

**Carl A. Furr Elementary School
Student-Parent Handbook 2022-23**

WELCOME TO CARL A. FURR ELEMENTARY SCHOOL

Dear Carl A Furr Families,

On behalf of the faculty, staff, and administration we welcome you to Carl A Furr Elementary School. You are about to join an outstanding team of professionals, a dedicated group of parents, a proud community, and enthusiastic students as we build a community of lifelong learners. We are pleased that you are a part of our school. Your involvement and cooperation will make this year successful!

We know that for students to be successful, parents and teachers must have common goals for the children, and we must all work together to that end. We simply want to create the kind of school environment and provide the type of instructional program that will enable each student in our school to maximize his or her potential as a lifelong learner. For us to be successful, we need your cooperation and support. I encourage you to establish clear lines of communication with your child's teacher. He or she will be crucial in ensuring a successful school year. Take time to familiarize yourself with the school policies and know what the expectations are in your child's classroom. If problems should arise, please contact the teacher and work cooperatively toward a beneficial resolution.

In addition, our school counselors are available to help resolve issues related to study habits, counseling, and self-esteem. If at any time a situation cannot be resolved, please contact Mrs. Krista Eason—Assistant Principal of Instruction, Mrs. Tiffane Maltba—Assistant Principal, or myself. We are all available to every parent, but the teacher is the most reliable source of information concerning your child's academic achievement and social adjustment. The most important emphasis is the safety and academic success of your child. Together, we can make a difference in your child's education.

This handbook is designed to help answer many questions students and parents have concerning the activities, procedures, and rules for the successful daily operation of Carl A Furr Elementary. We urge you to support our school, teachers, PTO, and programs. Your positive attitude and support will make a difference in your child's attitude toward school!

Sincerely,
Darin Roberts, Principal

ACKNOWLEDGEMENT

Parents will acknowledge they have read and understand all components of this handbook, including the Title 1 components, when they complete the electronic signature of all required documents in Scribbles.

ABSENCES

Students need to be in school every day beginning at 8:15 a.m. and ending at 3:00 p.m. Regular attendance is essential to the learning process. In addition, students who are absent from school are deprived of a variety of educational experiences shared with their peers. Students can make up the work missed due to absence upon their return to school. However, there is no way to reproduce or recapture classroom activities.

A student who is absent must bring a written excuse signed by the parent or guardian on or within two school days after the student returns to school. Or you may complete the online excused absence form. A student must be in attendance more than one-half of the school day before he or she can be counted present for that day. This would mean that a child would need to stay in school until 11:40am to be counted as present. Your child's presence in school for the entire school day is vital to his or her success. Early check outs, even those that occur after 11:40, are recorded as 'tardies'.

Should you need to pick up work for your child due to an absence, you are asked to call the office before 9:00 AM. Materials may be sent home with another child or you may pick them up at the end of the school day in the front office. For extended excused absences, your child's assignments may be collected before, during or after the absence. Completion of work missed during an absence is determined at the teacher's discretion and the needs of the student.

Please notify the school if your child has a contagious disease or an extended illness. The Cabarrus County School Board has defined the following absences as lawful: illness or injury; quarantine; medical or dental appointments; death in the immediate family; court or administrative proceedings; religious observances; educational opportunities.

We ask that you plan your vacations and travel during times when school is not in session; however, if it is necessary for your child to miss school for these reasons, you may pick up a Request for

Prior Approval of Absences form in the office, on the Furr Elementary webpage, or send a note with your child for us to send one to you. We ask that you complete this form and return it to your teacher or our data manager in the office prior to the absence(s). The principal will determine if the absence(s) will be excused according to the criteria outlined on the form. No more than 5 days per year will be excused for vacations. Also, no requests will be approved for students who have accumulated 15 or more absences.

Cabarrus County Schools Attendance Policy contains several measures to monitor student attendance. They include:

- Connect Ed phone calls will be made each day a child is absent.
- Parent Notification by mail when their student accumulates 6 unexcused absences.
- 10 excused absences where “illness” is routinely given as the reason will result in the school nurse or social worker contacting the parent and the student’s doctor.
- 10 unexcused absences will require an academic and attendance review with the principal and school social worker to develop an Attendance Action Plan
- 15 unexcused absences will result in parent contact, next steps in the Attendance Action Plan, and possibly begin the court referral process.
- 20 total absences will result in a retention conference with the principal and school social worker.

See the complete Cabarrus County Schools attendance policy for further details.

BIRTHDAYS

Birthday recognitions will be handled within the classroom by the teacher. **Please do not bring cupcakes, cookies or any other food items to celebrate your student’s birthday.** Not all of our families are able to provide these items and we don’t want any of our students to feel left out. In an effort to protect the academic day, birthday parties will not be permitted during the school day.

BIRTHDAY BALLOONS, GIFTS, FLOWERS, ETC.

The delivery of balloons, gifts, flowers, etc. to school is strongly discouraged. No items will be delivered to students during the school day. Items will be kept in the office until the end of the day and then sent home with the students. Balloons, flowers, baskets, and other large gifts are prohibited on the bus.

BREAKFAST/LUNCH PROGRAM

To help you plan, a menu is available on the Cabarrus County Schools Website.






Students are allowed to bring a lunch box or bag lunches to the cafeteria; however, glass bottles are not permitted. **Parents are discouraged from bringing soft drinks or fast food items for their children at lunch.**

Parents are welcome to eat lunch in the cafeteria. It is requested that parents meet their children in the cafeteria. Please remember to sign in and get a Visitor’s Pass. **Parents are allowed to take their child to the designated area for lunch.** It is not necessary to call the school for lunch reservations. When your child’s lunch period ends, we ask that you allow your child to re-join his/her class and return to the classroom without you. Please sign out in the office prior to leaving the building. Also, please note that parents are not allowed to charge the cost of their meal, they must pay in cash. Any person listed on the student’s contact/check out card will be permitted to visit him/her for lunch whether or not they are accompanied by the parent/guardian. They will need to provide their picture ID and follow all visitor protocols when checking in at the front office. Individuals not listed on the contact/check out card will not be allowed to visit for lunch unless the parent/guardian is also present.

BUS EXPECTATIONS/DISCIPLINE

Each school day our bus drivers are committed to providing safe and dependable transportation for our students. In order for this to happen, we rely on a partnership between the driver and the students. Please help support school bus safety by reviewing these bus safety rules with your children.

Carl A Furr Elementary Bus Behavior Expectation for Daily Transportation and Trips

Bus	Safe	Orderly	Act Responsibly	Respectful
Waiting for the bus 	Stay behind the white line and off the street. Keep hands, feet, and objects to self. Follow the driver's instructions the first time given.	Create a safe environment for everyone.	Follow driver's directions. Line up properly.	No spitting. No bullying or threatening.
Entering the Bus 	Hold the handrail. Follow the driver's instructions.	No pushing or shoving.	Be seated quickly and carefully. Remain seated.	Keep hands and feet to self.
Riding the Bus 	Stay seated. Keep aisles and emergency exits clear. Keep self and objects inside the bus.	Stay seated, facing forward in your assigned seat. Talk at a level 1 and stay level 0 when lights are on.	No food, drink, toys, or games. No buying, selling, or trading items. Take care of the bus. Keep the bus neat and clean.	Use kind words to others. No bullying or threatening others. No spitting. Keep hands and feet to self.
Exiting the Bus 	Exit carefully – front to back. Move to a safe spot away from the bus. Hold the handrail.	No pushing or shoving.	Stay seated until door opens. Get off at your assigned stop. Take belongings with you.	Create a safe environment for everyone.
Evacuation 	Stay quiet. Listen for directions. Leave belongings on the bus.	No pushing or shoving.	Follow driver's directions.	Help others when appropriate.

Students who are referred to the office for bus misbehavior will meet with an administrator. With any situation, we always want to be fair. An administrator will investigate the misconduct and allow the student offender(s) to respond. Parents will be notified either by a phone call or by letter. Continued discipline referrals can result in your child being permanently removed from the bus.

*Serious misbehavior or safety violations will result in immediate discipline that may include suspension from the bus.

School bus rules are for the safety of our students. All school system employees feel a great responsibility to parents and the community for the safety of our school bus passengers. We do everything we can to transport our children safely to and from school. We appreciate parent support and cooperation in our efforts.

In cases of extreme or deliberate misbehavior on the bus, the school bus driver has been instructed to return to school. If this situation occurs, the children who are having difficulty will be removed from the bus. Parents of children removed from the bus will be called and will be expected to pick them up from school. The bus will return as quickly as possible to its scheduled drop-offs.

Cabarrus County School policy prohibits students from riding home with friends. Due to buses running at capacity your child must be registered in order to ride the bus. You may register your child for the bus by either calling or stopping by school. At that time they will be assigned to a bus based on available space. If no seats are open they will be placed on a waiting list.

CAR POOL SAFETY RULES

We ask that parents who drop off and pick up children follow the following guidelines:

Drop Offs: All grades

1. Students may not be dropped off before 7:50.
2. Keep your position in the line of traffic.
3. Follow the directions of the staff members.
4. Please have your student ready to exit your vehicle without assistance. Staff members are present to help ensure students' safety and improve efficiency. They should not be relied upon to open doors or unbuckle your student.
5. Do not leave cars unattended.

Pick Ups: Grades K – 5

Each parent will be given a sign with a color and number that represents their student. Teach your students the color and the number and tell them to listen for it during dismissal. As you pull up to the pick-up area, a staff member will announce the color and number. Your student will proceed to the station indicated by the staff member.

1. Stop your vehicle at the designated spot. Do not stop to pick up your child until you have reached your assigned station. Children who go to the wrong station will be moved to the correct location.
2. Stay with your vehicle.
3. Wait for the staff member to load your child into the car.
4. Staggering your arrival time between 3:00-3:25 will help to reduce your waiting time.

Please note that neither the bus parking lot nor the cafeteria parking lot are to be used to drop off or pick up students.

CELL PHONES

If your student brings his/her cell phone to school, it must remain off at all times and it must be kept in their book bag. If the cell phone is seen or heard it will be collected by the teacher who will contact the student's parent. If the cell phone is seen or heard on more than one occasion, the phone will be collected by the teacher and kept until the parent comes to pick it up. Additional consequences may be given to the student as well.

CHAPERONES

We welcome parents and volunteers as chaperones on field study trips with classes. **All parents who accompany students and classes on field study trips are defined as chaperones.** Parents must have a background check conducted and approved by Cabarrus County Schools before they may chaperone a trip. Each accompanying parent will receive the procedures and guidelines for acting as a chaperone prior to traveling on the trip. Chaperones will be asked to sign a statement saying that they have received and understand the procedures and guidelines.

Parents who serve as chaperones may not bring older or younger siblings. The field study trip is considered an extension of the classroom instruction and is linked to the standard course of study. Siblings, older and younger, distract students from engaging in the full purpose of the field study trip.

CHANGE OF ADDRESS/PHONE

Please notify the teacher and the data manager of any change of address or phone number as soon as possible. Address verification is required to make the change. Accurate records are necessary to be able to notify parents in case of an emergency. Please contact our data manager, for instructions on how to complete your change of address through Cabarrus County's on-line self-service application, Scribbles. You may also use this link to access your Scribbles account: <https://ccsprogramchoice.scribborder.com/>

Should you choose to access your account directly, you will still need to contact the data manager so that she is aware of the change.

CLASSROOM VISITATION

Parents are welcome to visit their child's classroom and should adhere to the following procedures when doing so:

1. As a courtesy, make an appointment with the teacher ahead of time to let them know you would like to visit.
2. Report to the office and get a visitor's pass **before** going to the classroom.
3. During visits, avoid engaging the teacher in conversation while they are instructing or supervising their class.
4. If prior notification of the visit was not given to the teacher, parents will need to talk with an administrator to receive permission to visit the classroom.
5. After the first week of school, parents should not walk their child to the classroom when they bring them to school. Parents should allow their child to walk in by himself/herself at the front door if they arrive before the tardy bell, or from the front office if they arrive after the tardy bell.

COMMUNICATION/CONNECT-ED

In order to improve communication between home and school we will be using a pre-recorded phone message system. All of the phone numbers for each student are entered into a database which enables us to record a message that will go out to all our parents. We will utilize this for school closings and emergencies during the day.

COMMUNICATION DAY

Good communication between home and school is vital to a successful school experience for each child. In order that parents may know when to expect written communications, Wednesday has been chosen as the regular Communication Day at Carl A Furr Elementary School. In addition, teachers will be sending home weekly work packets, classroom news, bulletins, etc. Please check your child's book bag daily and **ESPECIALLY ON WEDNESDAY.**

COMPUTERS

Each classroom has multiple devices and one interactive Smart Board or TV with Apple TV available for instructional use. Computers are used as instructional tools and opportunities to extend lessons. They are also work tools for teachers.

Cabarrus County Schools is 1:1 with devices and students, and students are each assigned their own device. Devices and their chargers or accessories become the responsibility of the student and/or their guardians upon receipt. Damages and negligence that require repair will be at the expense of the user and should be reported to the school via our technology work order system. Students should protect their devices by placing them in a protective sleeve, keeping them away from food and beverages, and always carrying them in a safe and secure manner.

Students in elementary school have curricular objectives that address the operation of computers, the ethics of using computers, digital citizenship, online safety, and typing/word processing skills.

We are grateful for all of the technology we have and are able to provide to enhance learning in the classroom. Computer and other devices issued are the property of Cabarrus County Schools. They are provided to enhance the education of your child. They should be used with care and returned in good condition. Students are responsible for any technology that is lost, stolen, or damaged.

CONFERENCES

Our teachers strive to maintain open lines of communication. Please feel free to address any concerns with the teacher first in an effort to quickly and effectively solve any potential problems. Parents needing to contact any faculty or staff member should send a note by the child with their specific request (phone call, email, conference, etc.). Include in your note a suggestion of convenient times for you. This will assist the teacher in establishing a mutually convenient time for both of you.

Also, remember that teachers cannot make phone calls or answer their phone until after school is dismissed for the day. Please leave a message on their voice mail and the teacher will respond to your request as soon as possible.

During October, each parent is given the opportunity to discuss his/her child's progress in an individual conference with the teacher. We believe that the educational success of your child is a joint venture between school and home, and we want to keep communication lines open. If parents desire to contact the teacher, please call the school office or send a note by your child. Parent conferences may be initiated by the parent, teacher, or administrator and held at mutually agreeable times.

DRESS CODE

Policy Code: 4316 Student Dress Code

The board believes that the **dress** and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. Generally, **dress** and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board prohibits appearance or clothing that does the following:

1. violates a reasonable **dress code** adopted and publicized by the school;
2. is substantially disruptive;
3. is provocative or obscene;
4. depicts or promotes gang affiliation (for information on gang-related attire, see Policy 4328, Gang Prohibition); or
5. endangers the health or safety of the student or others.

All students who do not follow clothing guidelines will either call home for a change of clothes or borrow clothes from the Carl A Furr Clothing Closet.

DISCIPLINE

We believe that all students have the right to learn in a safe, warm, nurturing environment. We also believe in providing a climate that is conducive to learning and free of disruptive behavior. The faculty and staff work hard to create a positive atmosphere in which students can learn. Yet, we believe that students are responsible for their own behavior and academic success. It is our duty to help students become more responsible for their own behavior. The school has expectations for behavior and voice levels in the classroom, the cafeteria, the hall, the gym, and the playground. Each classroom has a written set of rules for behavior.

Carl A Furr Elementary has a school-wide approach to provide students with consistency across grade levels. Strategies such as class meetings, time out, behavior cards, parent contacts, student and parent conferences, in-school suspension and out-of-school suspensions are used to help students learn to behave responsibly.

Carl A. Furr Elementary began implementation of the Positive Behavior Interventions and Supports (PBIS) discipline plan in 2014-2015. This program focuses on creating and sustaining school-wide, classroom, and individual systems of support that improve the educational environment for all children. By implementing PBIS, we hope to reduce school and classroom behavior disruptions and educate all students about acceptable school behaviors. More information on PBIS can be found in this handbook.

Carl A. Furr Elementary follows the principles behind *Teaching with Love and Logic*. Students will be encouraged to accept responsibility for their actions along with choosing consequences that are appropriate.

Student discipline is the joint responsibility of the school and home. Parental support for good discipline enables us to maintain a wholesome environment for learning.

See the Cabarrus County Schools Student Code of Conduct for more details.

EARLY DISMISSAL

Students will not be released to anyone other than their parent/legal guardian unless prior written notice has been given to the school. When coming to sign a student out please have a photo ID. This is to ensure the safety of your child. A note sent with the child stating the time the student will be checked out is requested. Children are to be picked up at the school office after they have been signed out. Should the student return to school again that same day before the school dismissal, the student shall report first to the office before going to the classroom. If it is necessary to take your child out of school early, please do so before 2:30. This way, we can avoid the congestion of vehicular traffic and classroom disruptions during the critical last half hour of the day when students and teachers are summarizing their day's work and planning for the next day. We cannot hold buses for a student to be taken off unless it is a dire emergency.

EMERGENCY CONTACT

On the first day of school, parents are asked to determine who will be the emergency contact for their children. The emergency contact is called only when you cannot be reached. If you change the name of the emergency contact, please notify the school as soon as possible. For the safety of your child, it is imperative that the school has the name, address, and phone number of your designated emergency contact.

EMERGENCY SCHOOL CLOSINGS

If a decision is made to close school due to inclement weather, it will be posted on the Cabarrus County Schools webpage. Also, a Connect Ed phone call will be made from our County Office informing all parents of the change in schedule. Please do not call the school number for early closing information.

During periods of inclement weather, one of the following two options may be announced:

I. Closed-schools will be closed for students and teachers.

II. Delay-schools will operate but on a two-hour delay. In some situations, if a delay is called and weather conditions quickly become worse, school could be canceled for the day. If so, the announcement to cancel will be made before the delay period expires.

III. Important to remember:

NO ANNOUNCEMENT MEANS SCHOOL WILL OPERATE ON A REGULAR SCHEDULE

We will follow the directions that you have provided on the Early Dismissal Form if we have to dismiss early. In the unlikely event that school is dismissed during the school day, please help us by talking to your child in advance about emergency procedures and discussing with your child which neighbor's homes he/she should go to if your home is locked.

FIELD STUDY TRIPS

All field study trips are supplemental learning activities that support the curriculum. Written parental permission is required for any field trip.

Parents are sometimes asked to chaperone; however, younger/older siblings may not accompany the parent on the trip.

Children are required to ride the activity bus with the class to the field study trip destination. Students must provide written permission from their parent prior to the trip to ride home with their parent if he/she is a chaperone. The parent must sign a roster indicating that their child is riding home in their car.

You are not allowed to take home children other than your own, even if that child's parent grants you permission.

HEALTH (NURSE/MEDICATION)

To provide the best environment for your child's learning experience and to protect the health of others, send your child to school feeling well. Should symptoms of any oncoming illness be displayed, keep your child home for observation. Call the school to indicate that your child will not be in school.

Never send a child to school with a fever, with a cloudy discharge from the nose, earache, or with stomach/intestinal distress. If your child contracts a contagious disease, please notify the school office, so that other children in that classroom can be observed more closely. Return your child to school only after all infectious and contagious symptoms have disappeared (**NO FEVER FOR AT LEAST 24 HOURS**).

When your child returns to school, send a written note, signed by the parent/legal guardian indicating the days of the child's absence and the reason for the absence.

When a child becomes ill at school, he/she is referred to the school nurse. The nurse will make the preliminary determination on whether the child needs to go home. When called, the parent should make arrangements immediately for the student to be taken home.

No medication can be given to a student without the written permission of the physician. This rule includes over the counter medication such as Advil, Benadryl, Pepto-Bismol, etc. A specific form must be completed by the physician, signed by the parent, and brought or faxed to the school.

HOMEWORK POLICY

At the School Improvement Team meeting held on August 2, 2022, the Team decided that the only homework that will be given at Furr Elementary will be nightly reading for K-4. In 5th grade, students will have nightly reading along with weekly practice in math and science. In accordance with board policy, these assignments need to be a review of skills that have already been taught in class.

Nightly reading will be assigned to: encourage reading, build students' reading stamina, increase fluency and develop comprehension. Teachers may choose to have students/parents complete a reading log documenting their reading time. But, grades will not be given for completion of the log nor will students be penalized for failing to complete the log. Teachers are encouraged to give a reward to students who complete the reading log as an incentive to encourage nightly reading. The rewards could be: a SOAR ticket, trip to the treasure box, choice/free time, etc.

Parents need to be informed of their student's academic progress and the standards that are being taught more often since we are not assigning homework K-4. Teachers shall communicate the standards that are being addressed on a weekly basis via email, website, on Bloomz or other communication tools. Teachers are encouraged to create videos showing the students demonstrating mastery of the standards or completing problems using the strategies they have been taught. Teachers should also send home classwork products to keep parents informed on their child's learning and progress. Teachers need to make available activities and assignments to any parent who requests additional work and create an accessible location for additional assignments.

IDENTIFICATION BADGES

Each child will be provided with an identification badge at the beginning of the year. The student should wear the badge at all times unless directed otherwise by the teacher. It will be used for identification, library check out, and to purchase lunches. **If the badge is lost or broken it will be replaced for a \$2.00 fee.**

INSTRUCTIONAL PROGRAM

Carl A Furr Elementary is organized to include Kindergarten through Grade 5. In general, grades K-4 are self-contained classrooms. However, teachers are encouraged to work together and classes may be grouped together to participate in specific activities. We are implementing departmentalization in grade five. The instructional program at Carl A Furr Elementary is based on North Carolina Standard Course of Study to include the following: math, English/Language Arts, social studies, science, health, arts, music,

physical education and information skills (this includes media and technology). North Carolina's Essential Standards which can be found at the North Carolina Department of Public Instruction website.

INVITATIONS TO PARTIES

Neither parents nor students may distribute invitations of any kind.

KIDS PLUS

Kids Plus is a before/after school daycare program that is licensed through the North Carolina Division of Child Development. The program is open from 6:00AM to 6:00 PM. In addition to before and after school care, the program provides care for students on Teacher Work Days. After school, the Kids Plus program provides purposeful activities in a caring environment. For more information about the Carl A Furr Kids Plus Program, call 704.260.6217.

LUNCH VISITATION

Parents are encouraged to visit their children for lunch. Please obtain a lunch pass by signing in at the office before going to the cafeteria and remember that you will need your driver's license or passport to sign in as a lunch visitor. Tables for parents and their children are located in the back of the cafeteria. Parents are allowed to take only their child to the designated area for lunch.

LOST AND FOUND

Clothing and personal items that are brought to school should be labeled with the child's name. Found articles are turned into the lost and found bins or hung on the rack. Unlabeled or unclaimed property is donated to a local agency after the winter holidays and at the end of the school year.

MASCOT/COLORS

Falcons/Garnet and Gold

MISSION

The mission of Carl A Furr Elementary, an integral component of our diverse community, is to utilize quality instructional practices as stepping-stones to achieve higher-level learning for each individual citizen by establishing a unified educational environment and promoting a family atmosphere of success.

NON-DISCRIMINATION POLICY

It is the policy of Cabarrus County Schools and Carl A Furr Elementary School not to discriminate against any qualified disabled person solely by reason of his/her disability, in admission, or access to, or treatment in, any program, or activity sponsored by the school.

Inquiries regarding compliance to the policy should be directed to the principal.

PARKING

There are limited parking spaces at Carl A Furr Elementary, so please adhere to the following procedures when you visit the school:

1. Parents and visitors are asked to park in designated spaces only, if any are available.
2. For programs and special events such as open house, special parking areas will be created and staff will direct parents and visitors as to where to park.
3. Parking in any area which blocks others from entering or leaving campus could result in a fine and/or having your car towed. If in question about where to park, please report to the office and a staff member will assist you.
4. No parking is allowed in the car circle. This area is clearly marked as a fire zone and cars parked in the zone are subject to a fine. Three parking spots near the car circle have signage designating them as spaces for student drop off/pick up during the instructional day.

PARENT/COMMUNITY INVOLVEMENT INFORMATION

Carl A. Furr Elementary School strives to maintain open and timely lines of communication. We send home weekly posts through Bloomz to inform families of school-wide events. In addition, many fliers, memos and other informational materials are sent home every week via your child's communication folder.

Electronic media is used extensively here at Carl A. Furr. We update our school's web page often, teachers maintain their own webpages, and email is used frequently. We also maintain a Facebook page with information about our school. We routinely send phone messages to all parents via Connect Ed, to invite them to events and share important information. Those messages are recorded in both English and Spanish. Student communication folders and behavior cards are also used for daily two-way communication between the home and school. Student academic and behavior updates are communicated through mid-grading period progress reports, and end-of-quarter report cards. Academic information is also shared throughout the year during parent-teacher conferences. Each parent will have a conference with their child's teacher at the end of the first grading period. Other conferences will be held at the parent's or teacher's request as needed. Within the first month of the school year, a Curriculum Night will be held. All parents are invited to learn more about the instructional program, NC Essential Standards, and our expectations here at Carl A. Furr. Other PTO meetings and informational nights will be conducted throughout the school year. At these meetings, updates on school-wide projects, standardized testing results, and many other topics will be shared. Our school's performance on standardized tests can also be found on the state report card website. Parents will receive their child's standardized testing results via written reports. We also invite families to attend Literacy Night to learn reading strategies for students, participate in fun activities, and receive free items.

Many of our pieces of communication are translated into Spanish. We have a translator at our school full time as well as other staff members who can translate when needed.

All parents are invited to participate in school activities. We strive to have representation on our School Improvement Team, PBIS Team and PTO Board that is reflective of the community we serve. Our School Improvement Team meets on the second Wednesday of each month, the PBIS Team meets on the last Thursday of the month, and our PTO Board meets on the second Thursday of each month. If you would like to participate in either group, please contact a school administrator. Many parents are also involved in enrichment and intervention programs for our students. Please let your child's teacher know if you are interested in leading a group. In addition to volunteering your time, you can be involved in our school by providing us input via the Parent Satisfaction Survey which is conducted annually. Or, you may provide us with suggestions and feedback at any time via our suggestion box on the Carl A. Furr Elementary webpage.

If you have any questions regarding how you can become more involved in your child's education, please contact the school at any time.

PARENT/STUDENT/STAFF COMPACT

This compact is an agreement between students, their parents, and all staff members. We believe that it takes the combined efforts of all those parties in order to allow our students to reach their full potential. This compact contains the roles and responsibilities of those parties and is a promise from each party to meet this commitment.

As a PARENT/GUARDIAN, I want my child to achieve high levels of success. Therefore, I will support him/her by:

- Assuring that my child arrives at school on time and attends school regularly
- Supporting the teacher and school by reinforcing the Dress Code, Student Code of Conduct, school rules and classroom rules
- Maintaining regular communication with my child's teacher
- Checking the communication folder and behavior card regularly and sign them as needed
- Attending school functions including PTO meetings, Curriculum Night, and other events
- Checking his/her teacher's webpage often
- Listening to my child read or read to him/her daily

As a STUDENT, I want to work to the best of my ability. So, I will:

- Attend school regularly and be prepared with all the materials
- Be respectful to all adults and classmates
- Follow all classroom and school rules
- Complete all classroom assignments to the best of my ability
- Ask for help when I don't understand an assignment

- Read daily or have my parents read to me
- Always put forth my best effort
- Talk to my parents about what I learn in school each day

As a STAFF MEMBER, I will help each student reach his/her potential. To achieve this I will:

- Have high expectations for all students
- Provide encouragement for students as they work toward new challenges
- Conduct lessons that are rigorous and aligned with North Carolina State Standards
- Maintain open and frequent communication with parents, provide regular updates on their child's progress, and keep my webpage current
- Create a nurturing, supportive and structured classroom environment
- Enforce the Student Code of Conduct, school rules and classroom rules through effective implementation of PBIS
- Work collaboratively with other staff members
- Utilize proven methods including: Workshop Models, Standards Based Instruction/Grading/Reporting, Responsiveness to Instruction, and Title 1 assistance

PARENT HANDBOOK AND STUDENT CODE OF CONDUCT

The Cabarrus County Schools Parent Information Handbook and Student Code of Conduct are now posted online. You can access them at: www.cabarrus.k12.nc.us/handbook

PARENTS' RIGHTS TO REVIEW TEACHERS' QUALIFICATIONS

As a parent of a student at Carl A. Furr, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the NC Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the NC Department of Public Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.
- Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled and qualified.

If you would like to receive any of this information, please call the school.

PARENT TEACHER ORGANIZATION

Carl A Furr Elementary has a very active Parent Teacher Organization. All parents automatically are a part of the PTO. The PTO holds four general meetings a year for parents. This year's meetings will be in September, December, February, and May.

The PTO also supports a number of other programs and fundraisers including but not limited to dining out nights, school beautification projects, cultural arts programs, spirit wear, Boosterthon, etc. The money raised by the PTO goes to help the school with the purchase of instructional materials, technology and improvements, additions to outdoor play areas and more. Without the help and fundraising of this organization, many of the materials and resources used by our students would not exist.

For information about becoming involved in the PTO, please stop by their table at Open House and Curriculum Night, access the PTO webpage via the Furr Elementary webpage, or call the school to find out how to contact a PTO Officer and learn more about how you can help.

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

Positive Behavior Intervention Support (PBIS) is a proactive systems approach to school-wide discipline designed to be responsive to current social and educational challenges through assessment and development of effective interventions. It is a collaborative process that focuses on prevention and instruction. PBIS promotes positive student and staff behavior that incorporate empirically validated process.

	Playground	Hallway	Cafeteria	Bathroom	Classroom
S-Safe	<ul style="list-style-type: none"> *Leave rocks, dirt and mulch on the ground *Stay where adults can see you *Keep hands, feet and all body parts to yourself 	<ul style="list-style-type: none"> * Use quiet walking feet *Keep eyes and body forward *Level O at all times *Keep your hands, feet, body parts and objects to yourself 	<ul style="list-style-type: none"> *Stay seated at all times and face forward-“Once you sit, that’s it.” *Use walking feet *Keep hands, feet, and food to yourself *Carry your tray with two hands 	<ul style="list-style-type: none"> *Quiet walking feet *Keep hands, feet, and body parts to yourself *Follow stall routines and procedures 	<ul style="list-style-type: none"> *Use Walking Feet *Keep your body and other objects to yourself *Use classroom tools for their purpose *Remain in your designated area
O-Orderly	<ul style="list-style-type: none"> *Patiently wait your turn for equipment *Follow routines for entering and exiting *Use playground equipment appropriately 	<ul style="list-style-type: none"> *Walk in a straight line and walk on the right side *Use stop and start points 	<ul style="list-style-type: none"> * Eat quietly on a Level 0, Level 1, or Level 2 * Talk only to people at your table. *Follow entry and dismissal routine *Raise your hand if you need an adult. 	<ul style="list-style-type: none"> *Level O *Wait your turn *Leave restroom neat and clean 	<ul style="list-style-type: none"> *Stay on task *Keep your area clean *Put classroom supplies in their designated place *Use appropriate voice levels, as directed by the teacher *Transition within the classroom appropriately
A-Act Responsibly	<ul style="list-style-type: none"> *Report problems to adults after trying to solve with words first *Take care of playground equipment 	<ul style="list-style-type: none"> * Report problems to a teacher * Follow teacher directions 	<ul style="list-style-type: none"> *Clean up area before leaving *Bring nametags *Put appropriate trash in trash cans and sort dishes * Do classroom jobs in a timely and appropriate manner 	<ul style="list-style-type: none"> *Flush the toilet *Wash your hands *Leave the restroom neat and clean *Use soap (2 pumps) and paper towel (2 pulls) and throw away *Report problems to adults 	<ul style="list-style-type: none"> *Completing work to the best of your ability *Be prepared for class by having all materials *Finish work in a timely manner *Follow directions
R-Respectful	<ul style="list-style-type: none"> *Share with others *Be a team player and a good sport *Invite others to play with you *Use kind words 	<ul style="list-style-type: none"> *Maintain personal space *Refrain from touching others’ work property 	<ul style="list-style-type: none"> *Use good manners *Have courteous and kind conversations * Use food utensils appropriately *Only eat your food. 	<ul style="list-style-type: none"> *Value the privacy of others * Exit the bathroom and rejoin your class *Follow teacher directions 	<ul style="list-style-type: none"> *Listen to others thoughts and ideas *Treat materials that belong to others nicely *Raise your hand to speak during instruction

The four core values that our PBIS plan is based upon are: Safe, Orderly, Act Responsibly, and Respectful. Those four values form the acronym ‘S.O.A.R.’ and staff teach students to show ‘S.O.A.R. behavior.’ Students can uphold these four core values by meeting the expectations in the following matrix: All staff members are encouraged to recognize students who meet these expectations and sign their ‘S.O.A.R.’ cards. Students look to fill their S.O.A.R. cards with signatures and receive rewards for those completed cards. Completed white cards earn rewards such as homework passes in grades 2-5 and other small rewards in K-1 including: treasure box visits, being the class helper, additional computer time, etc. Students who complete the second card which is blue will be rewarded with the opportunity to choose a lunch buddy to sit with that day. Students who complete the signatures on the highest card which is gold will earn participation in a gold card celebration event at the end of each nine weeks. We encourage you to review the expectations in this matrix and discuss them with your student. We also

suggest you periodically ask your student how many signatures he or she has received and about the color card he or she is working to complete. Your discussions will help encourage your student to meet expectations and be more successful at school.

PETS AT SCHOOL

Because of the number of students with allergies or asthma and the possibility of disease transmission, pets are not allowed at school.

PLANNING DAYS/TEACHER WORK DAYS

The calendar includes several planning/work days during the school year. While students stay home on these days, teachers report to school. The purposes of these days are many. Teachers often hold parent conferences, attend workshops, plan lessons, clean rooms, organize materials, and, in general, work to provide students with a strong instructional program.

RETENTION/PROMOTION

Retention and promotion recommendations are made by teachers after reviewing both the student's classroom work and the student's scores on the End-of-Grade tests for children in Grades 3-5 or the End of Year Assessments in Grades K-2.

The Cabarrus County Shared Accountability Policy states very specific guidelines for teachers and parents to follow. This policy is distributed at the beginning of the school year. Additional copies may be requested from the school.

North Carolina state law now requires that third grade students who are not reading at a proficient level on the End-of-Grade test be given extra attention. If a third grade student does not meet proficiency on the Reading E.O.G, he/she will be retested. If he/she does not meet proficiency on the re-test he/she will be invited to a summer reading camp and retested again following attendance at the summer reading camp. If he/she does not meet proficiency following the summer reading camp, he/she will be placed in fourth grade with a third grade retention label. The student will be given another opportunity to take the reading test in late October to receive a mid-year promotion and have the third grade retention label removed.

North Carolina law says that the principal makes the final decision in promotion and retention decisions.

SCHOOL HOURS

School Hours: 8:15-:3:00

Office Hours: 7:00-4:00

Kids Plus: 6:00 AM to 6:00 PM

SCHOOL NURSE

The school nurse is located in the administration office and is available during student school hours. Her responsibilities include administering medication, monitoring students with chronic health problems, communicating with parents concerning health problems, providing parents with information concerning health issues and checking students who become ill at school or become injured at school.

No medication may be given at school without the appropriate forms completed and signed by the child's attending physician.

SCHOOL VOICE LEVELS

Carl A. Furr Elementary School has school-wide expectations for behavior and a school-wide voice level policy.

Voice levels are cued according to the following

Level 0 No Talking

Level 1 Normal Voice

Level 2 Outside voice

STUDENTS SELLING ITEMS AT SCHOOL

Students ARE NOT permitted to bring items to school to sell or to take orders for items during the school day. (Examples include: Girl Scout cookies, magazines, candy, walk-a-thons, etc.)

SUPPLY FEE

The Cabarrus County Board of Education has reinstated a \$20.00 school supply fee for all students. This fee may be paid in cash or check made out to Carl A. Furr Elementary. Parents may elect to pay \$10.00 per semester or \$20.00 at the beginning of the year. All supply fee money remains here at Carl A. Furr and supports our instructional program.

TARDINESS

Students should arrive at school on time. Students are considered tardy if they are not in the building when the bell rings at 8:15. When a Cabarrus County bus is late and students ride that bus, they are not counted tardy. If a student arrives by car after the 8:15 bell, the parent and student must sign in at the office. A tardy slip will be issued at this time. Parents are requested not to walk students to their classrooms. Excessive tardies and early check outs may result in a referral to the school social worker for investigation and/or school discipline. Our school will implement consequences for multiple tardies according to the Cabarrus County Schools Tardy Policy for Elementary Schools. Those consequences are:

- Connect Ed phone calls will be made each day a child is tardy.
- Parent contact.
- Ten (10) – Student ineligible for ‘Perfect Attendance’ recognition for the school year
- *Please note: The system defines a “tardy” as a late arrival or an early dismissal.

TELEPHONE

Children are permitted to use the school telephone only in an emergency situation. The classroom teacher must grant permission if a student is to use the telephone. **Forgotten papers, instruments, or school materials do NOT constitute an emergency.**

TEXTBOOKS/ MATERIALS

Textbooks, calculators, and other materials issued are the property of Cabarrus County Schools. They are provided to enhance the education of your child. They should be used with care and returned in good condition. Students are responsible for any texts/materials that are lost, stolen, or damaged.

TRANSPORTATION CHANGES

Please send a note with your child to the teacher concerning any change from the normal procedure of transportation home in the afternoon. Without written instructions students will go home each day in the manner indicated by parents at the Open House.

Should an emergency happen and transportation plans need to be changed, parents will need to call the school office.

Students who have not been assigned to a bus may not ride a bus. Students may not ride a different bus from the one to which they have been assigned.

UPDATING INFORMATION

It is very important that we have current information in the office concerning how parents can be contacted during the day. Please notify the school immediately if there is a change in status during the school year:

- Address (to change in the system, proof of verification must be turned in)
- Home phone number
- Work phone number(s)
- Cell phone number(s)
- Employer
- Emergency Contacts
- Other information that could be helpful to the school and your child

VALUABLES

Students should not bring large sums of money or items of value to school. Radios, handheld video games, iPods, MP3 players, cell phones, CDs, CD players, and sports equipment are not permitted. Parents will be required to pick up confiscated toys. The only time students are permitted to bring a toy or game to school is at the direct request of the teacher. The school will not take responsibility for lost items.

VOLUNTEERS

Parents are encouraged to volunteer at school. A sign-up sheet is sent home on the first day of school. Please complete the sign-up sheet and return it to your child's teacher as soon as possible. Parents and other volunteers must come to the office and sign in before going to the classroom. Volunteers must wear their volunteer badges while working at the school. We request that volunteers do not bring younger or older children to the school during their volunteer time. This could be distracting to students and to teachers. There are parent volunteer opportunities for parents who need to work at home. Contact the PTO parent volunteer coordinator to put your name on the list. There are two forms that must be completed in order to volunteer with CCS, a Background Check Form and a Volunteer Agreement and Code of Conduct Form. These forms will need to be completed online. The volunteer link can be found on the Furr webpage. When approved, volunteers will receive a volunteer card.

WITHDRAWAL PROCEDURES

Parents should notify the teacher and the front office staff at least a week before the student is to be withdrawn from the school. All textbooks and library books should be returned and all lunch fees and other fees should be paid.

***Upon reading the handbook in its entirety and by filling out the Scribbles form, you acknowledge that you have read the entire handbook, including all rules, policies and compacts and understand CAFES expectations for the 2022-2023 school year.**

Carl A. Furr Elementary School 2022-23

PARENT/COMMUNITY INVOLVEMENT INFORMATION

Carl A. Furr Elementary School strives to maintain open and timely lines of communication. We send home weekly posts through Bloomz to inform families of school-wide events. In addition, many fliers, memos and other informational materials are sent home every week via your child's communication folder. Electronic media is used extensively here at Carl A. Furr. We update our school's web page often, teachers maintain their own webpages, and email is used frequently. We also maintain a Facebook page with information about our school. We routinely send phone messages to all parents via Connect Ed, to invite them to events and share important information. Those messages are recorded in both English and Spanish. Student communication folders and behavior cards are also used for daily two-way communication between the home and school. Student academic and behavior updates are communicated through mid-grading period progress reports, and end-of-quarter report cards. Academic information is also shared throughout the year during parent-teacher conferences. Each parent will have a conference with their child's teacher at the end of the first grading period. Other conferences will be held at the parent's or teacher's request as needed. Within the first month of the school year, a Curriculum Night will be held. All parents are invited to learn more about the instructional program, NC Essential Standards, and our

expectations here at Carl A. Furr. Other PTO meetings and informational nights will be conducted throughout the school year. At these meetings, updates on school-wide projects, standardized testing results, and many other topics will be shared. Our school's performance on standardized tests can also be found on the state report card website. Parents will receive their child's standardized testing results via written reports. We also invite families to attend Literacy Night to learn reading strategies for students, participate in fun activities, and receive free items.

Many of our pieces of communication are translated into Spanish. We have a translator at our school full time as well as other staff members who can translate when needed.

All parents are invited to participate in school activities. We strive to have representation on our School Improvement Team, PBIS Team and PTO Board that is reflective of the community we serve. Our School Improvement Team meets on the second Wednesday of each month, the PBIS Team meets on the last Thursday of the month, and our PTO Board meets on the third Thursday of each month. If you would like to participate in either group, please contact a school administrator. Many parents are also involved in enrichment and intervention programs for our students. Please let your child's teacher know if you are interested in leading a group. In addition to volunteering your time, you can be involved in our school by providing us input via the Parent Satisfaction Survey which is conducted annually. Or, you may provide us with suggestions and feedback at any time via our suggestion box on the Carl A. Furr Elementary webpage.

If you have any questions regarding how you can become more involved in your child's education, please contact the school at any time.

PARENT/STUDENT/STAFF COMPACT

This compact is an agreement between students, their parents, and all staff members. We believe that it takes the combined efforts of all those parties in order to allow our students to reach their full potential. This compact contains the roles and responsibilities of those parties and is a promise from each party to meet this commitment.

As a PARENT/GUARDIAN, I want my child to achieve high levels of success. Therefore, I will support him/her by:

- Assuring that my child arrives at school on time and attends school regularly
- Supporting the teacher and school by reinforcing the Dress Code, Student Code of Conduct, school rules and classroom rules
- Maintaining regular communication with my child's teacher
- Checking the communication folder and behavior card regularly and sign them as needed
- Attending school functions including PTO meetings, Curriculum Night, and other events
- Checking his/her teacher's webpage often
- Listening to my child read or read to him/her daily

As a STUDENT, I want to work to the best of my ability. So, I will:

- Attend school regularly and be prepared with all the materials
- Be respectful to all adults and classmates
- Follow all classroom and school rules
- Complete all classroom assignments to the best of my ability
- Ask for help when I don't understand an assignment
- Read daily or have my parents read to me
- Always put forth my best effort
- Talk to my parents about what I learn in school each day

As a STAFF MEMBER, I will help each student reach his/her potential. To achieve this I will:

- Have high expectations for all students
- Provide encouragement for students as they work toward new challenges
- Conduct lessons that are rigorous and aligned with North Carolina State Standards

- Maintain open and frequent communication with parents, provide regular updates on their child's progress, and keep my webpage current
- Create a nurturing, supportive and structured classroom environment
- Enforce the Student Code of Conduct, school rules and classroom rules through effective implementation of PBIS
- Work collaboratively with other staff members
- Utilize proven methods including: Workshop Models, Standards Based Instruction/Grading/Reporting, Responsiveness to Instruction, and Title 1 assistance