

Administrators' Welcome

The Lake Rim Administrative Team is pleased to welcome our students and their families to an exciting new year. **Explorers are Anchored in Excellence, Every Day in Every Way.** Our teachers and staff are dedicated to providing a positive learning experience for your child. We are here to serve our students and families. Our policies and procedures are geared to insure student and staff safety and the most effective school environment for Excellence.

The Lake Rim Administrative Team

Tanya Higgins, Principal

Dr. Joseph Fankibi, Assistant Principal

General Provision – CCS Board Policy

All students will comply with all rules governing behavior and conduct. It is the responsibility of the principal to investigate fully all cases of students appropriately referred to his/her office for misbehavior, to ensure fair treatment of such students and protection of their procedural and substantive rights, and to determine what, if any, disciplinary action is warranted. The teacher shall have the responsibility and the authority to discipline students, except in those cases requiring the attention of the principal. All policies in the Cumberland County Schools Student Code of Conduct will be enforced.

Admission Procedures

To be eligible to attend Lake Rim Elementary School, the child's parent or legal guardian shall reside in the Lake Rim School attendance area. Students who move within the Cumberland County Administration Unit after the first thirty (30) days of the school year may remain in the school they are now attending until the end of the school year provided their parents furnish the

transportation.

Students who move outside the Cumberland County Administration Unit after the first thirty (30) days of the school year may remain until the end of the school year in which they move providing:

1. Application to remain at Lake Rim is submitted to the local Board of Education where student now lives and is approved by said board for them to attend a Cumberland County School and
2. Application is made to Cumberland County Schools and is approved for them to remain at Lake Rim until the end of the School year and
3. Parent/Guardian furnish transportation

Both the Board of Education and the Principal must approve the student remaining at Lake Rim. If EITHER disapproves the request, the student will be withdrawn from Lake Rim and enrolled in a school where the student now resides. If it is determined that a student resides outside our school district and entered Lake Rim without meeting residency requirements, the student will be subject to immediate dismissal.

Accelerated Reader – AR

The purpose of the Accelerated Reader program is to encourage independent reading and improve reading skills. All 1st grade through 5th grade classrooms are encouraged to participate. Parents and guardians are encouraged to become familiar with the AR program and help students in setting and meeting their quarterly goals. The AR Code of Conduct is as follows:

1. Students may only take tests on books they have read or that someone has read to them.
2. Students may not take tests for other students.
3. Students may not discuss AR questions or answers with other students.

Attendance

Absences

A written excuse including the date(s) and specific reason(s) for a student's absence must be brought to school on the day a student returns following an absence. Such excuses should be dated and signed by a parent/guardian. This information is needed to properly code your child's absence. When these procedures are not carried out, we are put in a position of arbitrarily coding an absence as being unlawful. Absences such as vacations or leave periods are considered unlawful absences. **EDUCATIONAL TRIPS MUST BE APPROVED BY THE PRINCIPAL TWO WEEKS IN ADVANCE.** Approval forms may be requested from the office.

When it is necessary for a student to miss more than one day due to illness, etc., please notify the school. Attendance is just as important in the elementary school as in the high school, as absences and tardiness are recorded in the same manner and have a great effect on student achievement. Parents will be notified of excessive tardiness/absences in an attempt to assist in making sure all students are getting an equal opportunity to learn. **PLEASE ASSIST US IN MAKING SURE YOUR CHILD IS PRESENT AND ON TIME EACH DAY.** Please notify the office immediately if your address or telephone number changes at any time during the school year.

Tardies

Students are tardy when the 7:45 tardy bell rings. Parents are required to come into the front office and sign their child(ren) in if the child cannot reach their classroom before 7:45. As a means of working together to improve your child(ren) punctuality to school, the following steps will be taken.

- * A written notice will be sent to parent/guardian after 3 tardies.
- * An administrative conference will be scheduled to determine strategies and interventions to assist with punctuality after 5 tardies.

* A referral for attendance mediation will be made for further interventions;

* Students with chronic tardies and 0 absences **will not be recognized** for perfect attendance during award programs.

Bus Conduct

Students are to be reminded that riding the school bus **is a privilege** and all Lake Rim and CCS rules are strictly enforced. Students are to board and exit the bus at their assigned bus stops only. The bus will pick up students within 10 minutes of the assigned time. Students are to remain seated while the bus is in motion. The bus driver will promptly report all discipline issues to the administrator responsible for transportation. All Pre-K-2nd grade students must be met by an adult at their bus stop after school. Parents may sign a release for 1st and 2nd graders to be allowed to get off the bus without an adult.

Cafeteria and the Child Nutrition Program

The Lake Rim Elementary School cafeteria will serve breakfast and lunch daily. The menus are available on the CCS website. The cost of student meals are as follows:

ALL STUDENTS RECEIVE FREE BREAKFAST AND LUNCH THROUGH THE CEP GRANT

Cell Phones and Other Electronics

Students should NOT have cell phones out during the school day. They must be turned off and kept in the student's backpack. All other electronics are prohibited unless the teacher gives specific written permission to a student. **The school is NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

Check-in and Check-out Procedures

Cumberland County Board of Education Policy states that "no staff member shall excuse any pupil from school or class prior to the end of the school day or class, or into any person's custody, without the direct prior approval and knowledge of the Principal or designee." Also, "no students shall be permitted to leave school early under any conditions without parents' or guardians' authorization and the Principal or designee's permission."

- **All students reporting to school after 7:45 a.m. must be brought to the office and checked in by the responsible adult providing the transportation.**
- If a student needs to be checked out early, it must be done by either the parent/guardian or bring written permission from the parent/guardian if being picked up by someone that is not listed on the student's check-out form. **Each person should be prepared to show proper photo ID.**
- Students will NOT be called to the office prior to the person showing ID. **(You may not request your student to be brought to the office by phone.)**
- Students that have not been picked up by parents by 2:30, will be taken to a supervised location. Parents will be required to sign in at the front office before picking up their child.

**Under no circumstances will a student be released from school without following the above checkout procedures.

Clubs and Organizations

Any student that wishes to join a club should contact the club advisor directly. Club members should demonstrate positive behavior, maintain good attendance, good character, and a positive attitude. Parents are to make arrangements for students to be dropped off and picked up.

Daily Schedule

- 7:15 a.m. Student Arrival
- 7:45 a.m.Tardy Bell
- 2:20 p.m. Dismissal Bell
(Pre-K – 2nd Grade)
- 2:25 p.m. Dismissal Bell
(3rd – 5th Grades)

Students may NOT enter the building prior to 7:15 a.m. due to safety and supervision concerns. Primetime is the only exception.

Dress Code

The following is a dress code that we feel will maintain an atmosphere of comfort and learning. Parents will be asked to bring appropriate clothing for any student who is in violation of the school dress code.

1. Students must wear skirts and shorts that are mid-thigh in grades k-3 and fingertip length in grades 4th and 5th.
2. Students must not wear clothing depicting intoxicating beverages, controlled substances, tobacco products, weapons, or suggestive of violence or obscenities. Clothing which causes disruption en-route to or at school is not permitted.
3. Students must wear jeans, pants, or slacks that fit at the waistline. No sagging.
4. Students may not wear flip-flops, bedroom slippers, or any other footwear that may create a safety issue.
5. Shirts that expose any of the midriff, chest, or ribs are not acceptable.
6. Please refrain from spaghetti strap tops.
7. Headgear may not be worn in the building and must be kept inside the book bag. This includes hats, kerchiefs, scarves, bandanas, etc.
8. Sneakers with wheels are not allowed at any time.
9. Leggings may be worn with a top that adequately covers waist and bottom.

Educational Rights and Privacy Act

The Family Education Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under this law, parents of students or students (if they are at least 18 years of age) have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents of the student is limited and generally requires prior consent by the parents of the student. Copies of this policy may be found in the office of the Superintendent and in the Principal's office of each school within the Cumberland County School System. Complaint 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, Independence Avenue, Washington, D.C. 20202.

Emergency Information

Emergency information for all students should be complete and accurate and updated as needed.

Grievance Procedures – Title IX

Students who believe that they have been mistreated because of sex discrimination in the public school may appeal to the person designated in each school as the one responsible for hearing said complaints. If after appealing to this designated official the student is dissatisfied, he/she may submit a request in writing to the Superintendent for review of the case. The Superintendent or his designated representative will arrange a conference with the student and make a decision regarding the grievance. If the decision rendered by the Superintendent is unsatisfactory to the student, the student shall within 10 days, give written notice to the Superintendent and request a

review by the Cumberland County Board of Education. The Board of Education shall render its decision within thirty days of receipt of grievance.

Gum and Candy

Chewing gum is not allowed in school at any time. Candy is discouraged, but, may be provided at the teacher's discretion.

Homework

Homework is assigned to provide students with practice of skills previously taught. Each grade level sends homework that is developmentally appropriate for their students. If you have questions or concerns regarding your child's homework, please contact their teacher.

Lost and Found

The lost and found is located at the end of the main hallway near the cafeteria. Students should notify their teacher immediately after they notice an item is missing or if they find an item. Parents should contact the school immediately after noticing an item is missing. Bus riders should first consult their driver.

Medicine Protocol

Medicine cannot be administered to a child unless it is prescribed by a doctor. The school cannot administer any over the counter drugs unless prescribed by a physician. If your child needs to take medication during the school day, please observe the following procedures:

1. Bring the medicine to the office receptionist in the original container labeled by the pharmacy along with the completed **Physician's School Medication Form**. Do not send medication with your child. **Medication must be signed in by the Parent. Do not send medication with your child.**
2. The child will be excused from the classroom to report to the office when it is time to take the medicine.

3. Refrigeration is available for medicine requiring such.
4. Students requiring medication on a daily basis, for more than five consecutive days, must have a physician complete the appropriate medical form which is to be filed in the school office. A Physician's School Medication Form is available from the school receptionist or from our website.
5. **Prescription Labels must have the same directions as the label on the bottle.**
6. When a physician prescribes medication for your child, ask if it is possible to administer before and after school and at bedtime, to avoid the above procedures for school administration of the medicine.

Non-discrimination Statement

As required by law, the Cumberland County Board of Education does not discriminate on the basis of race, color, creed, national origin, sex, or handicap.

Parent Concerns

Lake Rim administrators, faculty and staff strive to maintain positive relations with parents and families to maximize the success of each student. **Parents are encouraged to communicate directly with their child's teacher when a concern arises.** Every effort should be made to find a workable resolution for student success. If a situation is not resolved, then an administrator may hold a conference to facilitate a plausible solution. Please be reminded:

1. Teacher's primary responsibility during the school day is safety, supervision, and instruction. **Please understand that unless there is an emergency, response time may take up to 24 hours.**
2. Administration's primary responsibility during the school day is safety, supervision, and the monitoring of instruction. **Unless it is an emergency, response time may take 24-48 hours.**
3. Please plan to schedule an appointment with administration to address concerns. **Unless it is an emergency same day conferences are not always feasible.**

Parents' Right to Know Statement

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

- The School Improvement Plan
- Qualifications of your child's teacher
- Professional development opportunities for teachers and assistants to ensure highly qualified personnel
- Opportunities for parent involvement and input
- The Cumberland County Schools Improvement Plan
- The Cumberland County Title 1 Parent Involvement Plan and School Parent Involvement Plan
- Cumberland County System Report Card
- School Report Card

Parent Volunteers

Parents are extremely important in the education of children. Parent volunteers have become necessary to our educational team. Please sign in/out in our volunteer book in the Main Office when you arrive at the school. This will enable us to track the number of hours our volunteers contribute. All volunteers must be approved by Cumberland County Schools before they may serve at a school. If you are interested in serving on one of our school committees, please contact Mrs. Glendora Ford, our Front Desk Receptionist, at (910) 867-1133.

Class Celebrations

Each teacher may schedule two celebrations per school year. Birthday parties for individual students are not permitted. Parents may provide light refreshments on special days with the teacher's approval. Invitations to student birthday parties should not be distributed at school unless each child in the class is receiving an invitation. **Cumberland County Policy does not allow homemade goods to be eaten by the students in school.** Due to previous health concerns and issues, any snack or treats brought to school must be store-bought

PBIS (Positive Behavior Intervention Support)

Lake Rim is a PBIS school. The four pillars of the PBIS pledge are recited each morning: "Be Safe, Be Kind, Be Respectful, and Be Responsible". The expectations are taught at the beginning of the school year and enforced throughout the year. Students are expected to model their behavior based on the four pillars in every area of the school. Faculty and staff provide rewards and incentives for students that exemplify positive behavior and conduct.

Pets on Campus

Pets, of any kind, **are not allowed to come on our campus at any time.** This is for the safety and security of all students, faculty and staff, and guests to our school.

Prime Time

Prime Time before and after school care is available to all families. Financial assistance is available for those who qualify. Please call the main Prime-Time office at (910) 678-2451 for detailed information.

Report Cards, Progress Reports and Conferences

Progress Reports go home:	Report Cards go home:
September 23, 2019	October 25, 2019
November 19, 2019	January 10, 2020
February 7, 2020	March 20, 2020
April 23, 2020	May 22, 2020
Parent Teacher Conferences:	
November 5–7/March 24 -26	

Grading Scales

K-2 Progress Rating Scale	3-5 Grading Scale
4-Above Grade Level	A – 100 - 90
3-On Grade Level	B – 89 - 80
2-Below Grade Level	C – 79– 70
1-Well below Grade Level	D – 69 – 60
	F – 59 and below

Sick Students

If a student becomes sick at school, parents will be notified. If your child is vomiting or has a fever, **he/she will be required to go home.** Children **should not return to school unless they are fever free for 24 hours without any fever reducing medication.**

Administration **WILL contact 911** in case of emergency or the inability to reach a parent in the case of an escalating fever.

Student Accidents and Injuries

In the event a student has an accident or is injured, the supervising adult will provide the appropriate immediate care. An accident report will be completed and filed. Every effort will be made to notify a parent or guardian in a timely manner. **In the event of a serious injury or medical emergency, the parent or guardian will be notified immediately.**

Student Accident Insurance

Cumberland County Schools does not provide medical/accident insurance coverage on its students for accidents. Student accident insurance is available through voluntary participation. Parents are encouraged to make arrangements for accidental injuries that may occur.

Parents or guardians may pick up accident insurance information in the school office or you may contact Risk Management for more information. Our accident insurance carrier is American Advantage Insurance.

Transportation

School Board Policy does not permit changes to transportation by telephone. A request in a change of a student's transportation must be made in writing and submitted to the student's teacher. If emergencies occur, they will be handled on a case-by-case basis by the Principal.

When dropping off and picking up students, parents/guardians will use the Recreation Center entrance (where the crossing guard is stationed on Hoke

Loop Road) and drive through the gate to the traffic circle behind the cafeteria. Drivers are to pull up as far as possible in the traffic line, where a staff member will assist your child with un-boarding on the curbside. Parents are asked to remain in the car to expedite the process. Parents are asked to display the student name cards in their windows in the afternoon to facilitate the dismissal process. Students who walk or ride bikes should cross Hoke Loop Road at the cross walk with the assistance of the crossing guard. Walkers or bike riders who reside in Scotts Mill should follow the sidewalk from the playground to the front of the building.

LRES is attempting to change the direction of traffic and is awaiting CCS approval. Parents will be informed of new procedures as soon as possible.

Students will not be released to unidentified or unauthorized adults without clarification from a parent or guardian.

Buses and daycare vans will pick up students in the parking lot at the main entrance of the school.

Section 504/Americans with Disabilities Act





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

Cumberland County Schools, P.O. Box 2357, Fayetteville, NC 28302 (Phone: 678-2430).

Student Conduct and Behavior

Explorers Are Anchored in Excellence

Be Safe... Be Kind... Be Respectful... Be Responsible...

Expectation	Classroom	Hallway	Cafeteria	Playground	Bathrooms	Dismissal
	<ul style="list-style-type: none"> Wait your turn Keep hand and feet to yourself Walk Use materials and tools with caution 	<ul style="list-style-type: none"> Remain in place Stay to the right 	<ul style="list-style-type: none"> Walk Follow the traffic flow Stay with your class 	<ul style="list-style-type: none"> Look where you are going Use equipment properly Leave rocks, sticks & sand in its place 	<ul style="list-style-type: none"> Wash your hands Have a bathroom pass 	<ul style="list-style-type: none"> Keep hands, feet and belongings to yourself
	<ul style="list-style-type: none"> Follow Directions Encourage others Help others Use kind words and actions 	<ul style="list-style-type: none"> Wait your turn Give proper space 	<ul style="list-style-type: none"> Use good manners Say please and thank you 	<ul style="list-style-type: none"> Play fairly Take turns Treat others how you want to be treated 	<ul style="list-style-type: none"> Flush One person per stall Take care of yourself 	<ul style="list-style-type: none"> Follow procedures for your area
	<ul style="list-style-type: none"> Watch with your eyes, listen with your ears, be still with your hands and quiet with your feet Raise your hand to speak 	<ul style="list-style-type: none"> Be silent Keep hands and feet to yourself 	<ul style="list-style-type: none"> Use a quiet voice Listen to adult directions 	<ul style="list-style-type: none"> Follow directions Enter/exit quietly 	<ul style="list-style-type: none"> Return to class promptly 	<ul style="list-style-type: none"> Stay in line Remain silent Follow adult directions
	<ul style="list-style-type: none"> Be on time Come prepared and ready to learn Bring materials Stay on task and complete work 	<ul style="list-style-type: none"> Keep belongings with you Have a hall pass 	<ul style="list-style-type: none"> Clean up after yourself Use cafeteria time to eat Get all necessary items 	<ul style="list-style-type: none"> Return equipment to its proper place Line up when told Remember all your belongings 	<ul style="list-style-type: none"> Put everything in its proper place Use the bathroom for its intended purpose 	<ul style="list-style-type: none"> Keep up with your belongings Remain with your group

The teachers and administration at Lake Rim Elementary School believe that a safe and orderly environment is essential if learning is to take place. All students at our school are expected to contribute to such an atmosphere through appropriate behavior. The Cumberland County Code of Conduct will be fully enforced.

We ask our students to BE SAFE, BE KIND, BE RESPECTFUL, BE RESPONSIBLE.

Explorers Are Anchored in Excellence

Be Safe... Be Kind... Be Respectful... Be Responsible...

Classroom Expectations

- Wait your turn
- Use kind words and actions
- Keep hand and feet to yourself
- Watch with your eyes, listen with your ears, be still with your hands and quiet with your feet
- Walk
- Raise your hand to speak
- Use materials and tools with caution
- Be on time
- Follow Directions
- Come prepared and ready to learn
- Encourage others
- Bring materials
- Help others
- Stay on task and complete work

Explorers Are Anchored in Excellence

Be Safe... Be Kind... Be Respectful... Be Responsible...

Restroom Expectations

- Wash your hands
- Take care of yourself
- Have a bathroom pass
- Return to class promptly
- Flush
- Put everything in its proper place
- One Person per stall
- Use the bathroom for its intended purpose