Social Services). Any time physical or mental characteristics that indicate possible abuse are observed, reports are made to one of the following: Principal, Guidance Counselor, or Social Worker. The person's name reporting a suspected case of child abuse/neglect is held in strict confidence. The proper authorities will be contacted and provided with the necessary information.

Bus Riding

Riding the school bus is a privilege. Students are expected to follow all conduct and safety rules while riding the bus. Misconduct may result in suspension or loss of bus-riding privileges. Parents and guardians are encouraged to review bus expectations and consequences with their child(ren).

Bus Stop Supervision

Pre-Kindergarten, Kindergarten, First Grade, and Second Grade students must be met at the bus stop by a parent/guardian or designated adult.

Parents/guardians may provide a signed waiver allowing First and Second Grade students to walk home from the bus stop without adult supervision. If a waiver has not been provided and no authorized adult is present to receive the student, the bus driver MUST return the student to school after completing the route.

Repeated violations will result in the following consequences:

- 1st Time: Warning
- 2nd Time: Administrative conference with the principal
- 3rd Time: Referral to the school social worker and bus privileges revoked

Bus Safety & Conduct Expectations

School administration has the authority to suspend bus privileges for the following infractions:

1. Delaying the bus schedule.
2. Fighting, smoking, using profanity, or refusing to follow the directions of school authorities or the bus driver.
3. Tampering with the school bus.
4. Refusing to meet the bus at designated stops.
5. Leaving the bus without authorization while traveling to or from school.
6. Playing or throwing trash, paper, or other objects while the bus is in operation.
7. Failing to follow established safety rules and the driver's directions. Students must remain seated for the entire bus ride.
8. Using electronic devices on the school bus.
9. Eating or drinking on the school bus.

Bus Behavior Consequences

Students will first receive a warning from the bus driver and an opportunity to correct the behavior. If a student receives a bus write-up, the following consequences will apply:

- 1st Write-Up: 1-day bus suspension, including morning and afternoon transportation
- 2nd Write-Up: 2-day bus suspension, including morning and afternoon transportation
- 3rd Write-Up: 3-day bus suspension, including morning and afternoon transportation
- 4th Write-Up: Bus privileges revoked for the remainder of the school year

Fighting on the Bus

If a student fights on the bus, the student will not be permitted to ride the bus home and will receive a bus suspension. A parent/guardian or authorized adult will be required to pick the student up from school.

Dress Code

The Cumberland County Board of Education Policy Committee has approved a Uniform Dress Code for Montclair Elementary School. All students are expected to follow the guidelines below.

T-Shirts

- Official Montclair Elementary School T-shirts may be worn.

Skirts, Shorts, Skorts & Dresses

- Skirts, shorts, skorts, and dresses must be fingertip length.
- To determine the appropriate length, students should stand with their arms and hands extended naturally at their sides. If the clothing falls above the fingertips, students may not wear it.

Shoes

- Shoes must completely cover the foot. Open-toe and open-heel shoes are not permitted.
- Crocs may be worn only in "sport mode," with the heel strap securely positioned around the back of the heel.
- For safety reasons, heels may not exceed 1 inch.
- Students who are unable to tie their own shoelaces are encouraged to wear shoes with Velcro fasteners, zippers, or slip-on shoes.
- Untied shoelaces present a safety hazard and should be avoided.

Headgear

- Hats, caps, and other distracting head attire may not be worn inside the school building and may only be worn outdoors.

Dress-Down/Spirit Days

On dress-down and spirit days, students may not wear:

- Crop tops
- Clothing with rips above the knees
- Pajamas

Thank you for helping us maintain a safe, respectful, and school-appropriate learning environment at Montclair Elementary School.

Grading System

The Progress Rating Scale/Numerical Average for grades Kindergarten through Fifth Grade:

K-2

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

3-5

- A-90-100
- B- 80-89
- C-70-79
- D- 60-69
- F-0-59

K-5

- S- Satisfactory
  - N- Needs Improvement
  - U- Unsatisfactory

Criteria for Determining Grades

The following essential criteria are to be considered in the grading of students:

- *Performance
- -Class participation
- -Assignments
- -Projects
- *Test

Homework

At Montclair Elementary School, we support the belief that homework is an extension of the learning taking place within the classroom. We believe that developing study skills must be an integral part of a student's academic foundation for lifelong learning. Research shows a correlation between homework, student achievement, and the development of critical thinking.

Homework will be assigned appropriately to all students in grades K-5. It will reinforce the North Carolina Standard Course of Study and will not introduce new or unfamiliar concepts. Homework will only be assigned on the weekend for extended projects or by parental request.

K-2

- *Reading/Writing -10-15 min per night ● *Math-10-15 min per night

3-5

- *Reading/Writing-15-30 min per night ● *Math-15-30 min per night

Teachers will:

- Provide students with clear, concise directions and expectations for all assignments.
- When appropriate, provide pictures, videos, examples, and other resources through ClassDojo to support students and families in successfully completing assignments.
- Check, evaluate, and review student work and provide timely and meaningful feedback to support student growth and understanding.

- Refrain from assigning homework as a disciplinary measure or consequence.
- Refrain from giving students failing grades when homework is not completed.
- Notify parents when homework is not completed.
- Do not use HW as a grade
- Using multiple-page homework assignments

Student Awards Ceremonies

Awards ceremonies will take place twice during the school year—once in the fall and once in the spring—and will be by invitation only. Please note that not all students will receive an award.

Students may be recognized in the following categories, as applicable:

- Academic Achievement – Students earning a 3 or 4 based on academic performance
- Bringing Up Grades (BUG) Award
- Terrific Kid Award
- Resource Award
- PRIDE Award
- Superlative Awards – Given at the teacher's discretion

Awards will be presented based on established criteria, student achievement, growth, and/or teacher discretion, as applicable to each award category.

Mustang of the Month

At Montclair Elementary, we proudly introduce the Mustang of the Month initiative. This program allows our staff to recognize students for exemplary behavior, hard work, and kindness. By acknowledging these positive actions, we encourage all students to strive for their best. A staff member will nominate students, and those selected as Mustang of the Month will receive a celebratory phone call home, have their names announced over the intercom, and see their achievements displayed on screens throughout the school building. This recognition is designed to celebrate and promote our students' positive contributions to our school community.

Child Nutrition Information

Breakfast and lunch will be provided to all students at no cost throughout the school year. Parents and guardians are encouraged to check the Montclair Elementary School website regularly for current breakfast and lunch menus.

Lunches Brought from Home

Students may bring a lunch box with food from home to eat during their scheduled lunch period.

If a teacher determines, at their discretion, that the food provided from home is not enough for the student or does not provide adequate nutritional value, the student will be provided with a school lunch to supplement the food brought from home. This helps ensure that every student has an adequate meal to support learning and participation throughout the school day.

Lunches Delivered by Parents/Guardians

If a parent or guardian brings outside food to school for their child's lunch, the food must be placed inside a lunch box before it can be brought into the cafeteria.

Outside food that is not brought in a lunch box will not be permitted to be eaten in the cafeteria. **No DoorDash or Uber Eats will be allowed to be delivered to a child.**

Other Outside Food & Classroom Treats

To support Child Nutrition guidelines and school procedures:

- Outside food for purposes other than a student's individual lunch may not be brought into the school before 1:00 p.m.
- All outside food must comply with Child Nutrition guidelines.
- Food must be pre-packaged, unopened, and in its original packaging.
- The student's family must contact the front office in advance.
- The student's teacher must provide written approval through ClassDojo before the food is brought to school.

Please contact the front office with any questions regarding school meals, food brought from home, or outside food.

MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

A Multi-Tiered System of Support (MTSS) is a three-tiered instructional and intervention framework that promotes school improvement through engaging, research-based academic and behavioral practices. The aim is to maximize student growth for all students. Montclair Elementary is committed to MTSS as it is suitable for ALL students and needed to support ALL students academically and behaviorally in the general education setting in a changing world.

The three-tiered instructional/intervention model is as follows:

Tier 1: Differentiated Core - includes the instruction all students get;

Tier 2: Supplemental - includes supplemental instruction or intervention for students needing to meet benchmarks.

Tier 3: Intensive—includes intensive, small-group, or individual interventions for students showing significant barriers to learning the required skills.

When examining this domain, it is essential to consider academic and social-emotional/behavioral instruction and interventions.

Medicine

Students are not permitted to bring medication to school. Medicine cannot be administered to a child unless we have a completed "Physician's School Medication Form" on file in the office. The form can be obtained from the school office.

Once the form has been completed, the medication must be brought to school in the original container with your child's name, the amount of medication to be administered, the time the medication is to be administered, and the time the medication is to be dispensed listed on the label. The parent/guardian is responsible for any and all medications. All medications are kept in a locked cabinet in the office.

The child will be excused from the classroom to report to the office when it is time to take his/her medication(s). All medication given at school will be logged daily. No type of medication is to be carried on the school bus.

All medication MUST be picked up on the last day of school by a parent/guardian or by the last teacher workday.

Parent Parking

Visitors are to use the parking area in front of the school and report directly to the front office upon arrival. *Parents are NOT to park in the bus lot, the fire lane, or on the grass.*

Families/Parent Engagement and Information

Montclair Elementary School values strong partnerships between families, staff, and the community. We encourage parents and guardians to become active participants in their child's education and in the Mustang community.

Mustang Parent Ambassadors & Volunteers

Montclair welcomes our Mustang Parent Ambassadors and other approved volunteers to assist in classrooms, support students, and help with special events. Parents and guardians whose schedules permit are encouraged to volunteer regularly so teachers can plan meaningful opportunities for their involvement.

For the safety of our students and staff:

- All volunteers must complete the required CCS background check before volunteering.
- All visitors and volunteers must report to the front office and sign in upon arrival.
- A valid photo ID is required. NO ID = NO VISIT.
- A visitor/volunteer badge must be worn while on campus.
- Volunteers must sign the volunteer logbook maintained in the front office.
- Volunteers are expected to follow all school procedures and staff directions while on campus.

Families interested in volunteering may complete the CCS Volunteer Application and Background Check at: https://www.ccs.k12.nc.us/o/ccs/page/you-can-be-a-volunteer

If volunteering in your child's classroom becomes disruptive to your child's learning or the instructional environment, the teacher may recommend that you volunteer in another classroom or area of the school. Your willingness to support our Mustang community is welcome and appreciated.

Parents/guardians with babies, toddlers, or other non-school-aged children should avoid classroom visits during instructional time to help minimize disruptions to teaching and learning.

Title I Family Engagement

As a Title I school, Montclair Elementary is committed to providing families with meaningful opportunities to participate in their children's education and the school improvement process. Our family engagement practices include the following:

- Parents and guardians will have opportunities to participate in the School Improvement process, including representation on appropriate school advisory and improvement teams.
- Parent representation should reflect the diversity of our school community, including families representing the PTA, special populations, and other areas specific to Montclair.
- A representative may also participate in the District Parent Advisory Council.
- Families will receive timely information regarding the School and District Report Cards, curriculum, academic standards, student assessments, expected proficiency levels, student progress, and teacher qualifications.
- Parents will have opportunities to provide suggestions and input regarding schoolwide programs, Title I programs, family engagement policies, and School Improvement Plans.
- The school will provide timely responses to appropriate parent suggestions and concerns.
- Montclair will maintain a School-Parent Compact outlining how families, students, teachers, and staff share responsibility for improving student achievement.
- Families will have opportunities to meet with teachers, administrators, and support personnel through conferences, Student Services Team meetings, and other appropriate meetings concerning their child's education.

Title I Annual Meeting & Family Resources

Montclair will conduct an annual Title I meeting at a convenient time for families. Information will be provided about the Title I program, program requirements, and parents' rights and opportunities to participate in their child's education.

Family engagement opportunities and resources may include:

- Academic workshops for families
- Parent education workshops based on family needs and requests
- Parent/Teacher and Student-Led Conferences
- Parent volunteers and room parents
- PTA meetings and PTA-sponsored family activities
- Monthly family engagement events on and off campus
- Monthly school calendars, newsletters, and reminders
- School website and communication platforms
- Parent Resource Center
- Parent Student Handbook
- Opportunities to learn how to monitor student progress and support academic achievement
- Information about state and local assessments and academic expectations
- Opportunities for families to participate in educational decision-making

Our goal is to maintain open, respectful communication and create meaningful opportunities for families to partner with Montclair Elementary in supporting student achievement, growth, and success.

Communication During Instructional Hours

At Montclair Elementary School, protecting instructional time is a top priority. Every minute of the school day is important, and we appreciate our families partnering with us to maintain a focused and productive learning environment.

To minimize interruptions to teaching and learning, parents and guardians should not contact classrooms directly by phone or make unannounced classroom visits during instructional hours.

During the school day:

- Parents/guardians should call the school during instructional hours only in the event of a true emergency.
- For non-urgent questions, concerns, or communication, families should use ClassDojo as the primary method of communication with teachers, staff members, or school administration.
- Teachers and staff will respond to ClassDojo messages as soon as reasonably possible without interrupting instruction.
- If a teacher determines that a parent/guardian needs to be contacted immediately due to an emergency, behavioral concern, or other urgent situation, the teacher will coordinate with the front office. Front office staff will place the call and, when necessary, transfer the parent/guardian directly to the classroom.
- Unannounced visits to classrooms during instructional time are not permitted, as they can disrupt student learning and classroom routines.

These procedures allow our teachers to remain focused on instruction while ensuring families have an effective way to communicate with school staff. Thank you for helping us protect instructional time and maintain a safe, focused, and productive learning environment for every Mustang.

School Parties and Celebrations

We enjoy recognizing our Mustangs on their special day! Student birthdays will be recognized during school announcements and by classroom teachers during morning meetings.

To protect instructional time and maintain a safe and orderly school environment:

- Birthday deliveries will not be accepted at school.
- Flowers, balloons, and similar birthday items are not permitted.
- Any classroom birthday celebration must be approved in advance by the classroom teacher and communicated to the front office.
- Any classroom celebrations will be communicated to families in advance by your student's teacher.
- Any food provided for an approved celebration must follow the school's Child Nutrition and outside food guidelines.

We appreciate our families helping us celebrate students while keeping the focus on teaching, learning, and student safety.

Code of Conduct

Montclair Elementary School students will receive access to the Cumberland County Schools Student Code of Conduct at the beginning of the school year. All students are expected to follow the rules, expectations, and procedures governing student behavior and conduct. Parents/guardians and students are encouraged to review the Code of Conduct together to understand behavioral expectations, violations, and possible consequences.

- Violations of the Student Code of Conduct may result in disciplinary action, including suspension or other consequences as permitted by Cumberland County Schools policy.
- Montclair Elementary School implements Positive Behavioral Interventions and Supports (PBIS)/School Culture to promote positive behavior, reinforce schoolwide expectations, and help prevent behavioral concerns.
- When behavioral concerns occur, students may be referred to school administration. Administration will determine appropriate consequences based on the nature and severity of the behavior, the Student Code

of Conduct, and applicable CCS policies and procedures.

- Montclair Elementary School follows applicable North Carolina law and Cumberland County Schools' policies regarding bullying and harassing behavior. Bullying and harassment will be addressed promptly and appropriately.

Progressive Discipline

Montclair Elementary practices progressive discipline. When a student receives a disciplinary referral, school administration will review the incident and determine the appropriate consequence in accordance with the Cumberland County Schools Student Code of Conduct.

When suspension is determined to be the appropriate consequence, an example of progressive discipline may include:

- **1st Suspension: 1 day**
- **2nd Suspension: 2 days**
- **3rd Suspension: 3 days**
- **4th Suspension: 4 days**

The progressive discipline example above is not an automatic consequence schedule. Consequences may vary depending on the specific violation, severity of the incident, prior disciplinary history, and requirements of the CCS Student Code of Conduct.

Safety and Security

The OPENGATE Weapons Detection System is a security device designed for the automatic screening of people in transit, including their bags and backpacks, for the detection of Mass Casualty Shooting Weapons and Metal Threats, such as high-caliber assault weapons, IED devices, and large-bladed knives.

Emergency Information:

Parents/guardians must keep **current emergency contact information** on file with the school to help us reach you quickly in case of an emergency.

- Please provide **at least two phone numbers** where a parent/guardian can be reached.
- Provide **at least two additional emergency contacts** who may be contacted if a parent/guardian cannot be reached.
- Notify the school promptly of any changes to your **phone number, emergency contacts, or mailing address**.
- Contact information **cannot be changed by phone**. Parents/guardians must visit the front office and provide **valid identification** to make changes.
- Cumberland County Schools uses its parent communication system to share important information, including school events, testing, weather-related delays, closings, and other announcements.

Please keep all contact information current with the front office to ensure you receive important school and emergency communications.

Illness:

Students should remain at home when they are sick. A student needs to be well enough to participate fully in the school day, and staying home when ill helps protect the health of other students and staff.

If your child will be absent due to an extended illness, please notify the school data manager and the social worker.

Immunizations

North Carolina law requires students to have the appropriate immunization records on file with the school.

If required immunization documentation is not provided, parents/guardians will be notified and given 30 calendar days from the student's first day of attendance to provide the required records.

After the 30-day period, students who have not met the immunization requirements will not be permitted to attend school unless the required immunization has been obtained, in accordance with North Carolina law (G.S. 130A-155).

Parent Conferences/Administration Conference:

Parents/guardians may request a conference with a teacher, counselor, or other staff member through ClassDojo or email. Staff contact information is available on the Montclair Elementary School website: https://mces.ccs.k12.nc.us/

To protect instructional time, staff will not be interrupted while teaching.

When addressing a concern:

- **Please follow the Parent Concern Flow Chart and contact the appropriate staff member first.**
- **Contact staff members directly through ClassDojo or email.**
- **Please allow 24–48 hours for a response.**
- **Walk-in meetings with the Principal or Assistant Principal will not be permitted.**
- **To meet with the Principal or Assistant Principal, a Principal/Assistant Principal Conference Request must be completed.**

Scheduling conferences in advance allows staff to address concerns appropriately while protecting instructional time.

Parent & Family Engagement / Parents' Right to Know

Montclair Elementary recognizes that student success is a

shared responsibility between the school, students, and families. As a Title I school, we provide families with opportunities, information, and resources to support their children's education.

Title I

Title I is a federal program that provides supplemental funding to eligible schools to help students meet educational goals. Title I funding may support:

- Smaller class sizes
- Additional teachers and paraprofessionals
- Staff training focused on family engagement
- Additional instructional opportunities, including before- and/or after-school programs
- Parent and family engagement activities
- Supplemental instructional materials and equipment

Parent & Family Engagement

Throughout the school year, Montclair will provide opportunities for families to participate in their children's education. Activities may include Grandparents Day, Curriculum Night, Assessment Night, Pizza with the Principals, Family-Teacher Conferences, Progress Reports, The Color Walk, and other school and family engagement events.

As a Title I school, Montclair will:

- Hold an annual Title I meeting, generally in September or October, to explain the Title I program, requirements, and families' rights to participate in their children's education.
- Include parents/families on the School Improvement Team (SIT) with representation reflective of the socioeconomic and racial diversity of the school. The SIT meets regularly, including meetings scheduled for the third Monday, to develop, implement, and monitor school improvement strategies.
- Provide families with timely information, including:
    - School and district report cards
    - Student assessment results and explanations of those results
    - Curriculum and state academic standards
    - How student progress is measured
    - Teacher qualifications
    - Opportunities to participate in educational decision-making
    - Timely responses to family suggestions
    - Opportunities to provide input on the School Improvement Plan and district strategic plan
- Offer meetings at flexible times throughout the school year to plan, review, share information, and support school improvement efforts.
- Provide a Learning Compact/School-Parent Compact explaining how students, families, and school staff share responsibility for improving student achievement.
- Provide opportunities for parents/guardians to meet with school personnel, offer suggestions, and participate appropriately in decisions concerning their children's education.

Parents' Right to Know

In accordance with ESEA Section 1111(h)(6), Parents' Right-to-Know, families of students attending a Title I school have the right to request information about the professional qualifications of their child's classroom teacher(s) and teacher assistant(s).

Parents/guardians may request information regarding:

1. Whether the teacher has met state qualification and licensing requirements for the grade level and subject area being taught.
2. Whether the teacher is teaching under an emergency or provisional status, through which state qualification or licensing requirements have been waived.
3. The teacher's bachelor's degree major and any graduate certifications or degrees, including the field of study.
4. Whether the student receives services from a teacher assistant and, if so, the assistant's qualifications.

To request this information, please contact the Cumberland County Schools Human Resources Office at (910) 678-2629.

Families will also be notified if their child has been taught for four or more consecutive weeks by a teacher who does not meet applicable state professional qualification requirements.

Declaración del Derecho a Saber de los Padres

De acuerdo con la Sección 1111(h)(6) de ESEA, Derecho a Saber de los Padres, las familias de estudiantes que asisten a una escuela de Título I tienen derecho a solicitar información sobre las calificaciones profesionales de los maestros y/o asistentes de maestros de sus hijos.

Los padres/tutores pueden solicitar información sobre:

1. Si el maestro cumple con los requisitos estatales de calificación y licencia para el grado y las materias que enseña.
2. Si el maestro está enseñando bajo un estado de emergencia o provisional mediante el cual se han eximido los requisitos estatales de calificación o licencia.
3. La especialidad de la licenciatura del maestro, así como cualquier certificación o título de posgrado y su área de estudio.
4. Si el estudiante recibe servicios de un asistente de maestro y, de ser así, las calificaciones profesionales del asistente.

Para solicitar esta información, comuníquese con la Oficina de Recursos Humanos de Cumberland County Schools al (910)

678-2629.

La escuela también notificará a las familias si su hijo ha recibido instrucción durante cuatro o más semanas consecutivas de un maestro que no cumple con los requisitos profesionales estatales aplicables.

The Parents' Right-to-Know Statement will be provided to all families and made available through school communication methods, including materials sent home with students, copies available in the school office, and the school website.

School & Family Learning Compact

Student Name: _____

It is the mission of **MONTCLAIR ELEMENTARY SCHOOL** to make the learning process more exciting, inviting, involving, flexible, and unified. To achieve this goal, the home and the school must be willing to recognize and agree upon the responsibilities of each party in the learning process. This learning compact lists how students, parents and families, teachers, and principals can contribute to every student's success.

As a student, I will be responsible for…

- As a student, I will be responsible for giving my best effort every day in classwork, small groups, and independent practice.
- As a student, I will be responsible for following classroom and school rules, showing respect, and making good choices.
- As a student, I will track my progress in my data folder and set goals during conferences with my teacher.

As a teacher, I will be responsible for…

- As a teacher, I will provide small-group and tiered instruction tailored to students' needs, guided by data.
- As a teacher, I will create a positive and consistent classroom environment where all students can learn.
- As a teacher, I will collaborate with colleagues in PLCs, Achievement Team meetings, and professional development to strengthen instruction.

As a parent/family, we will be responsible for…

- As parents and families, we will stay informed by checking ClassDojo, reviewing our child's data folder, and attending school events.
- As parents and families, we will support learning at home by making sure our child completes homework, reads daily, and practices skills.
- As parents and families, we will partner with the school by communicating openly with teachers and reinforcing attendance and positive behavior.

As a principal, I will be responsible for…

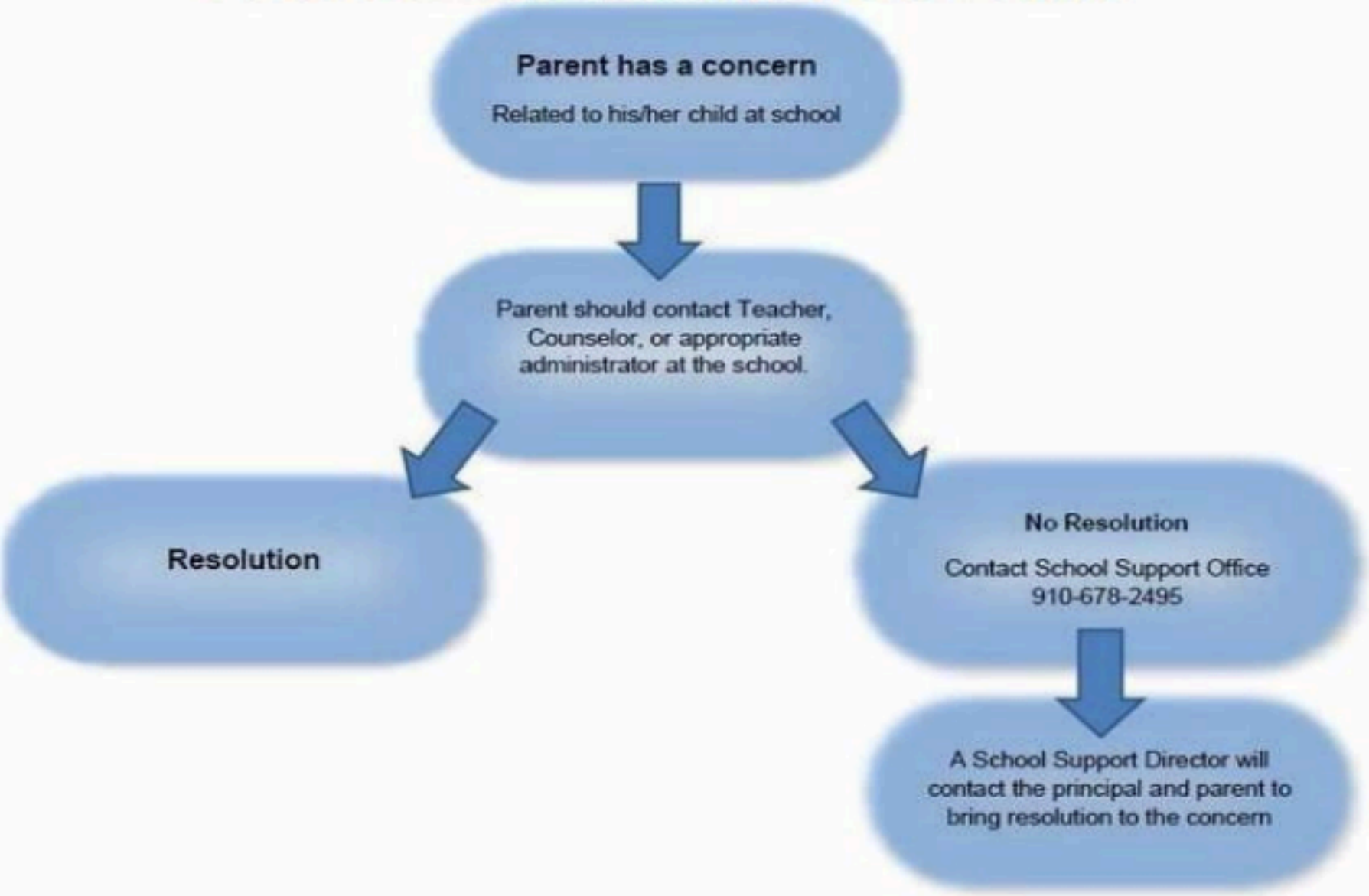
- As a principal, I will lead with vision by modeling high expectations and clearly communicating the school's mission and goals.
- As a principal, I will support teachers with resources, coaching, and feedback to ensure effective instruction.
- As a principal, I will build strong partnerships with families, staff, and the community to promote student success.

Parents/Families—We welcome your comments or suggestions:

Student Signature:_____ Date ____/____/____

Parent Signature:_____ Date ____/____/____

Teacher Signature:_____ Date ____/____/____

Principal Signature:_____ Date ____/____/____

Parent Concern Resolution Flow Chart