August 17, 2017

Dear Elizabeth Lane Parents and Students:

Welcome to the ELE family! We hope you have enjoyed the summer and are enthusiastic about the new school year. Whether you are a returning student or a brand new addition to the ELE family, on that first day, we all become Hawks striving for the best in academic achievement, personal growth, leadership, and self-discipline.

This letter provides a few details about the opening of school including Open House, transportation, important dates, teacher assignment and other information about the first few weeks of school. Please read it carefully and keep for your reference.

At Elizabeth Lane Elementary, we are dedicated to ensuring that our school has a nurturing environment along with high expectations and challenging learning opportunities for all students. We pride ourselves in being a welcoming school that values every child and family. We appreciate the commitment that you have made to be a part of the ELE family. We look forward to working together in support of a strong school community.

New Parent Orientation August 23rd
All new families to ELE are invited to our new family parent orientation on August 23 from 6:30-7:30 pm. ELE administrators and staff members will share procedures about our school that will help make your transition into our family as stress-free as possible.

OPEN HOUSE for Grades 1-5 August 24
We will host an Open House on Thursday, August 24. Students with last names M-Z may visit their classrooms between 8:30 AM and 9:45 AM, and students with last names A-L may visit between 10:30 AM and 11:45 PM. This is a drop-in meet and greet with your child’s homeroom teacher for 1st-5th grade students. Parents may drop off school supplies in the classroom at this time. Pre-ordered school supply packs will be delivered to students’ homerooms prior to Open House.

While visiting the classroom, please complete the form indicating how your child will go home the first day of school. It is also important that parents show their children the location of the afternoon bus stop and make sure that students know who will meet them at the stop. Teach your child the name(s) and identifying landmarks that will be helpful so they know when and where to get off the bus. This will provide them security in knowing the expectation of what is supposed to happen and they can communicate with the bus driver if there is an issue.

Kindergarten students will be able to walk around the school and visit kindergarten classrooms, but will not have an assigned classroom until after staggered entry. Kindergarten families will have a separate open house the following week. More specific information is included in kindergarten mailings.

IN THE CLASSROOMS DURING OPEN HOUSE

- STUDENT AGENDAS – Elizabeth Lane Parent Handbook
All students in grades first through fifth will receive a free copy of the required ELE student agenda compliments of Starr and Dickens Orthodontics. In the front of each agenda is a copy of the Elizabeth Lane Parent Handbook. The handbook has important information about school policies, procedures and contact information for school support staff. Updates are made each year based on feedback from parents, staff and the School Leadership Team. An updated version is kept on the school’s webpage: http://schools.cms.k12.nc.us/elizabethlaneES/Pages/Default.aspx
STUDENT SUPPLY PACKS
Supply packs for students who preordered will be delivered to homeroom classes. Families with 1st-5th grade students who purchased supplies individually should bring them on the Open House day. Kindergarten supply packs will be delivered to homerooms on August 31st and should not bring any school supplies on the staggered entry day.

FIRST DAY for Grades 1-5 August 28
Morning arrival begins at the 7:15 bell and the tardy bell rings at 7:45 AM. Students are dismissed at 2:45 PM and staff members escort students to their afternoon transportation. Our new parents are advised that traffic is very heavy in the mornings. Those who choose to use the car line will find that arriving between 7:20 and 7:35 is the best way to avoid the longest wait times. If you arrive after the 7:45 tardy bell, you will need to park and walk your child into school to sign in at the school office. By choosing to send your child to school on the bus, you avoid the long car lines; your child is at school on time, and in the rare instance that the bus is late; there is no tardy penalty.

STAGGERED ENTRY FOR KINDERGARTEN August 28, 29, or 30
CMS follows a staggered entry process for kindergarteners. Kindergarten students will only report to school for one of the first three days of the school year. Details about staggered entry will be mailed specifically to families with students registered for kindergarten.

Please note that we have a wonderful group of Student Leaders who will serve as Kindergarten Greeters for the first few weeks of school. They will assist students by helping them find and transition into their classrooms.

CURRICULUM NIGHT
Please save the date for our Curriculum Nights. Teachers will host an informative meeting for parents about classroom routines, expectations, grade level curriculum and events. Curriculum Nights begin at 6:30 according to the following schedule:
K/1 - September 12th
Grades 2/3 - September 13th
Grades 4/5 - September 14th

The presentations are designed to share information with a parent audience. If possible, please make other arrangements for students and siblings while you attend Curriculum Night(s).

PARKING DURING SCHOOL EVENTS
*For the safety of everyone on campus, the main driveway must remain clear of all vehicles to allow cars to enter and exit around the bend of the drive allowing for two-way traffic and emergency vehicle access.
The bus parking lot is only open for parking during large school events. Lunch visitors and parents picking up students for early dismissal should use the full row of designated Visitor spaces in the main parking lot. Please do not use any parking spaces designated as handicap, reserved, or inside the fire lane. Each lot has clearly marked parking spaces. Please do not park in any area that is not marked for parking.

STAY CONNECTED - UPDATING INFORMATION IN THE OFFICE
Please be sure to keep all contact information up to date so that you can be involved in your child’s education. If any of your contact information changes during the year, please email your child’s teacher and eleattendance@cms.k12.nc.us. Communication between school and home is critical to our successful partnership. School and classroom communication are sent by phone, email, text message and US mail.

Ways to CONNECT with ELE
ELE website - http://schools.cms.k12.nc.us/elizabethlaneES/Pages/Default.aspx - Click on calendar link for events, read School Announcements, connect to staff email
Register for the PTA weekly Mini-News – www.elepta.org
Provide teachers with your email address to receive bi-monthly updates
Register for text messages through Remind – text the message @66h22k to the number 81010
The information that is on record with the school office is used to send communications via recorded voice message and email. If your information has changed, please email eleattendance@cms.k12.nc.us to update a phone number or email address. Mailing address changes must be verified in person with proofs of residency.

**If your child’s teacher assignment is not delivered in the mail by August 24, you may stop at the information table in the lobby at Open House to receive the class assignment. Class assignment information will not be shared prior to Open House. If you do not receive the letter in the mail by August 28, please visit the front office to verify your mailing address with our registrar. Families are required to update a change of address with the school. Please bring two items as proof of residency to verify an address change.**

TRANSPORTATION – Bus and Car

Car riders – Parents of car riders will need to carefully read and adhere to the carpool procedures in the Elizabeth Lane Parent Handbook to ensure the safety of our staff and students during morning arrival and afternoon dismissal. At New Parent Orientation and at Open House, all car riders need to register and pick up a carpool sign. We suggest that parents/caregivers use a plastic hanger with clips to attach and hang the carpool sign on the rearview mirror. This helps school staff easily read the tag from the sidewalk.

Bus Riders – If applicable, your bus stop information is enclosed. Please call the CMS Transportation Department (980-343-5715) if you have any questions about transportation. If you need an alternate stop assignment for your child due to day care, you need to complete an Alternate Stop Request Form located online. More information can be found at the following address: [http://www.cms.k12.nc.us/cmsdepartments/transportation/Pages/default.aspx](http://www.cms.k12.nc.us/cmsdepartments/transportation/Pages/default.aspx)

Due to the time of registration or requests for bus stop changes, bus space may not be available for your child during the first two weeks of school. The transportation department may need time to make adjustments to bus assignments to accommodate new students and childcare requests. If you have questions about transportation, please come to the Media Center before visiting the classroom during Open House. We will make every effort to assign transportation to students if bus space is available.

Bus Information: Students will also receive a copy of this sticker on the first day of school. The tags will be pinned to students’ backpack when they leave school. Please leave the bus tag attached to the book bag strap for the first month of school as students and teachers learn dismissal routines.

Homeroom assignments are temporary and are based on enrollment in mid-August. There have been changes to the NC class size average and maximum enrollment for grades K-3. School staffing allotments are updated after the first 20 days of the school year. It is sometimes necessary to create new classes or combine classes to comply with state class size restrictions.

We hope you continue to enjoy your last days of summer break, and we look forward to A GREAT school year!

Crystal Lail, Principal
Laura Bentley, Assistant Principal