



PSE PARENT HANDBOOK

2023-2024

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A LETTER FROM MRS. ARMBRUSTER

Welcome to the 2023-2024 school year! I am so excited to begin the year with you. One of the many reasons Providence Spring is such a special place is that we believe in supporting the whole child. Albert Einstein stated it best when he said, "Education is not the learning of facts, but training the mind to think." We aim to achieve this objective through our philosophical beliefs and instructional practices, which are embedded in our four pillars.

The first pillar is our belief in the Paideia principles of teaching and learning. We use Paideia instructional strategies to teach challenging and rigorous content. Providence Spring is a National Paideia Center demonstration site. We will be going through the accreditation process this year so we can continue to showcase our instructional program across the world.

The second pillar that unifies us is our sense of responsibility for supporting the character development of the whole child. Mindfulness is a practice that is embedded in this pillar. Our grade-level service learning projects move ideas into the realm of action. We develop in one another an awareness of personal and civic responsibility.

The third pillar is our commitment to incorporating technology in meaningful ways in our daily lessons. Our scholars of today are the leaders of tomorrow's world, in which evolving competency with digital contexts will be vital to their success.

The fourth pillar is our conviction in the value of the outdoors, which we sustain and which sustains us. Outdoor learning and environmental conservation are school-wide emphases. The NC Museum of Natural Sciences cites our campus as one of the premier schoolyard habitats. These are the four unique pillars that form the foundation of what we think, what we say, what we do and who we are here at PSE.

Your participation is a crucial part of the development of our PSE family. Help us instill the foundation for our future. Come in to eat lunch, volunteer for field trips, work with students, join us for school events, and celebrate our children's achievements. As we all learn and grow, we will continue to help our students discover their passions.

PSE is the place to be!

Respectfully,

Jane Armbruster

ABOUT PSE

PSE is a special place to be!

Architecturally, schools are all similar. But the learning environment within the walls can be, and often is very different. Our school is sustained by four main pillars; they are the support of our school's success. At Providence Spring, the teachers craft the educational experience defined by these four pillars. These architectural details make our school unique, framing the PSE learning environment for our students.



The first pillar of our school is our belief in the Paideia principles of teaching and learning. Paideia instructional strategies are used to teach challenging and rigorous content. Providence Spring is a demonstration site of the National Paideia Center.



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ATTENDANCE

A PARENT'S GUIDE TO ABSENCES

The state of North Carolina mandates school attendance. Attending school is required by law whether the school is public, parochial, private/independent or in a home setting. With that in mind, let's look at attendance issues here at the first of school so you and your family can make appropriate plans as the year unfolds.

There are only two types of absences – excused (lawful) and unexcused (unlawful)

It is important that you notify the school office as to the reason for your child's absence. This can be done by going to the [PSE website](#) and clicking "Absent". [Link to Report an Absence](#). You may notify your child's teacher through email or by sending in a note when your child returns to school.

EXCUSED ABSENCES

- The student's illness or injury
- A quarantine issued by the Health Department
- Death in the immediate family
- Child's medical or dental appointment (please try to schedule outside school hours!)
- Court or administrative proceedings if student is party to the action or under subpoena
- Educational opportunity which is required by a student's curriculum
- Religious Holiday as listed on the CMS approved holiday calendar



UNEXCUSED ABSENCES

This covers every other absence from missing the bus, to vacation, to oversleeping, to family celebrations or occasions, to not wanting to get out of bed in the morning.

APPROVED HOLIDAYS FOR RELIGIOUS OBSERVANCE

The list of holidays approved for religious observance can be located on the CMS website. The school calendar is located there as well.

Request for Excused Absence for a Religious Obligation

If your child will be absent due to a religious obligation, a form requesting the absence to be excused must be filled in by a parent and submitted to the front office. We ask that, when possible, this request be made at least two weeks in advance. The purpose of this form is to improve how we manage requests for excused religious observances from an increasingly religiously diverse student population. The link for the form is located on the Religious Calendar page.

THE IMPORTANCE OF ATTENDING SCHOOL

N.C. State Statute states that all children enrolled in school must attend regularly. **The attendance law also mandates that schools notify parents by letter of attendance concerns.**

We have only 175 very short school days to cover an extremely comprehensive and rigorous curriculum. As with any good school, our teachers do not teach straight out of a textbook. They prepare demonstrations, outside learning experiences, experiments, cooperative teaming activities, seminars, discussion groups and all sorts of exciting interactive strategies to help our students master their course work. Most of these experiences cannot be duplicated when a student is absent, so good attendance is necessary if each child is to succeed at his/her highest level. **Students cannot attend afterschool activities if a child is absent or leaves school early on the day the activity is scheduled.**

LETTERS ABOUT EXCUSED ABSENCES AND TARDIES AND EARLY DISMISSALS

Providence Spring will contact parents by letter, by telephone and/or by home visit should a pattern of excused absences and/or tardies and/or early dismissals develop. Excessive absences and/or tardies and/or early dismissals will be addressed by the promotion-retention committee in the spring of the year.

LETTERS TO PARENTS ABOUT UNEXCUSED ABSENCES

These letters and procedures are mandated by state attendance law.

Parents will be notified by letter after three (3) unexcused absences. The unexcused absence letters are state-mandated letters and are rather blunt and to the point.

Another letter is sent to parents on the sixth (6) unexcused absence. At this time, student services personnel become involved, and a plan of action is developed for working with the child and the family.

After ten (10) unexcused absences, the principal sends a certified letter to the parents informing them that the case is being referred to the District Attorney's office for possible prosecution.

WHAT COUNTS AS A FULL DAY'S ATTENDANCE?

Students must be in class by 11:30 a.m. for the day to count as a school day. Of course, we want students to return to school after appointments whether or not the day counts officially. Early dismissal prior to 11:30 a.m. without the child returning to school will result in an absence for that day on the student's record.

TARDIES

Early morning traffic in this area is heavy and slow. If you are going to carpool, you will need to start your journey quite early to avoid being tardy.

When the tardy bell rings, students should have unpacked their book bags, run any necessary errands, sharpened their pencils and be seated ready for instruction. When students are tardy, not only is the child who is late starting behind, his late entrance also interrupts his classmates and his teacher. In addition, a child who is habitually late is learning the damaging lesson that it is okay to ignore deadlines.

In order not to be tardy, a student must be in his/her classroom, seated and ready to work when the 8:00 a.m. tardy bell rings. In addition, early dismissals are reserved only for emergencies, doctor, and dental appointments, which cannot be made at any other time. Please remember each early dismissal disrupts an entire class.

ABSENCE REPORTING PROCEDURE

Parents need to communicate with the school about an absence and the reason for the absence.

The parent may go to the [PSE website](#) and click “Absent”. This will direct guardians to complete a form which will go directly to the attendance secretary.

*Please note that educational leave is granted only in very rare cases as outlined by the state of North Carolina. Family trips and functions do not meet these criteria.

Early Dismissal

We encourage parents to make dentist/doctor appointments for their children after regular school hours; however, we know that this option is not always available. If you need to pick your child up from school for an early dismissal in the afternoon, please do so before 2:30 p.m. The office will not interrupt class for an early dismissal between 2:30 and 3:00 p.m. To minimize the classroom disruption at the end of the day, please make your child’s teacher aware of this early dismissal by written note. This way your child will be packed up and ready to go when the office calls the classroom upon your arrival.

In the event of hazardous weather conditions, an official decision will be made for all Charlotte-Mecklenburg Schools. That decision will be broadcast on local radio and television stations by 5:30 a.m. If weather conditions become hazardous during the school day and the decision is made for early dismissal, an announcement will be broadcast on local radio and television stations. An email message and/or Connect Ed telephone message may also be sent out. Please make sure the teacher and your child know what to do in case of early dismissal. **Please do not call the school.**

Dentist/Doctor Appointments

We encourage parents to make dentist/doctor appointments for their children after regular school hours if possible. Knowing that this option is not always available, we hope that our boys and girls who leave during the school day for medical appointments will return to school to complete their instructional day.

FAMILY VACATIONS DURING THE SCHOOL YEAR

In planning family vacations during school breaks or at the end of the year, please be mindful that all children must be in school during regular school attendance days. Unexcused absences become part of a child's school profile and must be taken into account in grading and ultimately in deciding promotion / retention.

Much of the instruction in elementary school is done in class discussion and collaborative work that cannot be made up. While an occasional out-of-town trip may be necessary in case of an emergency, parents should plan vacations that do not conflict with school attendance.

Educational Leave

Educational leave is granted very rarely and only applies to grade level specific, curriculum driven experiences. [Link to Educational Leave Request](#) For example:

The family of a fourth grader may request an educational leave on a Friday to go to a North Carolina location to interview a mayor for his/her North Carolina research project. In this case, the curriculum (*fourth grade social studies standards are the study of North Carolina*) drives the request.

*Family vacations and other outings do not meet this strict definition of educational leave.

Making up homework for excused absences

If a child is absent for only one day, all make-up work will be given to the student when he/she returns to school the following day. We will not provide make-up work on the date he/she is absent for the following reasons:

- If a child is too sick to come to school, he/she should be resting and recuperating.
- Reading is always a standing assignment and should be done every day when possible.
- Collecting homework for one child stops the instructional time for several teachers each time it happens.
- Much of missed work is not replicable in the form of homework and must be adjusted by the teacher. Again, this is best done when the child returns. We will make sure that missed homework is given when the child returns and ample time is given to make up the work.

If a child is absent for an extended period of time (at least 2 days), homework can be sent to the office for the parent to pick up beginning the third day of the absence. Parents must pick up the work during school hours. We will no longer send make up work to other classrooms for siblings to bring home, missed work can be picked up in the office 24 hours after the request has been made to your child's teacher.

Homework policy for unexcused absences: *No homework will be sent home in advance for unexcused absences.*

BIRTHDAY CELEBRATIONS AND INVITATIONS

Students are not permitted to pass out birthday invitations at school. You may order birthday treats through our cafeteria, to be celebrated during your child's normal lunch time. You can complete the order form on the PSE website to purchase these items. Please give the cafeteria at least two weeks' notice. Parents are asked not to send in candy as treats. Please note that balloons, etc. are not permitted during this time. Balloons and flowers may not be transported on the bus.

Birthday celebrations must take place in the cafeteria at the child's lunchtime. The teacher should be notified several days prior to the scheduled birthday "end of lunch" treat so he/she will be sure to attend.

No outside treats can be brought into school for birthday celebrations.

PERSONAL TECHNOLOGY DEVICES (GRADES 3 – 5)

Definition of "Devices"

For purposes of PTD, "Device" means a privately owned wireless and/or portable electronic hand-held device which includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, hand-held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Internet

Only the internet gateway provided by the school may be accessed while on campus. This connectivity is filtered through CMS at the **student access level** in the same way as it is filtered when students are using school Chromebooks and iPads. Personal internet connective devices such as, but not limited to, cell phones/cell network adapters are not permitted to be used to access outside internet sources (3G/4G/LTE) at any time. Students using 3G/4G/LTE devices must access the Internet via the school wireless guest network, otherwise filtering is bypassed.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. Providence Spring is not liable for any device lost, stolen or damaged on campus. If a device is lost, stolen or damaged, it will be handled through the administrative office in a manner similar to other personal artifacts that are impacted in similar situations.

The use of technology to provide educational material is not a right, it is a privilege. When the rules are respected, the student will benefit from the learning environment. Because it is a privilege, the right to bring personal devices to school can be



revoked at any time. The school has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.

If you have any questions, please feel free to contact the school via Suzanne Blaszak, our Technology Teacher, at suzanne.blaszak@cms.k12.nc.us.

CMS Personal Technology Device Rules

Students using Personal Technology Devices must adhere to Rule 5 in the Student Code of Conduct, the CMS Parent Student Handbook, as well as all Board policies, particularly Internet Acceptable Use (Policy IFBG) and Internet Safety (Policy IFBGE).

Guidelines from CMS regarding Personal Technology Devices can be in both the Student Code of Conduct and the CMS Parent Student Handbook.

Policy re: Wearable technologies at PSE

[as defined as any device that has Bluetooth and Wi-Fi capabilities and not CMS approved]

In this new age of wearable technology, we understand the desire parents/guardians have to utilize these tools for safety purposes. The smartwatch [including, but limited to the following VTech, Gizmo, Apple watches] has allowed us to communicate more efficiently than ever. It is the responsibility of the parent to understand the capabilities of the Smartwatches/mobile phones and the potential use, or misuse, of the devices.

Our focus and attention at school is a high priority as we encourage engagement and being present with each other. Wearable technologies, including mobile phones, are a distraction in the classroom setting. Therefore, PSE staff, SLT, and PTA have set forth a policy supporting the instructional program at PSE.

Policy Points:

- Students will be allowed to bring wearable tech to school, and it can be used on school property during before and after school programs.
- During the instructional day and on the bus, all technology must be turned off and stored in the students' backpack. Silent mode is not acceptable.
- While on campus, even in after school programs, all pictures and video will be prohibited from non-CMS approved technologies.
- If the technology is found to be in use during the school day without permission or heard in the student's backpack, it will be confiscated. The technology will be stored in the front office and parents may pick up the following morning after 8:00am.
- If it is a continued behavior, the student will no longer be allowed to bring the tech to school.
- PSE accepts no responsibility for replacing lost, stolen, or damaged devices.

CAFETERIA

Breakfast and lunch are served daily in our cafeteria. Lunchtime provides a pleasant break from classroom routines and a chance to socialize. You are invited to join your child for lunch; no reservations are necessary.

The cafeteria offers children the opportunity to learn good nutritional habits. For the price of the basic lunch, the student must choose one serving each from the categories of milk, meat and bread, and two vegetables.

The 2023-2024 lunch price for students is \$2.75. Adult lunches are priced a la carte. Free breakfast is served daily. Milk is \$.75. If you would like to apply for free or reduced lunch, click [here](#).

Menu may be viewed: <https://cms.nutrislice.com/menu/providence-springs-es>

We will have a la carte items for sale (chips, juice, ice cream) which will require students to have money in their PayPams account. Please go to <https://www.paypams.com/> to add money. No debits are allowed on student accounts. If you want to check out the school menu, please go to <https://cms.nutrislice.com/menu/providence-springs-es>

CAFETERIA DEBIT PROCEDURES

Any child choosing to purchase meals from the cafeteria may set up an account through PayPams. This website allows you to monitor your child's lunch account and to pay by credit card. You can set up a PayPams account [here](#). You may also add money to your child's account using cash or check.

CMS schools follow a debit policy that requires we monitor our children's cafeteria accounts closely. It is crucial that our boys' and girls' accounts remain in the black. We cannot just let a child go hungry, so please help us monitor this situation carefully. Money may be added to your child's account at any time. Meals may also be paid for on a daily basis.

VISITORS TO THE CAFETERIA

We love having visitors at lunch. However, please note that the Charlotte-Mecklenburg Board of Education, the North Carolina Department of Public Education, and the United States Department of Agriculture all have regulations pertaining to food sold or served in school. All food and beverage services provided from the time school is open until the last student is served lunch must be operated through the food services department therefore, NO OUTSIDE food for parties/celebrations may be served until 1:30 pm at PSE. Also, Federal Law prohibits bringing food items purchased from outside vendors into the cafeteria. Our cooks are excellent. We hope you enjoy our PSE lunches.

Pre-school siblings are welcome to come during our Cafeteria Concerts and lunch. Due to limited spacing, please do not take the seat of a PSE student.

Lunch visitors will be allowed from October-April only. Specific dates will be shared accordingly.

- Students and their families will sit at the overflow table or at the picnic tables outside. No other students can join.
- All visitors must leave right after the child's lunch block. Families may not keep students from class in the cafeteria or go back to the classroom with students.
- If you believe that your child will have a hard time with you leaving, please consider selecting a different way to participate at school for the time being.

THE 3 RS: RESPECT, RESPONSIBILITY, AND RELATIONSHIPS & CHARACTER ED



The children at Providence Spring Elementary are honored and recognized every day by teachers, administrators, and support staff for making wise choices. It is our goal to teach the children the importance of developing and displaying good character traits such as respect, responsibility, honesty, caring, justice, fairness, citizenship, courage, perseverance, cooperation, hope, and teamwork. Through the [School-wide Behavior Plan - Be our CHARACTER STARS](#), students will learn about behavior expectations, accountability, and how to be a contributing member of the school community. Expected behaviors, along with character traits are taught through role-play, modeling, literature, seminar, teacher direction, and parent volunteers. These traits are highlighted in artists and lessons taught by parents.

Teachers, administrators, and support staff strive to recognize the social, emotional, and academic strengths in every student at PSE. Creating positive relationships with students enables us to create a safe, nonthreatening learning environment where every child feels welcome to be the best they can be. Beginning in Kindergarten, students will learn to be open minded to new ideas with respect for each other, all the way to fifth graders demonstrating the leadership qualities of integrity, empathy, and wisdom. Students will also learn methods for being an effective communicator, opportunities to be academic risk takers, techniques for group collaboration and discussion as well as, teaching students to take time daily to reflect on his/her personal needs through self-awareness.

[The PSE Behavior Matrix](#) will be posted throughout the school and will be expected of all students. Your continued support and encouragement of the character education initiative at PSE enables all our children to grow academically and socially.

In accordance with Rule 5, Student Code of Conduct, students should not sell or exchange personal items in cash exchanges on school property, including the bus stop and on the bus. All items sold must be a part of school activity.

CLASSROOM CELEBRATIONS

Our pre-school siblings are invited to attend the following annual PSE activities:

- Spring Carnival



- Gallery Walk
- Ice Cream Social / Book Fair
- Family Night Dinner
- Cafeteria Concerts

Our classroom functions and presentations, on the other hand, focus solely on our students in the classroom. Even our "parties" have a curriculum focus with activities planned which reinforce, in fun ways, the learning which takes place all year.

The PTA Room Parent, our Faculty Advisory Council and School Leadership Team have all worked closely together to make sure our classroom functions run smoothly, are safe and orderly, focus solely on the learners in the classroom, and have a strong instructional focus.

Our three approved classroom celebrations per year are manned by four parents in each classroom who can commit to the planning of the function with the teacher and the grade level chair. Though these four parents solicit help from the other parents in the room, they are the four sets of hands who help the children with their activities in their stations, or who help with a class project which reinforces the theme of the celebration.



Questions? Please feel free to contact a school administrator.

GUIDELINES

Classroom celebrations are an important part of the elementary school experience. Our Room Parents, under the supervision of the teacher, organize our classroom celebrations. Each classroom will have a minimum of three standard celebrations. Activities in the classroom that are connected to holidays are selected by the teachers for their educational content and for the opportunities to increase students' awareness of different cultures and traditions. Any other celebrations are at the discretion of the teacher and/or grade level team. The standard class celebrations are as follows:

- Holiday Party (Winter Traditions and Holidays Around the World)
- Valentine's Day
- End of Year Party

Celebrations usually consist of a snack, a craft, and an activity. Ask the teacher if there are any food allergies in the classroom. Parents are asked not to send in candy.

- *Please note due to regulations from the North Carolina Department of Public Instruction and the United States Department of Agriculture there can be no outside food for parties/celebrations served at PSE until 1:30 p.m. All food items that are brought into the classroom must be prepared in a commercial kitchen with the ingredients clearly listed.*

Responsibilities include the following:

- Limit celebrations to one hour from the beginning to the end to protect instructional time.
- A limit of parent volunteers should be present for each classroom celebration. Siblings (younger or otherwise) should never attend classroom celebrations.
- Recruit and coordinate parent volunteers. Volunteer signup sheets should be made available at the PTA Open House.
- Acquire supplies. You can purchase supplies and ask for monetary contributions to cover the cost – remember to receipt families for all contributions. Remember, this is done on a voluntary basis. Or, one may divide up the responsibility for purchasing supplies among the classroom families. If items will be brought in before the party, let the teacher know what is being sent in and make sure that they have a place to store it.
- The grade level chair will schedule the event with a school administrator in order to secure a time/date when adequate parking can be arranged and which will not conflict with other scheduled school functions.
- Please adhere to the Holiday Party Guidelines for Cultural Celebrations, and ensure that all parent volunteers are within the guidelines stated.

COMMUNICATIONS AMONG PARENTS IN THE CLASSROOMS

Parents are reminded that emails to all parents in the classroom should always be approved by the teacher before sending. The primary use of classroom emails is for the teacher to share classroom information and for the room parents to share information about upcoming classroom events. Room parents, too, have their messages approved by the teacher. The classroom email addresses should not be used for any other reason as this violates the reason for which they were gathered. Personal messages, comments or complaints should be directed to the teacher or to a school administrator.

CONFERENCES

Parent-Teacher conferences are held for all parents at the end of the first grading period in late October. At that time parents may discuss progress with the teacher and receive the first report card.

Parent-teacher-student conferences are held in grades 3-5. These conferences allow students to present their portfolios and to set academic goals for the remainder of the year.

A conference can be set up at any time by sending an email to the teacher or calling the school office (980-343-6935).

Please remember that a teacher's first duty is to teach. Teachers cannot meet with parents for a "Drop-in" conference during the school day. Expecting a conference at the classroom door places the teacher in an awkward position and is unfair to the students in the class.

CURRICULUM NIGHT

This school event offers opportunities for parents to get an overview of the curriculum, structure, and expectations of each class and grade setting. Note that these events are designed for adults only; please arrange for child care for all children. Also, please remember Curriculum Nights are group events. Individual concerns about your child should be directed to the teacher at another time.

DELIVERIES FROM HOME

We know there will be times that children will forget an important item at home and a special delivery will need to be made. In order for us to help safeguard the instructional time of the school day with as few interruptions as possible, we request that items be brought to the front office by 8:00am. Items will be delivered as soon as practicable, depending on the teacher's individual schedule. At no time are parents to personally deliver items to a classroom.

To minimize instructional disruptions, lunches will not be delivered to the classroom. Parents may drop off lunch on the cart and the cart will be placed outside the cafeteria doors for student pick up. Lunches must be dropped off before 10:30am.

DIVERSITY, EQUITY, & INCLUSION MISSION AND GUIDELINES

Diversity is the difference that defines each of us individually and collectively. These differences include race, ethnicity, national origin, gender, socio-economic status, religion, disability and skill level. By recognizing, respecting, and valuing these differences, PSE can maximize the benefit that diversity brings to its environment. This will insure that our emphasis on character development permeates the daily life of our school.

VISION STATEMENT

- An environment of racial and cultural diversity enhances learning and is necessary to prepare students to be successful in a global world.
- A learning environment that fosters an integrated development of each student's intellectual, spiritual, emotional, social, and physical life will prepare our students to become future leaders and proactive problem-solvers.
- PSE will challenge each child with high expectations to achieve scholastically and to exhibit the character traits of a good citizen.
- Application of knowledge and skills is dependent upon developing habits of thought and action that are both knowledge- and values-based.

COMMITMENT STATEMENT

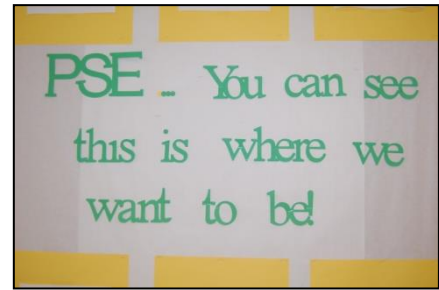
- PSE is committed to recognizing, respecting and valuing diversity throughout the organization.

- PSE will acknowledge and appreciate the value that diversity provides through our curriculum, instruction and staff development.

- PSE will prepare good citizens with skills demanded in the marketplace and skills necessary to interact in contemporary society.

- PSE is dependent upon parents, teachers, and administrators to model a spirit of inclusion valuing opinions of all on campus.

- PSE will prepare good citizens who are academically able and who have the skills necessary to live successfully in a democratic society.



DRESS CODE

Appropriate dress helps to set the mood for learning at Providence Spring. Many faddish trends are fine in other places but detract from our educational mission here at school. Conservative dress is always in good taste in the school setting. Please adhere to the following guidelines:

- **Tennis Shoes:**

The best and safest shoes to wear at school on a daily basis are tennis shoes/sneakers.

Tennis shoes must be worn for Physical Education class which occurs about once a week. If a student wears unsafe shoes, our P.E. teachers will modify the activity or have the child remove their shoes so they can play safely. Wearing the wrong shoes is not an excuse for not participating in class.

ALL students have recess on a daily basis where wearing "unsafe" shoes like boots, sandals, crocs, and heels, can lead to otherwise avoidable injuries.

We understand students may want to wear other shoes every now and then, so an idea is send in a pair of sneakers for them to change into for either recess or P.E.

Also, pay close attention to your child's Specials schedule.

- **T-Shirt Logos:** T-shirt logos must be appropriate for elementary school. This means no tobacco or alcohol advertising, no drug or sexual messages, direct or implied, and no profanity of any sort including the word often used for one's bottom. In addition, t-shirts may not depict or refer to weapons (guns, knives, etc.) or death. Plain t-shirts or PSE t-shirts are always in good taste.
- **Midriffs:** Midriffs should be covered at all times.
- **Cami tops and spaghetti straps:** Spaghetti straps and cami type tops should not be worn unless they are beneath an over-blouse. The over-blouse should not be made of sheer material.
- **Hats:** Hats are fine when worn outside but should not be worn in the building. This rule applies to both boys and girls.

- **Cold Weather Days:** On cold weather days the staff and administration at PSE asks that parents have their children dress appropriately so as not to be overexposed to the cold during recess. However, when temperatures **are 32 degrees or below** (According to weather.com’s “feels like” temperature), students will have indoor recess. If you have any questions, please feel free to call any member of the Administrative Team at 980-343-6935.

ENROLLMENT AND WITHDRAWAL

North Carolina State law requires that all children transferring to Providence Spring Elementary School or enrolling for the first time must present the following:

- a copy of the *certified birth certificate*
- a copy of the *immunization record* and *Health Assessment Form* for any student new to North Carolina. (Parents are given up to 30 days after school begins to have the *Health Assessment Form* completed and given to the office)
- *2 Proofs of Residence* must be received before registration can be completed. The list of items that can be accepted for this purpose are identified within the Student Enrollment Packet.

WITHDRAWAL AND TRANSFER OF RECORDS

When moving, please notify the office and your child's teacher at least one week in advance of the date of your move. If possible, provide the name and address of the new school so that your child's records can be transferred. All technology, books and materials must be returned to the school and your child’s cafeteria account must be in good standing before your departure.

FERPA AND SCHOOL RECORDS

The Family Educational Rights and Privacy Act is a federal law that governs the maintenance of the student records. Under the law, parents (or students who are 18 years of age) have the right to inspect records kept by the school and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the students is limited and requires prior consent by the parents and students. Copies of the policy and guidelines are in the superintendent's office and in the principal's office of each school and may be obtained upon request.

FIELD TRIPS

All payments for school field trips are to be paid through OSP (online school payments) using a credit or debit card. PSE does not accept cash or checks for field trip payments. The OSP link can be found on the PSE homepage under [Payments](#).

We are unable to give refunds on field trips because the trips are prepaid.

GRADING

The school year is divided into four quarters of nine weeks each. Students in grades K-2 are graded on General Learner Outcomes (habits of successful students) and on progress towards curriculum standards, as follows:

- **Exemplary Mastery (E)** – Student demonstrates advanced mastery of grade level standard. Student seeks to deepen understandings, engage in higher order thinking skills, and apply thinking to new and uncommon situations.
- **Mastering (M)** – Student demonstrates mastery of grade level standard multiple times and in multiple ways. Student applies understanding of standard in familiar and unfamiliar situations.
- **Progressing (P)** – Student demonstrates progress toward developing mastery of standard. Student applies limited understanding in familiar situations.
- **Developing (D)** – Student demonstrates basic level of understanding of standard with support. Intervention is in place to support the development in mastery of standard.

Third, fourth, and fifth grade students receive letter grades in academic subjects. The following codes are used:

- A - 90-100 Excellent Performance
- B - 80-89 Very Good Performance
- C- 70-79 Satisfactory Performance
- D - 60-69 Inconsistent, Low Performance
- F - Below 60 Unsatisfactory Performance

Teachers will:

- ensure that grades accurately reflect learning
- record grades in PowerSchool within ten school days of the assignment's due date
- not use grades in a punitive manner
- allow a student, who misses assignments or due dates because of absences, to make up the work
- align graded assignments with content standards, and students will not receive extra credit or grades for activities such as bringing in canned goods, classroom materials, parent signatures, or participating in non-curricular activities.

Unexcused absences are incredibly detrimental to your child's educational experience. A child who is absent misses hands-on learning, cooperative group work, seminars, outdoor learning experiences, science experiments, and other interactive activities which can't be duplicated at another time. Unexcused absences put our students at a disadvantage and are therefore strongly discouraged.

With this understanding we do recognize that parents do make the final decision to take students out of school for family vacations. There are, however, consequences to this decision, the most important

being that the child misses out on valuable learning, and that child's classmates miss out on the contributions the unexcused child brings to the table.

Guideline for Late Work and Make-up Work

- A student, who misses homework or other assignments or due dates because of absences, whether excused or unexcused, will always be allowed to make up the work. Arrangements for completing work, that had not been assigned prior to the absence, should be made within five school days of the student's return to school. Arrangements will include a schedule for completion of the work. The teacher will initiate the contact with students regarding makeup work.
- In all circumstances, homework and other assignments will be accepted, even when turned in after the designated due date. Credit for late work will be awarded according to the following guidelines:

Late work

- If the student **was present in class** on the due date, the work will be given less credit.

(5 points for each late day)

Excused Absences

- If the student was not present in class on the due date because of an **excused** absence, full credit will be given for work completed within the schedule arranged with the teacher upon the student's return to school.
- If a student was not present due to an **excused** absence, assignments due or tests taken during the absence will be due by arrangement with the teacher.

Unexcused Absences

- If a student was not present due to an **unexcused** absence, assignments due or tests taken during the absence, that were assigned prior to the absence, will be due on the day the student returns (or according to the teacher's schedule) for a **maximum possible score of 95**. Any additional days of delay in either turning in an assignment or taking a test as arranged, will incur an **additional 5 point deduction per day**.
- When a student returns to school following an **unexcused absence**, the teacher will arrange due dates for assignments announced during the absence, and test dates for tests planned during the absence for a **maximum possible score of 95**. Any additional days' delay beyond the teacher's arrangements, will incur a **5 point deduction per day**.

Parents, please note that the CMS calendar was made public in June, 2018 for the 2019-2020 school year. Please carefully consult this calendar when making arrangements for travel to avoid unexcused absences for your children.

PRIVATE TUTORING

Before securing a tutor you may want to conference with your child's teacher to see if this decision is an appropriate one for your child. A student who is doing well and who is showing good growth in building skills may not need this additional support.

We provide requested advice on the premise that a certified practicing teacher, who knows the State curriculum, has a track record of success, and has established good rapport with students, is the best support for a child having difficulty. We do not recommend private tutoring centers that do not teach the State curriculum and do not seek information from the child's classroom teacher in planning help for the child.

A list of teachers willing to tutor students will be generated for parents after first quarter. The list will be in the front office. Parents may contact any tutor from the list. Please note the tutor list may be updated throughout the school year.

Please note that we must follow these guidelines:

1. Your child's classroom or math teacher may not tutor your child. We do not want either party in a situation where there may be a conflict of interest.
2. Tutoring must occur off campus. CMS guidelines prohibit tutoring for pay on the school campus.
3. All arrangements for tutoring will be privately negotiated. Providence Spring has nothing to do with arrangements made after providing any initial suggestions at parent request.

HEALTH AND SAFETY

Our school is smoke-free. Please do not use tobacco products of any kind in school buildings, on the grounds or in the parking lot. Thank you.

EMERGENCY PHONE NUMBERS

The school office maintains a directory information file on all students. In August, you will be asked to complete an emergency locator card for each child. Please be sure all phone numbers (home, business, emergency) are **kept current**. Access to this information is for official use only. If your cell number is an out of area number (long distance), **we strongly encourage you to obtain a local number as soon as possible**. Long distance lines are not available throughout our school building, making it difficult for staff to contact you.

If you will be out of town, notify the school of all changes in your child's routine. Include babysitter's name, address, telephone number, and transportation changes. Please be sure to leave a medical release with the baby-sitter.

YOUR CHILD'S HEALTH AT SCHOOL

1. The school nurse is generally available 3 days of each week. She will be glad to address your

questions regarding your child's health. Volunteer parents also help man our health room each day to handle minor illnesses and injuries. We are not equipped to care for sick children at school. If your child has a fever, nausea, or other symptoms of illness you will be contacted and asked to pick up the child. If your child complains of not feeling well but has no symptoms of illness, he/she will be permitted to rest for a brief period and then a decision will be made as to whether you should be contacted or if the child feels well enough to return to class. You will, of course, be contacted should your child receive any serious injury.

2. It is essential that we be able to contact you or some responsible adult at all times. Please be sure that your child's teacher always has the following information - update Blue Health Card and Emergency Dismissal sheet with any changes.
 - a. Your current home phone number.
 - b. Parent's phone numbers at work.
 - c. The name and number of a relative, neighbor, or friend who could be contacted if you could not be reached.

Many parents do not wish their children to have their work numbers because they do not wish to receive unnecessary calls at work. We will respect this wish; however, **we need to have your number for your child's health and safety.** Simply inform your child's teacher, if you do not wish the child to call you in non-emergency situations.

3. Please read carefully the information regarding authorization of medication for students during the school day in the Student and Parent Handbook for Elementary Schools. We must, by law, adhere to this policy. The medical authorization form, (form 5120.6) must be completed and signed by both a parent and physician in order for a child to have medication at school. The form is available on the website or through the school office.

ILLNESS AT SCHOOL

"I don't feel good ..." is a refrain often heard by teachers and staff during the school day. When your child complains of not feeling well, you may wonder how school staff decides if a phone call is necessary. Inevitably, there are students who feign (fake) illness in an effort to avoid certain assignments or social situations. If no sign or symptoms of physical illness are present, or if a parent has requested that school staff not call unless certain conditions exist, the student is usually allowed to rest briefly and then encouraged to return to class.

Parents, teachers, and staff should refer to the following guidelines from the North Carolina School Health Program Manual when assessing a child's complaints:

Students should be sent home from school under the following conditions:



- 1. Temperature of 100 or higher
 2. Temperature of 100 or higher when accompanied by other indications of beginning illness
 3. Known exposure to communicable disease, Extreme malaise (tiredness, weakness), Headache, Nausea, Vomiting and/or abdominal pain, Symptoms of respiratory infection (cold, flu)

It is very important that parents do not send a sick child to school if the following conditions exist: Covid, chicken pox, pinkeye, any undiagnosed rash or fever, scabies, strep throat, scarlet fever, impetigo or head lice.

Parents need to be sure that they can be reached by school staff during the school day in case of illness or injury. When your child returns to school after an illness a note should be sent to the school so the absences will be correctly coded.

Parents, please note that the current CDC policy is for children to be fever free (without the aid of fever reducing medicine) for 24 hours prior to returning to school. PSE enforces this policy. Please remember frequent hand washing is considered to be the best way to prevent getting the flu or a cold. Children are taught hand washing at school. Please encourage this habit at home.

INSURANCE AVAILABLE

Accident insurance is available through the school. A brochure explaining the coverage is sent home with your child the first week of school. This insurance may be purchased at any time during the school year.

MEDICATIONS

The school cannot supply aspirin or any other oral medication. If your child needs medication either periodically or on a regular schedule, the school must receive a completed CMS medication form which has been completed and signed by your physician stating the dosage and times medication is to be administered. This rule applies to all medicines including those "over the counter." **ALL MEDICATIONS MUST BE APPROVED BY THE SCHOOL NURSE.** Medication must be in a container labeled by the pharmacy giving name of drug, dosage, name of doctor, and time interval between dosages. **Please note: Parents must bring in all medications. Students may not transport medications on the school bus.**

CRUTCHES AND ELEVATOR USE

Students may not use crutches at school or ride the elevator without a doctor's note.

HEAD LICE

Unfortunately, head lice are occasionally a fact of life in elementary schools where young children play and learn in such close proximity. That being said, we all need to work together to ensure that an occasional case of head lice does not become an “epidemic” in our school.

What can we do to prevent the spread of head lice?

Teachers can be attentive to children in their classrooms who exhibit symptoms of having head lice. Adults here at school can talk with their students about not sharing combs or articles of clothing. Teachers can consult with the school nurse over specific concerns.

Students should never share personal items with their classmates. Coats and hats should be stored in a way that they do not touch. The same goes for putting clothing items down on the sidewalk during outdoor play- sweaters, coats, gloves and hats should not be “piled together.” Girls should keep long hair neatly tied at the back of the head or in ponytails or pigtails, particularly when working in groups in the classrooms.

Parents should notify the office if a child develops head lice, and follow the procedures outlined by the Mecklenburg County Health Department which follow:

STEPS TO FOLLOW FOR HEAD LICE

1. Check the heads of all family members and close contacts. Check hair, especially behind ears and back of neck for live lice. Lice are very small and hard to see. Adult lice are about the size of a sesame seed and move very quickly when the hair is parted. Look for lice eggs (nits). Nits will look like white to light brown oval specks “glued” to the strands of hair, very close ($\frac{1}{4}$ inch) to the scalp. Make sure you check the hair in good light.
2. Ask a pharmacist or your doctor about which product to use to remove lice. **Carefully read and follow directions of the head lice product.**

Only family members and close contacts with live head lice and nits should be treated. Do not wash hair with a conditioning shampoo or use a hair conditioner before using the lice product. Do not use a conditioning shampoo or a hair conditioner for 1 week after using the head lice product.

3. Remove nits from the hair. Gently use nit comb (metal works best) or use your fingers to pull nits from the single strands of hair. Rinse nit comb or fingers in a sink or bowl of warm water and wipe dry after each stroke.
4. You may want to buy a new comb and brush for your child or family members to use after they have been treated for lice. If you do not buy a new comb and brush, make sure the comb and brush are washed and free of lice and nits before using them again. You may soak them in hot water (at least 130 degrees Fahrenheit) for 5-10 minutes.

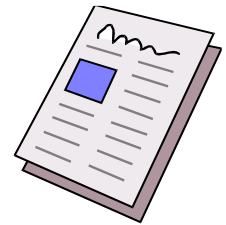
5. Wash clothing worn in the past 2 – 3 days and bed sheets, towels, and pillowcases in hot water; then dry in the hot cycle of the dryer. If items cannot be washed in hot water or dried on a hot cycle in the drier, put the items in a sealed plastic bag for 10 days or place the sealed bag in the freezer for 48 hours. Vacuum the carpet, rugs, and fabric- covered furniture where the person with the live lice may have sat or lay.
6. The product that you use to treat for lice may require a second treatment in 7-10days. Make sure you follow the product’s directions for treatment.
7. If live head lice or new nits are found after you have treated for lice, consult your school nurse or health care provider.

LOST AND FOUND

PLEASE PUT YOUR CHILD'S NAME ON CLOTHING, LUNCH BOXES, AND ANY OTHER ITEMS THAT YOUR CHILD BRINGS TO SCHOOL. Belongings with names can be returned to the owner. All unclaimed items turned into the lost & found will be donated to a charitable organization on a designated day near the end of each month. Please check the lost and found area periodically.

NEWSLETTERS

All teachers email newsletters home on a regular basis to keep parents informed of classroom activities and plans. Parent Square is our communication platform. Login for access. Click to view: [Parent Square overview video](#)



The Administrative team and PTA will post the *Rocket Review* on the PTA web site concerning special programs, meetings, and topics of interest for all parents.

The staff of Providence Spring has planned exciting programs and activities for our children this year. We'll be communicating with your family to keep you informed. In order to know all of our plans, please read notices together as a family and put important news in a special place at home for easy reference.

PSE PTA

The PSE PTA is an important piece of the puzzle that makes up Providence Spring Elementary. PSE is a place for parent and family involvement, and a way to share thoughts and ideas that make our school grow every year. Schools are an extension of the community and to hold true to that parent involvement is seen as a valuable building block of what makes PSE so unique. By becoming a member of the PTA you will know in your heart that you are an intricate part of the many wonderful activities and efforts that make PSE so exceptional. You can locate the PSE PTA website by clicking on the *Our School* tab located on our PSE webpage.

PSE WEBSITE

The PSE website is a means of sharing the excitement and activities of our school with our families and community. Our site includes pictures of our students learning, interacting and exploring. We honor

award winners, we capture special events, and we share various learning activities occurring throughout our campus. If you have not had a chance to look at our site or the CMS site, take a look! The PSE address is <https://providencespringelementaryschool.wearecms.com/> and the CMS address is <https://www.wearecms.com/>.

With safety of our students as a top priority at Providence Spring, we have in place rules that protect your child's identity as their pictures are included on our website and social media sites. Names are attached to pictures only in the case of award winners. (Ex. Quiz Bowl winners, Reflections winners, Spelling Bee winners, etc.) When award winners are listed, only the first name and last initial are used and are not listed in the specific order in which the children are photographed. The CMS website follows the same rules of identification. The safety of our students is always a primary consideration at PSE.

At PSE we want to ensure your child's safety as well as maintain a vibrant website and social media presence that shares the outstanding learning environment that makes PSE so successful. It is our hope that the pictures and information found on our website and social media share with parents, grandparents and the community the wonderful experience of being a PSE Rocket!

If you have any questions about the PSE website, contact our Webmaster, [Suzanne Blaszak](mailto:suzanne.blaszak@cms.k12.nc.us) by email at suzanne.blaszak@cms.k12.nc.us.

RECESS

In the case that there is an Air Quality Rating of Orange and above: (According to Airnow.gov):

- Classes will not go outside for recess, but will have indoor recess.
- Students will not go outside for PE.

Please remember to dress their children appropriately for the cold weather and prepared to play outdoors. We believe outdoor recess is an important and valuable part of the student's day. Fresh air, exercise and time spent outside afford students a break from the structure of the classroom and is an opportunity to expend energy in a healthy, suitable manner.

However, when "feels like" temperatures are **32 degrees or below** (According to weather.com), students will have indoor recess.

RETURNING TO SCHOOL AFTER HOURS

Please note that students are not permitted to return to school at the end of the regular school day to retrieve items that have been left in the classroom, for any reason. This school rule also applies to forgotten homework and textbooks, etc. Please encourage your child to have a "homework buddy" who may assist your child in such an event.

SCHOOL HOURS

8:00 a.m. – 3:00 p.m.	School Hours
7:30 a.m.	Students may report to classroom to begin morning work
8:00 a.m.	Tardy bell rings. Late arrivers need to be signed in by parents in the office

3:00 p.m. School day ends

7:30 a.m. – 3:30 p.m. School office hours

Teachers reserve early morning for planning. Students are not permitted in the classroom before 7:30 a.m. **Teachers will be unable to take your phone calls in the morning. Please call them between 3:15 and 3:30 p.m. You may always contact a teacher by email, but please remember that they are with their students during the day and may not be able to respond until after the normal school day has ended.** In case of an emergency situation, the front office will assist you in getting in touch with your child's teacher.

Students arriving late must report to the office. Please accompany your child to the office for late sign-in. **Do not take your child directly to the classroom.** Tardy passes are needed to insure your child is registered as present for the day.

B3 SENSORY ROOM & SENSORY DEVICES

Brain, Body, Behavior, known as B3 engages students in interactive activities that help students about self-regulation, self-management, and self-control. When students manage their emotions, they are more likely to gain confidence and critical thinking skills. The B3 Sensory room supports the whole child.

Sensory devices become a distraction and a disruption in our classrooms. We realize that these devices do serve a purpose for some students, when used properly. If the device becomes a disruption or creates an unsafe environment the teacher will take away the device.

The students allowed to have these devices in the classroom must meet one of these criteria:

- Having a sensory device is part of a student's 504 plan
- Having a sensory device is part of a student's IEP
- Administration sees that a device is beneficial to a student's learning

TRANSPORTATION

When the afternoon bell rings, students leave campus in several different ways. The school faculty and staff works diligently to ensure everyone is safe. Your attention to the following procedures will help.

AFTER-SCHOOL CARE

Please notify the teacher in writing if your child attends an after-school care center and uses their transportation.

BUS

Riding the school bus is a privilege, and each child is expected to abide by the rules. If a student continues to cause a disturbance after being spoken to by the driver, a referral will be made to the school office, and parents will be notified. At this time, Administration will decide if the student will lose

bus privileges and it will be the parent/guardian's responsibility to get the child to and from school. CMS Student Rights and Responsibilities Handbook will specify behaviors that will result in automatic bus suspensions. **Please note that all students must sit in their assigned seats at all times.**

BUS SAFETY

Bus rules are extremely simple and easy to understand. These rules keep our children safe and secure. Please review these rules early and often with your child and also encourage your child to seek adult assistance if any problem arises. At PSE, we are all problem-solvers and we want to solve problems quickly before they escalate. Parents are not allowed on the bus at anytime.

Finally, we encourage all our PSE Rockets to ride the bus to and from school. Riding the bus is free, it gets you here on time, it keeps your parents out of traffic, and it's an "earth friendly" habit to develop. "Be cool! Ride the bus to school!"

BUS RULES FOR STUDENTS

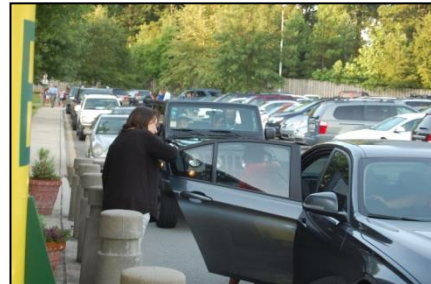
[Providence Spring Elementary School Bus Transportation Policy](#)

Parents are not allowed on school bus at any time.

CARPOOL PROCEDURES

Morning Carpool:

1. If you arrive at PSE prior to 7:30 a.m., children must remain in the car until carpool personnel open the school doors for morning arrival. As soon as the school doors are open, children may exit the vehicle and enter the building.
2. The carpool-unloading zone extends from the front doors of the school, along the straight sidewalk, to where the sidewalk curves. When you arrive, pull forward as far as possible, avoiding big gaps between cars. This allows more cars to unload, and moves children into classrooms more efficiently.
3. As soon as your car comes to a safe stop in the unloading zone, students should exit the right-hand side of the vehicle, where it stops. It is not possible for us to allow cars to wait to unload until they reach the front of the line. Carpool personnel are supervising children as they move from the car to the school building.
4. Please have students and their belongings ready to exit the vehicle by the time your car is in the unloading zone.
5. Crossing the parking lot, even at the crosswalk as required, disrupts and delays the flow of the carpool line. Please use these carpool procedures rather than walking your child to the front door.



Afternoon Carpool:

1. The carpool-loading zone extends from the front doors of the school, along the straight sidewalk, to where the sidewalk curves. When you arrive, pull forward as far as possible, avoiding big gaps between cars. This allows more cars to load more efficiently.
2. Please hang the afternoon carpool tag that you received from the front office in the front window of your car.
3. As you drive along the curb, your child's name will be called out. The children will be sent to a specific station.
4. Please follow the staff's instructions (waving your forward) to pick up your child/children.
5. Please form one single line of cars, keep the line moving, refrain from use of your cell phone, and do not get out of your vehicle.

By following these procedures, we can ensure that all students are in the academic environment quickly and safely. It is the goal of carpool personnel to start your child's morning with a smile and to maximize instructional time.

Parents Walking to Pick-Up Child/Children:

1. Providence Spring is a NO WALK ZONE. This is because our campus has only one entrance and exit. There is a limited amount of sidewalk space.
2. All walkers must be approved by Principal Armbruster and live within 1 mile of PSE.

TRANSPORTATION CHANGES

Your child's safety is our first concern. To help us ensure that he/she is traveling home the correct way, please assist us with the following. All transportation changes need to be submitted in written form to the teacher as soon as you know of the change. Any transportation change made via email must be submitted before the day of the change due to the fact that teachers may not have an opportunity to check their emails prior to dismissal. In addition, please be reminded that valuable instructional time is lost when the office has to contact the teacher regarding last minute transportation changes. Please limit transportation changes during the day to emergencies only.

If there is a **last minute transportation change, please call 980-343-6935 to inform the office staff by 12:00 p.m., as no transportation changes will be accepted after this time.**

AFTER SCHOOL GUIDELINES FOR RELEASING STUDENTS TO REPRESENTATIVES FROM ORGANIZATIONS

- 1) An official from the organization e-mails or presents in writing to the administrative secretary a proposal to have participating students meet a representative from the organization at school dismissal for relocation to a non-school facility. (Onsite after school programs should provide this information, too.) Included with this request should be:

- a. A list of PSE students and their homeroom teachers (Parents should provide this information to the organization/troop/club)
 - b. A copy of the parent approval form
 - c. A list of meeting/ activity dates to be held
 - d. A list of adult leaders who will be meeting the students with telephone contact numbers and e-mails.
- 2) The school will assign a meeting place for the after school pick-up.
 - 3) The school will generate a list of participating students, dates and location of meeting place at school dismissal to the students' teachers.
 - 4) Students and their parents will be notified that misbehavior or leaving the meeting area without adult permission will result in the student's losing the privilege of leaving campus with the group.
 - 5) Any changes that need to be made to the schedule shall be provided (immediately) to the administrative secretary.
 - 6) An up-to-date After School Activities' binder will remain in the front office to assist our secretaries and staff in ensuring that all our students are dismissed to the appropriate location.

GOING HOME WITH A FRIEND

We are unable to change afternoon dismissal plans for birthdays or play dates. Please communicate any needed changes in writing. Please make a note, however, that any plans for "going home with a friend" must be by carpool. We are unable to accommodate students riding home on another student's bus for any reason. This is a CMS transportation policy.

VISITORS TO OUR SCHOOL

The following rules apply to all persons other than teachers and pupils enrolled in the school who may come to the school for any reason during the school day.

Charlotte-Mecklenburg Regulations on School Visitors

The Charlotte-Mecklenburg Board of Education has directed all schools to implement a visitor identification system. Click link to register: <https://www.cmsvolunteers.com/> The primary purpose for this regulation is to insure the safety of all students and staff. We strongly encourage all our visitors to register online with the CMS Volunteer System. This registration and subsequent approval is the first step to opening the door to becoming a member of our PSE volunteer family. Questions? Please see the front office.

All visitors must report to the front office, sign in and secure a nametag by using our LobbyGuard system. Your driver's license is required in order to do this.

ALL PARENTS MUST REPORT TO THE SCHOOL OFFICE, SIGN IN, AND SECURE A NAMETAG

The same procedure holds true for central office staff and other visitors. The name tag or badge must be visibly displayed at all times while they are on school property.

Any person on school property who is not wearing a name tag/badge is illegally on school grounds and will be asked to identify himself properly or leave the premises. If the visitor refuses to leave the school grounds or creates any disturbance, the principal has the authority to request assistance from the police.

Parents are reminded that other than scheduled volunteer duties in the classroom or special events, classrooms do not allow visitation. At PSE, we intentionally protect instructional time so all our children can focus on learning rather than on visitors to the classroom. We appreciate your adherence to this guideline. In addition, please note that the track and the playgrounds are off-limits for anyone other than PSE students at all times. Again, we appreciate your adherence to this guideline.

Visitors are asked not to bring pets into the school or on school grounds unless special permission has been granted by the office. Recent outbreaks of rabies have dictated this new guideline.

Parents are reminded that younger siblings are not invited to classroom functions or on school field trips. Our focus at all school activities is always the students in the classroom.

We appreciate your cooperation in implementing these safety guidelines.

PSE is the place to be!