

# Eastover Elementary School

## Parent/Student Handbook



**Where Great Minds Take Flight!**

**500 Cherokee Road  
Charlotte, North Carolina 28207  
980-343-5505 phone  
980-343-5524 fax**

**Dr. Susan Nichols, Principal**

This handbook is intended to serve as a guide to our school. It should be used in conjunction with the *CMS Student Rights and Responsibilities Handbook*, the policies of the CMS Board of Education.

**Come Soar with us!**

**Eastover Mission:** To provide a learning environment that builds proficient students to succeed in a progressive community. Eastover will be a school that families actively seek because students will be prepared to adapt and participate in an evolving world.

To our students and parents,

If you have any questions that are not answered in this handbook, please feel free to contact the school at 980-343-5505.

Sincerely,

Dr. Susan Nichols, Principal

## SCHOOL OPERATIONS/PROCEDURES

### BLUE CENSUS CARDS

- ❏ Please support us by always providing a current address and phone number for your child's census card where you can be reached at all times. This information is confidential.

### STUDENT/TEACHER BIRTHDAY TREATS

- ❏ To practice healthy eating habits and to maintain student safety, when students/teachers are celebrating birthdays, parents **may not bring edible/non edible treats or have any celebrations at school. Presents, balloons, party favors, etc. are not allowed on campus during the school day for students or teachers.** CMS Child Nutrition has a birthday celebration program that is available to parents. Information will be sent about the process.

### HOME COMMUNICATION DAY / WEEKLY FILE OF STUDENT WORK

- ❏ Each Tuesday, all students will bring home a completed and checked set of assignments and/or tests for parents to review and sign. Students are responsible for securing a parent signature and returning the weekly file folder the next day.
- ❏ *The Eastover Express*, prepared by the PTA is our weekly communication source for our families. We also have CMS *Connect-5* software and PTA email blasts as other ways to contact parents. Individual teachers or grade levels will have weekly/biweekly newsletters to maintain school/home connections.
- ❏ **All communication to parents must be returned within a 24 hour period as mandated by CMS.**

### STUDENT COUNCIL

- ❏ The Student Council is a group of students elected to work with a sponsor in planning and initiating special programs and activities. It will be made up of 4-6 members in grades 3-5. Information will be sent home to parents by the end of September.

### PARENT ORGANIZATIONS

- ❏ ***The Parent Teacher Association (PTA)*** invites you to become an active and contributing member. The yearly membership drive begins as soon as school starts.

### SCHOOL LEADERSHIP TEAM

- ❏ ***The School Leadership Team (SLT)*** is an advisory group composed of school-based faculty members, administration, and parents. The PTA president will serve as a non-voting member. The purpose of this committee is to set goals and objectives related to the overall CMS School Improvement Plan. Meetings are held monthly. Meeting minutes are also placed on the Eastover school website.

### UNIFORMS

Eastover is a uniform school: navy bottoms and white tops.

- ❏ Students are encouraged to have shirts tucked in at all times.
- ❏ Students should wear only **white** or **blue** hair accessories with uniforms.
- ❏ Uniforms should follow the requirements of the order form. Uniforms can be bought via *Land's End*, *Flynn O'Hara*, and *Educational Outfitters*, or any retail center with our colors. Shirts and blouses **do not** need a school logo. If students arrive and are not in uniform, the school provides uniform clothing for the day. We sell gently used blues for one dollar per piece.
- ❏ School Uniforms- Eastover Elementary continues to be a uniform school for the 2018-2019 school year. Students are expected to wear a white collared shirt and navy bottoms (shorts, dresses, skorts, pants, or capris). Tights must be white or navy only (no patterns). Sweaters and/or jackets worn in school during the school day must be white or navy blue. Parents will be contacted if students are not in uniform and to arrange for a change of clothes to be provided to the student. Please adhere to this expectation. Athletic shoes may be any color. Shoes may not have lights or any other items on them

which may be deemed by school administration to be a disruption to the educational environment.  
Boots are not permitted for students to wear on school grounds.

- Parents will be called to bring needed items in the event we don't have them in the office.

### Daily Schedule

#### Instruction begins at 8:15

***Students are not permitted to enter the building before 7:45 a.m. If parents are not volunteering for the day, please make sure you exit the building at 8:15 a.m.***

7:45-8:15 a.m	Breakfast Program (Free for all students)
7:45 a.m.	Students may enter the building and classrooms from carpool/buses/walkers
8:15 a.m.	Announcements/News and Instructional Day Begins
8:15 a.m.	Pledge and Learners' Creed
3:15 p.m.	Dismissal

### FRONT OFFICE

- The front office is the heart of the school. We ask that parents support us by keeping this area quiet and orderly during the opening of school 8:00-8:45 and 2:45-3:25. The front office closes at 4:00 p.m. daily.

### TEXTBOOKS

- All students are issued designated textbooks.
- If a book is lost, another book cannot be issued until payment has been made for the lost book.
- Since books are so heavy, students in grades 3-5 may bring rolling book bags. Since there are no heavy books in K-2, students do not have this privilege unless verified in writing by a physician and approved by the Principal.

### LOST AND FOUND AND OTHER VALUABLES

- Jewelry, clothing, toys, and other personal items such as cameras, cell phones, and portable tape/CD players or radios **may not** be brought to school. The school is not responsible for any personal items lost or stolen during the school day. Efforts will be made by administration to investigate any items lost or stolen on school grounds.
- All removable articles of clothing, as well as other belongings, **should be clearly and securely labeled with the child's first and last name to prevent loss.**
- Unclaimed items are given to charity at the end of each month.

### CAFETERIA

- Cafeteria monitor and staff members are in charge of behavior and procedures for the cafeteria. Parents should notify administration if there are concerns.
- For your convenience, we have a lovely picnic area outside the cafeteria. We ask that you only dine with your child(ren) outside. This is a liability issue. If you would like to dine with another child, dated written permission from the child's parent is required.**

### SAFETY & SECURITY

The safety of students is a major concern of parents and school staff. Eastover Elementary School rules for drivers are of primary importance in maintaining an accident free environment for all of our students.

- To maintain classroom security, parents **will not** be permitted to enter a classroom before school or after dismissal unless a conference has been scheduled.

#### Rules for Carpool Drivers

- Please be patient and observant--young children sometimes forget that driveways and streets are for cars. No appointment or deadline is more important than a child's safety.
- Please observe the fire zone/no parking areas around our building.
- Once in the carpool queue, please allow students to exit the car on the sidewalk side immediately once they are in the drop-off zone to avoid delays. Adult supervision will be provided to ensure students

enter the building safely but will **not** be available to open car doors. We ask that parents have their child(ren) practice opening the car door and exiting the vehicle safely and quickly. **Please do not get out of the car to open doors as this slows the carpool service and is a safety hazard.**

### **Carpool Afternoon**

All K-5 carpool drivers will drop-off and pick-up by entering on **Cherokee Road**. Staff members will be available from 7:45– 8:15 a.m. to assist with student drop-off.

At 8:15, the carpool is ended. **Absolutely no students will be dropped off at the Perrin Place entry.** If you are arriving after 8:15, **please bring your child into the school via the Cherokee Road entrance only.**

- ❑ It is extremely important that all carpool signs/directives are observed in the afternoon. **Cars should not pull up beyond the signs until signaled by an Eastover staff member.**
- ❑ Each carpool rider and parent will have a carpool number. This number should be placed on rearview mirror and on the child's book bag. Students will be seated in the auditorium as they wait.
- ❑ Pick up procedures are the same as a.m. drop off. Cars queue on **Cherokee Road @ 3:15**. Please do not queue until that time to avoid traffic congestion. We are dismissing buses until this time.

### **Walkers**

If parents are meeting their students, they should be met at the gymnasium entrance. Bike/scooter racks are located at the front of the school for student convenience. Please lock these items up during the instructional day.

### **Bus Safety (Ms. Melanie Bender, AP, Bus Supervisor)**

- ❑ For safety reasons, students are only allowed to ride their assigned buses unless they are attending a designated CMS daycare center or approved by the CMS transportation department.
- ❑ Parents can request **in writing** (only) that their child's bus stop change for **ONLY** the bus the student rides. Students are not allowed to switch buses and/or ride different routes/buses—no exceptions.
- ❑ **Students who are not bus riders are not allowed to ride any bus in the morning or afternoon.**
- ❑ Any student enrollments after 8/1 will have to wait up to 2 weeks for bus transportation. Parents/guardians will need to provide transportation for the student to and from school until a bus pass is given to the student.
- ❑ Students will follow bus guidelines located in the CMS *Students Rights and Responsibilities Handbook*.

### **DISMISSAL FOR INCLEMENT WEATHER AND OTHER EMERGENCIES**

In the event that weather conditions become inclement or other emergencies arise and there is a possibility that schools may be closed:

- ❑ Parents, students and staff members are asked to check their radio and television stations for definitive information.
- ❑ All parties are asked **NOT** to telephone school personnel, schools, law enforcement agencies, radio stations, or television stations because this ties up needed communication lines.
- ❑ The decision will be made by the Superintendent of Schools prior to 6:30 a.m., whenever possible.

### **EMERGENCY SCHOOL DISMISSAL**

In the event that school must dismiss before the scheduled time, day care students and CMS bus students will be released to designated drivers.

- ❑ **In the event of early/emergency school dismissal, only designated adults may pick up a child. If there is not a signed permission, students will not be dismissed to a non-custodial adult.**
- ❑ *If the crisis requires a Level II evacuation, students and staff members will move in an orderly fashion through their evacuation route to the playground on Cherokee Rd. to Myers Park Presbyterian Outreach Center (1073 Providence Rd. Charlotte, NC, 28207). Students will be housed in an indoor facility as designated by church officials. Buses can move through the off-site parking lot or the school bus zone and load students if a Level III evacuation is necessary.*

### **RELEASE OF STUDENTS BEFORE REGULAR DISMISSAL**

- ❑ **Parents should pick up students in the front office by 2:45pm.**

- ❑ Only the parent who has signed the enrollment card or someone with a **written authorization** from that person will be allowed to take a child from school during regular school hours or during early dismissal situations.
- ❑ Parents should report to the school office to sign out a child. The child will be called to the office **only** when the parent arrives. This will preserve the integrity of instructional time.
- ❑ Teachers are not permitted to release students unless this procedure has been followed.

### **EASTOVER RULES FOR STUDENTS**

Eastover follows a school-wide discipline policy that is based on responsibility-centered discipline guidelines .

- ❑ We will work together to promote good citizenship as promised in the **Eastover Learner's Creed**: *As an Eastover student, I promise to believe in myself; to do my best at all times, to do the right thing, and to make the right choices. I will use my senses and abilities. I promise to make the best of this day.*
- ❑ We will be safe.
- ❑ We will be respectful.
- ❑ We will be responsible.

### **DISCIPLINE CODE**

- ❑ Parents and students will access the *CMS Student Rights and Responsibilities Handbook* online on the CMS Homepage under the *Back to School* Link. This book details the expectations for student behavior and the consequences for misbehavior. Student behavior incidents will be handled with reasonable, fair, and appropriate consequences, **but persistent misconduct will not be tolerated. Parents will be advised promptly when students begin to get into consistent difficulty that might lead to reassignment to home school, suspension, or expulsion.**
- ❑ Children will not be permitted to attend extra-curricular activities (non-required field trips, assemblies, etc.) if their conduct is unsatisfactory (U).
- ❑ If a student is suspended from school, a parent can request a meeting with the Principal to review the suspension and CMS discipline/suspension policy.

### **ATTENDANCE AND PLACEMENT OF STUDENTS**

- ❑ For new school year classrooms, the Principal will place students in heterogeneous classes. **No class assignment is permanent until after the 20<sup>th</sup> day of school due to dropping and adding students.** In late spring, parents may write a letter to the principal concerning the type of instructional day that best suits their child(ren). The parent letter will be reviewed by the Principal and used in the Principal's decision for classroom placements. **Specific teacher requests will not be honored.**

### **ATTENDANCE POLICY**

- ❑ Students are expected to be on time (by 8:15 a.m.) and present in school every day.
- ❑ Students are tardy at 8:15 a.m. unless there is a late bus.
- ❑ CMS attendance and tardy letters will be sent when students accumulate 3, 6, and 10 days. CMS policy will be followed after ten days.
- ❑ The reason for an excused absence must be stated in writing and signed by the parent/guardian of the student. The written excuse must be received by the school within **three** days after the absence or tardy.
- ❑ Teachers may accommodate special circumstances for late notes or absence verification. When families take trips or other family related events during the school year, a request for absence must be submitted to the principal **two weeks** in advance for principal (designee) approval. If not approved, the absences will be unexcused.

### **EXCUSED ABSENCES**

The only acceptable excuses for tardies and absences are:

- ❑ Personal Illness/Death in the immediate family
- ❑ Medical, dental, or psychological appointments

- ☐ Weather conditions making travel dangerous
- ☐ Emergencies or unusual circumstances recognized by the principal/designee
- ☐ Observance of religious holidays
- ☐ Health services provided to Medicare-eligible students
- ☐ School sponsored or school sanctioned activities (ex. Shadowing at future school)
- ☐ CMS or private bus breakdowns (no parent note required)

### UNEXCUSED ABSENCES

- ☐ A student is considered to have an unexcused absence if he/she does not present a written excuse within **three** days for one of the reasons stated above or is away from school participating in an activity *not approved* by the district as excusable.
- ☐ School work during unexcused absences may not be made up and the student receives a zero for the daily assignment(s).

### TARDY POLICY

- ☐ At the accumulation of the sixth (6<sup>th</sup>) tardy, a parent/student/principal conference will be scheduled.
- ☐ By the end of this conference, a plan will be developed to assist the parent in getting his/her child to school on time in a consistent manner.
- ☐ CMS intervention is implemented after the 10<sup>th</sup> unexcused tardy.
- ☐ When possible, the classroom teacher should be sent a note in the morning if the student is to leave before the regular time, so that plans can be made accordingly.
- ☐ If a parent is out of the city and has left his/her child(ren) with another adult, please send written notice to the school registrar authorizing the child's release to this person in case such a release is needed.

### POWERSCHOOL PARENT PORTAL (3<sup>rd</sup>-5<sup>th</sup> grades only)

- ☐ CMS wants parents to be involved in their child's education and the online *POWERSCHOOL* portal for parents can help you stay involved. Parents can check their child's homework assignments, attendance reports and grades from any computer, any time. Access directions will be sent to parents.
- ☐ Teachers will be updating grades in PowerSchool every Monday (beginning September 15<sup>th</sup>). Please use the online portal to review your child's grades.

### HOMEWORK

- ☐ Generally, students are given homework that is in conjunction with classroom instruction. Homework should never be more than 20 minutes for K-2 and 30 minutes in grades 3-5. We ask that parents provide a homework area for students and assist by checking over homework once it is done.

### MID QUARTER PROGRESS

- ☐ Grade level teams will send mid-quarter progress reports home to parents of students during the fourth week of each reporting period or as often as may be deemed necessary.

### REPORT CARDS K-5

CRITERIA FOR GRADING ACADEMIC SUBJECTS GRADES K-2	CRITERIA FOR GRADING ACADEMIC SUBJECTS GRADES 3-5
<p><b>Exemplary</b>-Student demonstrates advanced mastery of grade level standard.</p> <p><b>Mastering</b>-Student demonstrates mastery of grade level standard multiple times and in multiple ways.</p> <p><b>Progressing</b>-Student demonstrates progress toward developing mastery of standard.</p> <p><b>Developing</b>-Intervention is in place to support the development in mastery of standard.</p> <p><b>NA</b>-Student has not yet attempted this standard at time of report.</p>	<p>90-100 (A) .....Excellent</p> <p>80-89 (B) .....Good</p> <p>70-79 (C) .....Satisfactory</p> <p>60-69 (D) .....Passing</p> <p>Below 60 (F) .....Failing</p>

## FIELD TRIPS

- ❑ For any field trip, parent approval forms will be sent home by the teacher to be signed and returned.
- ❑ No student will be permitted to go on a trip without written permission on the appropriate form. This signed permission slip and all monies due must be returned to the teacher no later than two days prior to the scheduled trip.
- ❑ The Principal reserves the right to deny a child's participation in a non-required field trip or co-curricular activities if his/her conduct at school does not merit this privilege.

## CHAPERONES FOR FIELD TRIPS

- ❑ To chaperone a field trip, **adults must be a level four CMS volunteer**. See office staff for volunteer information or visit the CMS website: "*Volunteers and Partnerships*" link. No siblings (unless twin or multiples) will be allowed to ride CMS buses or charter buses on any field trip.

## VISITORS AT EASTOVER

- ❑ At Eastover, parents sign in at the front office desk for scheduled visits during non-instructional time or volunteering. Volunteers are asked to sign in so a record can be kept of their generous service. We also ask that our volunteers log their hours on the CMS Volunteer website. Volunteer badges are also required while assisting on campus.

## REQUESTING A PARENT-TEACHER CONFERENCE

Parents may request a parent/teacher conference at any time to discuss a variety of issues.

- ❑ It is recommended that students be included for a portion of all conferences involving improved student achievement or discipline.
- ❑ Written/phone requests should be sent directly to the teacher with a 24-hour turnaround time for scheduling.
- ❑ Meetings may be scheduled before school, during the teacher's release period, or after school.
- ❑ In the event of classroom concerns, **parents must meet with the teacher prior to scheduling a conference with the principal or other administrator.**

## TECHNOLOGY

Eastover continues to be a *Bring Your Own Technology* (BYOT) school. Each grade level teacher will send information home to parents describing the implementation of this exciting opportunity for our students.

## STUDENT SAFETY

Eastover has taken extra precautions to maintain student safety. Listed are updates from the district and the school.

- ❑ A revised crisis plan has been developed for the school that includes our new evacuation site. The crisis plan is not public, but each staff member has access to the plan.
- ❑ All visitors must wear their visitor badges on the upper left side of clothing.
- ❑ There will be no visitors allowed in classrooms during the instructional day without permission from the Principal.
- ❑ Student assemblies will be held during the first 20 days of school to discuss safety and behavior expectations.
- ❑ Each student will be given a name tag which has a bar code for lunch and media services. Name tags will be worn during each school day and on field trips. The tags will remain at the school.
- ❑ All students must have a pass if they are completing an errand or going to the restroom.
- ❑ This year, Dr. Nichols is in charge of grades K-2, Ms. Bender is in charge of grades 3-5.
- ❑ Kindergarteners and first graders travel within the school two by two or two by three.
- ❑ This year, all students are dropped at their assigned bus stops for dismissal by an Eastover Staff member.