



# ELIZABETH LANE ELEMENTARY SCHOOL

121 ELIZABETH LANE  
MATTHEWS, NORTH CAROLINA 28105  
(980) 343-5700

*HAWKS SOAR TO SUCCESS AT ELE!*

*This agenda belongs to:*

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STUDENT NO. \_\_\_\_\_



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FOR THE 2018-2019 SCHOOL YEAR!



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WE ARE INCREDIBLY GRATEFUL FOR THIS  
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ELIZABETH LANE ELEMENTARY.

# ELIZABETH LANE ELEMENTARY PARENT HANDBOOK

This document contains important information for Elizabeth Lane parents and students. Please read this handbook in its entirety. Parents are responsible for adhering to the handbook's policies and procedures.

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## **CONTACT INFORMATION AND HOURS OF OPERATION**

### **Address and Phone**

121 Elizabeth Lane  
Matthews, NC 28105  
Phone: 980-343-5700  
Fax: 980-343-5704

Absence reporting email: [eleattendance@cms.k12.nc.us](mailto:eleattendance@cms.k12.nc.us)

### **Hours**

7:15 a.m.	School opens for students
7:45 a.m.	School day begins
2:45 p.m.	School day ends
7:00 a.m.-3:30 p.m.	School office open
2:45 p.m.-6:00 p.m.	After School Enrichment Program (ASEP) (registration required)

## ACADEMICS

### Curriculum

The instructional program at Elizabeth Lane is based on the North Carolina Common Core and North Carolina Essential Standards. Copies of these standards are available on the CMS website in the Parent Resources section. Teachers use these standards to plan instruction appropriate for the learning needs of our students. Teachers use curriculum resources provided by CMS along with Parents should address questions about our curriculum to the teacher first, and then to an administrator.

### Accountability Standards

Beginning with the 2013-2014 school year, the North Carolina Board of Education approved a new set of promotion standards known as the “Read to Achieve” legislation. This legislation requires that students meet certain standards to be promoted to fourth grade. Specific information about “Read to Achieve” will be shared with families of third graders during the school year. Additionally, K-5<sup>th</sup> students are expected to meet state and CMS standards to be promoted to the next grade level.

### Assessments

Assessments of individual student progress are designed to document student progress over time. They are planned and administered by the classroom teacher. K-2<sup>nd</sup> grade teachers use CMS Literacy and Mathematics Assessments, Reading 3D, and work portfolios to monitor student progress. 3<sup>rd</sup>-5<sup>th</sup> grade teachers use portfolios, projects, tests, and State Testing Results (End-of-Grade in Reading and Math as well as 5<sup>th</sup> grade Science) to assess student progress and instructional needs. Additionally, students in kindergarten-5<sup>th</sup> grades participate in MAPS (Measures of Academic Progress Standards) assessments. Results of various assessments are shared with parents in quarterly report cards and during conferences. Official State Testing Reports are shared with parents after they are released by the state.

### Homework

Homework is important to student success in school. **All Elizabeth Lane students are expected to read every night.** Additional homework assignments are designed to provide practice and application of skills developed in school. Homework assignments should be at the independent level for students. If an assignment is not at this level, parents should send a note with the child to the teacher so additional instruction can take place. Parents are encouraged to provide a time and place for homework. Homework expectations for each grade level will be communicated with parents at the beginning of the school year but will not exceed 10 minutes per grade level. (Example: 1<sup>st</sup> grade = 10 min., 2<sup>nd</sup> grade= 20 min., etc.)

### Agendas

Students in 1<sup>st</sup>-5<sup>th</sup> grade are provided with an Elizabeth Lane agenda, compliments of Starr and Dickens Orthodontics, at the beginning of the year. Students are required to use the agenda to record assignments and as a communication tool between school and home. If a student misplaces his or her agenda, he or she must purchase a new one from the School Store.

### Exceptional Children’s Services

Elizabeth Lane has a strong support staff for students with special needs. Services include speech/language therapy, learning disabilities resource, occupational therapy, and academically gifted education. If you have questions about the school’s programs, please email your child’s counselor at the address on the school website. Services are available depending on an individual student’s educational needs.

### Report Cards

Report cards are issued after the end of each quarter. Please refer to the CMS calendar for distribution dates. Parents of K-2 students should review the report card and return the signature card to school. Parents may keep the report card. Parents of 3<sup>rd</sup>-5<sup>th</sup> grade students should sign one copy of the report card to return to school and keep the other copy for their records. Parents of 3<sup>rd</sup>-5<sup>th</sup> grade students are asked to review their child’s grades throughout the quarter by visiting the PowerSchool Parent Portal at <https://cms.powerschool.com/public/>.

## **Character Education**

Elizabeth Lane implements a character education and student leadership development program. The purpose of the program is to integrate character education and leadership into classroom instruction and to incorporate parental and community involvement. We study and implement the *7 habits of Happy Kids* as a part of our Leader in Me program. Elizabeth Lane Elementary is a PBIS School. (Positive Behavior Intervention System). Information about this initiative will be sent home by your student's classroom teacher.

## **ARRIVAL AND DISMISSAL**

### **Tardies**

Students arriving after 7:45 a.m. must report to the office with a parent to receive a Tardy Pass. **DO NOT TAKE YOUR CHILD DIRECTLY TO THE CLASSROOM OR MOBILE UNIT AFTER THE 7:45 BELL.** Tardy passes are needed to ensure your child is reported present for the day.

### **Changes to Afternoon Transportation**

Changes to afternoon transportation plans must be communicated **in writing** to your child's teacher. For security reasons, changes will not be accepted by phone. Daily bus changes are not permitted. The office must have written notification from a parent/guardian before students will be released from school to any person who is not listed on the blue emergency card. In the case of an emergency, the parent should call the school and obtain the email address of the appropriate staff member who can accept the written notice via email. The email address must match a parent email address listed on the blue emergency card. Proper ID is required when picking up students.

### **Morning Carpool**

Students are **not** permitted in the building before 7:15 a.m. Parents arriving to the school prior to 7:13 a.m. will be staged in the bus lot. At 7:13 a.m., they will be directed to the main car pool line in the front of the school. Students are not to be released from vehicles while staged in the bus lot. Parents in the carpool lane should pull forward following the directions of the adults and safety patrol. Students should exit the car quickly after it stops completely. For safety, all students should exit from the passenger side of the vehicle onto the sidewalk. Cars in the carpool lane must YIELD to the inside lane when leaving after drop off. The bus lot will open at 7:30 a.m. as the secondary morning carpool lane. Parents must pull forward to the end of the sidewalk and wait for traffic to stop before allowing their child to exit the car. Cars may not pass buses or other cars in the carpool lane.

### **Afternoon Carpool**

In the afternoon, staff will direct students into waiting cars. Do not exit the car to gather your child. A carpool sign should be posted in the vehicle to identify the student(s) the adult is picking up. Student(s) will be directed to a cone, and the vehicle will pull forward to meet the student(s) at the appropriate cone. Signs are available in the school office. If you do not have your carpool sign, give your child's name to the staff member who will call him or her to the appropriate cone. Students must enter the car on the passenger side. Please see the additional carpool procedure document for more specific directions. If you have a question or concern about transportation, please contact our school transportation secretary. No cellular device usage while in the carpool line.

### **Buses**

Students are assigned to buses based on home addresses or after school daycare stops. If you require a change in bus transportation due to a change of address, you must complete the appropriate change form, which is available in the office. No daily bus changes are allowed due to increased enrollment and safety concerns. A request for an alternate stop or a change of an "unsafe" stop must be made online:

<http://www.cms.k12.nc.us/cmsdepartments/transportation/Pages/default.aspx>

## **Bicycles**

Students in 3<sup>rd</sup>-5<sup>th</sup> grade who live in neighborhoods immediately off of Elizabeth Lane may ride bicycles to school. All bicycle riders must wear helmets, have locks for their bicycles, and walk their bicycles once reaching the school grounds.

## **Walkers**

Kindergarten-2<sup>nd</sup> grade students are not permitted to walk home unless they are accompanied by an adult or older sibling. Students will exit the building through the exterior gym doors. Parents/guardians who are walking their children home from school must wait in the designated areas in front of the exterior cafeteria doors at dismissal. Skateboards, scooters and skates are not approved transportation.

## **ATTENDANCE**

Regular attendance and punctuality are important to your child's success in school. A doctor's note is required for students who accumulate three or more consecutive absences or if a pattern of excessive absences is demonstrated. Use the school calendar to plan family vacations and trips that do not conflict with the school calendar. A student must be in attendance for at least half of the school day (being present from 7:45 a.m. to 11:15 a.m. is considered a half day) in order to be counted present for the day.

### **Absences**

If your child is absent from school, please email [eleattendance@cms.k12.nc.us](mailto:eleattendance@cms.k12.nc.us) and copy your child's teacher to indicate why your child will not be in school. A link to this email is posted on the "Report an Absence" tab on the school website. In your message, give your child's name, teacher's name and a brief description of why your child is absent from school. Absences will be excused for illness, medical or dental appointments, death of a family member, and religious holiday observance or approved educational leave (see below). If you are unable to send an email, a written excuse from the parent is required upon return to school. Absences are marked unexcused if parents do not provide information.

### **Educational Leave**

Parents who request educational leave must provide information five (5) school days prior to the absence on the form available in the school office or on the Elizabeth Lane webpage. The form will require that parents make a clear connection to the student's curriculum in order to be approved. More information is provided on the educational leave request form. You will receive written notification of the status of your request within five days. You may request work from your child's teacher once the leave is approved. Educational leave is still an absence from school.

### **Religious Holidays**

Absences on religious holidays that are not included on the calendar approved by the CMS board require prior approval for students. Absences on approved holiday are counted as excused when parents send an email to [eleattendance@cms.k12.nc.us](mailto:eleattendance@cms.k12.nc.us) or a note indicating the child was absent in observance of a religious holiday. If you have questions about holidays, visit the CMS website, and click the Parents tab to locate the Religious Holiday Calendar.

### **Early Dismissal**

If you need your child dismissed early from school, please arrive 30 minutes before regular dismissal. For afternoon doctor's appointments and other planned events, please pick up your child before 2:15 pm. We recommend that you notify the teacher so your child can be prepared for pickup.

Send written requests for early dismissal to your child's homeroom teacher. When picking up your child, come to the school office to sign out your child and be prepared to show proper identification. The teacher will be notified and the student will be called to the office. A child will **NOT** be dismissed to anyone other than the

parent/guardian without written permission. **PLEASE DO NOT GO TO YOUR CHILD'S CLASSROOM OR TO THE MOBILE UNITS.**

## **BIRTHDAYS**

### **Treats and Birthday Book Club**

The Elizabeth Lane School Leadership Team has changed the policy on hosting food treats for birthday celebrations at school. Parents will no longer be allowed to distribute birthday treats to the class. Parents are still welcome to bring lunch and/or a birthday treat for their own child. In lieu of serving a treat, parents may have a book donated to the library in honor of their child's birthday. Birthday Book forms are available in the office and Media Center. Flowers and balloons are not permitted in the cafeteria, classroom or bus.

### **Invitations to Outside Events**

To deliver party invitations through the classroom, you must have an invitation for every child in the class. If you do not have an invitation for every child in the class, you may not send the invitations through the classroom but must send them outside of school. Parents may use school directory information for this purpose.

## **CAFETERIA**

Our school cafeteria serves breakfast and lunch. CMS provides every child a free Universal Breakfast from 7:15 to 7:40 a.m. each day. Each child has an account with our automated system for lunch purchases. Parents are expected to keep money in the account for debit each day. The cashiers will give a reminder note to the child when the balance is below \$2.00. When a child has a negative balance of \$10.00, the Cafeteria Manager will print a notice to send home with the student.

PayPAMS is an online account management system that allows parents to put money on their children's lunch accounts with a credit or debit card. Visit [www.paypams.com](http://www.paypams.com) to register. Parents may also sign up for email notification of balances on the PayPAMS website.

Visitors are welcome and expected to support the school lunch program by purchasing meals from the school cafeteria. Food from outside vendors may be brought in only for your child. Visitors should sign in at the office, get a visitor's badge, and meet their child outside the cafeteria. If the lunch table is full, students will be allowed to take their guest to the visitor table, but may not bring other students to the visitor table. After lunch, please say good bye to your child at the cafeteria door as the class departs. Please return to the office to sign out.

## **COMMUNICATION**

### **School/PTA Information**

We believe that communication between the home and school is important. The school and PTA websites are updated frequently. Parents may also sign up on the PTA website to receive the weekly Mini News via email. Throughout the year special announcements about upcoming events and special programs are sent home. Each teacher will establish a classroom communication plan to share with parents. More grade level news, teacher wiki pages and other information are on our website, <http://schools.cms.k12.nc.us/elizabethlaneES/Pages>, which you can also access from the CMS website: [www.cms.k12.nc.us](http://www.cms.k12.nc.us). Connect-ED, an automated telephone message system, is used to provide community outreach messages and to contact parents about emergencies. **Please verify your phone number with the school registrar if you are not receiving Connect-ED messages.**

### **Agendas**



Agendas are used as a medium for communication between home and school. In addition, an agenda is also used as an organizational tool for students. Each student is expected to record his or her daily assignments. This builds academic independence and encourages students to become more responsible for their learning. Agendas are required for students in 1<sup>st</sup>-5<sup>th</sup> grade and are available for purchase from the school store if a child misplaces the free copy that is provided at the beginning of the year.

### **Conferences**

Conferences are arranged for all parents at the end of the first grading period. Report cards are discussed at that time. Additional conferences are planned as needed or requested by parents, teachers or administration. Parents may request a conference by emailing, sending a note to the teacher, or calling the school office (980-343-5700). If problems or concerns arise during the year, contact the teacher first.

Please do not visit classrooms to speak with a teacher about your child before, during, or after school without an appointment. Remember that a teacher's first duty is to teach. Teachers cannot stop the instructional program nor neglect the supervision of students for a "drop in" conference.

### **PowerSchool**

PowerSchool is an online tool that allows parents of students in grades 3-12 to monitor grades and attendance throughout the school year. Login information will be provided to all third grade parents and students who are new to CMS at the beginning of the year. Login usernames and passwords continue from year to year. Access the PowerSchool Parent Portal at <https://cms.powerschool.com/public/>.

### **FOOD PRODUCTS BROUGHT TO SCHOOL**

Parents are only permitted to send food for their own child or for classroom celebrations as approved by the classroom teacher. Students are no longer permitted to bring birthday treats to share with the class. Per the Charlotte-Mecklenburg School District Parent Student Handbook (on the CMS website), the following regulations are to be followed in all schools:

- 1. Any food shared in school must be from an inspected commercial facility and must be labeled with its contents. (E.g., Cupcakes, with a printed list of ingredients, from the Harris Teeter bakery, packaged crackers, etc.)*
- 2. Fresh fruit and vegetables may be shared, but must be thoroughly washed with friction under running water or in a fruit cleaner. Fruits and vegetables that grow on the ground (melons) should also be washed thoroughly to prevent contamination when cutting. Utensils used for cutting or serving should be thoroughly washed and dried between uses. Avoid reusing a knife that has been used to cut sandwiches with cheese or meat. Cross contamination could lead to allergic reactions or food poisoning.*
- 3. Products such as milk, cheese or fruit juice that have not been pasteurized may not be shared in the classroom or at school activities.*
- 4. The special diet and healthcare needs of all students should be addressed in a confidential and supportive manner by all staff.*
- 5. Peanut-free or other allergen-free tables should be designated for children diagnosed with severe airborne or contact allergies to those substances in the classroom and other learning environments where food products may be used. When such an area is designated, a child or staff member (not the child with the allergy) must clean the designated table with previously unused paper towels and soapy water and dry with a clean paper towel. That table must remain free of the allergen at all times. Cleaning should take place before each use.*

### **HEALTH PROGRAM AND MEDICATION**

#### **School Nurse and Illnesses**

The school nurse is generally available five days per week. She will be glad to talk with you about school health needs and your child's health. We are not equipped to care for sick children. If your child has a fever or other symptoms that prevent participation in the school program, please keep him or her home. A child must be fever-free without medication for 24 hours before returning to school. A student should also not return to school for 24 hours after vomiting or diarrhea. If your child becomes ill during the day such that it prevents him or her from participating in school, you will be contacted to pick up your child from school.

### **Medication**

The school cannot supply any medication. If your child must take medication while at school, the school must receive written permission from the doctor stating the dosage and times medication is to be administered. Forms are available in the school office and in the CMS Forms and Notices booklet on the CMS website. Parents must also sign this form. Medication must be in a container labeled by the pharmacy giving the name of the drug, dosage, name of doctor and time intervals between dosages. All medication must be brought to school by an adult. Students are not allowed to transport medications. Medication that requires a medication authorization form from physician includes: cough drops, lip balm, Tylenol, Motrin.

## **PARKING AND TRAFFIC PATTERN**

### **Parking**

As our enrollment continues to grow, parking becomes more difficult. During the hours of 7:45 a.m. and 2:30 p.m. a limited number of visitor parking spaces will be reserved in the first row of the parking lot. Parents are permitted to park in the Visitor Parking area. During special events, staff members will direct you to park in the bus lot or other designated areas. We ask that you not park in the Greystone South neighborhood, directly across Elizabeth Lane. Parking in this neighborhood presents safety issues for children who walk to school. Matthews Police has advised ELE administration that visitors parking on Elizabeth Lane in front of the school will be ticketed. Parking in the fire lane is not permitted.

### **School Traffic Pattern**

For the protection and safety of the school community, please follow the traffic pattern when entering or leaving school. Cars are not permitted to enter the parking lot from the exit near the trees. Cars must pull all the way through the entrance lane to the school and turn into the parking lot near the building. **THE SPEED LIMIT IS 10 MPH.**

Please respect these areas as a CELL PHONE FREE ZONE for the safety of staff and students.

## **SCHOOL CLOSINGS**

In the event of inclement weather conditions, an official decision will be made for all Charlotte-Mecklenburg schools. The decision will be broadcast on local radio and television stations, a message will be sent via Connect-ED and a message will be posted on the CMS website. **If no announcement is made, school is in session.**

If weather conditions become hazardous during the school day and the decision is made for early dismissal, an announcement will be posted on the CMS website, a message will be sent via Connect-ED, and an announcement will be broadcast on local radio and TV stations. **Please do not call the school.** Make plans for your child in case of an early dismissal and complete the Emergency Dismissal Form. Make sure the information remains current and keep a copy for your records. If school closes early, the After School Enrichment Program also closes.

## **SCHOOL IMPROVEMENT PLAN**

Each year the School Leadership Team and the school staff develop or revise a school improvement plan. Based on students’ test results and survey information from students, parents and staff, the plan addresses goals in the areas of student achievement, school safety, community collaboration and equity. These goals are directly linked to our student population and are coordinated with CMS goals. Progress is monitored by the School Leadership Team. Copies of the plan are available for review in the office and media center. The plan is also available on the school website following approval by the Board of Education.

**SCHOOL LEADERSHIP TEAM**

The School Leadership Team is an elected group of teachers and parents who advise the school principal on matters related to the planning, management, communication and evaluation of the school goals. Elections are held each spring. Meetings are announced in the Mini News.

**SCHOOL RECORDS**

**Enrollment Requirements**

All enrollment requirements are on the CMS website: <http://www.cms.k12.nc.us/Pages/default.aspxn>. Current physical and immunization records are required for kindergarten students within the first 30 calendar days of school. Students who are not compliant with this requirement will be excluded from school until all records are complete.

**Access to School Records**

The Family Educational Rights and Privacy Act is a federal law that governs the maintenance of student enrollment and academic records. Under this law, both parents and students (over 18 years of age) have the right to inspect records kept by the school. Access to these records by parties outside the school is limited and must have parents’ prior consent.

**Withdrawing and Transferring Records**

Notify the school office and your child’s teacher when you need to move or transfer. A parent will need to see the registrar in the front office to complete a withdrawal packet. Records cannot be transferred to a new school until a request is received from the new school. Check with your child’s teacher about accounts in the cafeteria and the media center before your departure.

**Emergency Contacts**

The school office maintains up-to-date information on all students. Please make sure all telephone numbers (home, cell, business, emergency) are current. Include the name of any adults who have permission to pick up your from school. **Blue Emergency Cards MUST be updated with changes in phone numbers, cell numbers and persons allowed to pick up your child from school. This helps to ensure the safety of our students.**

**SCHOOL STORE**

The PTA sponsors a school store with required student agendas for grades 1-5 and school supplies. The store is located in the office area across from the main office. The store is open from 7:15 to 7:45 a.m. Students must report to their homerooms **before** shopping at the school store. The following schedule is established to allow all students an opportunity to purchase items at the school store:

<b>Monday</b> Kindergarten Fifth Grade	<b>Tuesday</b> First Grade Fifth Grade	<b>Wednesday</b> Second Grade Fifth Grade	<b>Thursday</b> Third Grade Fifth Grade	<b>Friday</b> Fourth Grade Fifth Grade
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## STUDENT RULES AND POLICIES

### CMS Code of Conduct

All Charlotte-Mecklenburg School discipline guidelines, as stated in the **CODE OF STUDENT CONDUCT (on the CMS website)**, are enforced. If your child expresses that he or she is having difficulty with another student that is affecting his or her ability to be successful at school, please contact your child's teacher, the school counselor or an administrator for assistance.

### Elizabeth Lane Behavior Expectations

Elizabeth Lane students, staff and parents show the character traits of SOAR:

<b>Self-Control</b>	Students are expected to keep hands, feet, and objects to themselves. Refrain from pushing and rough play. Use appropriate manners.
<b>On-task</b>	Actively participate in class. Listen and follow directions.
<b>Accepting</b>	Respect opinions and property of others. Use eye contact and good listening skills. Treat others as you want to be treated.
<b>Responsible</b>	Students are expected to complete all assignments. Follow teacher instructions. Report to an adult any concerns or problems.

### Dress Code

Students are expected to adhere to the standards of cleanliness and dress that are compatible with the requirements of a productive and safe school environment. A student's appearance, mode of dress, or condition of personal hygiene will not be permitted to disrupt the educational process or constitute a threat to the health or safety of others. Therefore, the following is included in our student dress policy:

- Shorts/skirts should be of a moderate length. Leggings should be worn with a skirt, shirt or dress that meets dress code length expectations. Leggings worn without dresses or skirts must be opaque and not allow skin to show through.
- Mid-sections should be covered.
- No inappropriate language on t-shirts.
- Hats should not be worn in the building unless an exception is granted by administration.
- Sneakers should be worn daily for recess and PE classes. Flip flops and shoes with open toes are not permitted as they are a safety hazard during recess.
- Sleeveless shirts must be at least 3 inches wide on the shoulder. Spaghetti straps are not permitted.

Students are expected to adhere to the Dress Code Standards. If there is a violation, students will be asked to call home for a change of clothes. Also, if issues continue, privileges to attend end of year activities and field trips may be denied. Thank you for helping students dress for success.

Students may join in a staff tradition of celebrating ELE Days each Friday by wearing purple or spirit wear and celebrate College Days each Wednesday by wearing university gear.

### Student Belongings and Lost and Found

The main purpose for students attending Elizabeth Lane is to learn; therefore, toys are not permitted at school unless the teacher has communicated in writing the educational need for a special item. Toys will be collected by administrators if not related to educational goals.

Rolling school bags will be allowed if they are used correctly. The purpose of the rolling school bag is to lighten the load a student has to carry. Rolling school bags are not recommended for student in K-2<sup>nd</sup> grade because they do not have textbooks that need to be transported. Older students who choose to have a rolling school bag

will be issued a warning and their parents will be notified if the rolling school bag is not used properly. The second time a problem arises, the student will no longer be allowed to use this type of school bag at Elizabeth Lane.

Please write your child's name on clothing, lunch boxes, and other items. This is most important for Elizabeth Lane school wear and notebooks. Unclaimed items are kept in the Lost and Found area next to the School Store. After a period of time, unclaimed items are donated to charity.

### **Items Left at Home**

Parents are encouraged to help their children become responsible students. Students should bring their own lunch boxes, school supplies, projects and proper clothing each day. Deliveries of these items during the school day are a major interruption of the instructional program. Any emergency deliveries should be left in the main office.

### **Items Left in Classrooms**

For safety and security reasons, classrooms will not be unlocked for students returning to school in the afternoon to retrieve books or homework.

## **STUDENT SAFETY**

### **Safety Procedures**

All students will be required to wear an identification nametag at all times. These will be provided at the beginning of the school year. Students who lose their nametags during the year will be required to purchase another tag for \$1. A form will be sent by your child's teacher when a nametag replacement is needed. Teachers will be responsible for the careful supervision of whole classes and small groups of students as they travel throughout the building and school grounds. All students will be required to carry a hall or health room pass in the school building, and students in grades K-2 will travel with another student. Passes will be available from the classroom teacher. All children must be supervised by an adult in the interior courtyard -- including children attending after school events with their parents. The pond is dangerous for unsupervised children.

To ensure safety, students participate in regularly scheduled fire drills, tornado drills and lockdowns.

### **Animals at School**

Parents are requested not to bring animals or pets on school property because of safety and health issues. Administrative approval is necessary for pets to participate in special programs.

## **TECHNOLOGY**

### **School Devices and Internet Access**

Elizabeth Lane is fortunate to have excellent technology available for students and teachers with computers in each grade level classroom and SmartBoards and document cameras in all of the core classrooms as well as in the Media Center, Art and Music classrooms. Third-Fifth grade students are assigned a Chromebook for use while at school. Students also have access to iPads and/or laptop computers in every class. Students use technology to complete projects, to practice skills, to do research, and to communicate with people in and outside the school. Students in K-5<sup>th</sup> grade have access to the internet. Parents may revoke a student's internet access privilege by requesting and returning a revocation form. Students and parents are required to sign a Technology Use Agreement at the beginning of each school year to promote responsible use and care of these devices. Bring your own technology to school will not be used as a classroom reward.

### **Cell Phones, Personal Devices and Smart Watches**

CMS policy states that during the instructional day (7:15 a.m.-2:45 p.m.) and while on a bus, all students' cell phones, personal devices and smart watches must be turned off. They are not to be audible or visible. However, there are certain times when a teacher may invite students to use a cell phone or personal device for

educational purposes. If a cell phone, personal device or smart watch is seen (except for approved instructional uses) or heard during the school day (7:15 a.m.-2:45 p.m.) or on a bus, it will be confiscated. Parents may pick it up at a time arranged with the school.

## **VISITORS AND VOLUNTEERS**

### **Visitors**

All exterior doors to the school will remain locked between the hours of 8:00 a.m. and 2:45 p.m. Visitors will be able to enter the school through the visitor entrance at the front of the building. Visitors will ring the buzzer located to the right of the door and an office staff member will unlock the door after checking the camera monitor. All visitors are required to check in at the school office. The computer system used for check-in requires a driver's license for all adult visitors. Visitors must wear the provided visitor tag during the visit and check out in the office prior to departure. Visitors who are not wearing an identification tag will be requested to return to the school office. The primary purpose of this Charlotte-Mecklenburg Board of Education procedure is to ensure the safety of all students and staff. Your attention to this procedure shows your support of our Safe School Plan.

Our school is smoke-free. The use of tobacco products of any kind in the school building, on the school grounds, or on school sponsored field trips, is prohibited.

### **Volunteers**

Volunteers are important and play a valuable role at Elizabeth Lane. To promote school safety and accountability, all volunteers are required to have a background check and be approved through CMS. If you are interested in serving as a volunteer, please complete the Volunteer Profile at [www.cmsvolunteers.com](http://www.cmsvolunteers.com), and log in at the office during each visit to the school. If you would like to be considered as a chaperone for a field trip, you need to be a registered volunteer. All prior approved volunteers who did not verify their email addresses over the summer will need to register again in the system this year. It takes several days for volunteer approval to be obtained. Please sign up as soon as possible! Please keep in mind that siblings that do not attend ELE may not accompany volunteers in the classroom.

### **Class Parties/Field Trips**

Class parties and field trips are intended for school-age children. **If you will be assisting with parties or chaperoning, please make other arrangements for siblings that do not attend ELE.** Additionally, please make sure to follow the expectations regarding how to serve as a Volunteer in CMS and at ELE.

### **Lunch Visitors**

Visitors are welcome in the cafeteria during lunch. Lunch visitors must sign in at the school office and wear a visitor tag.