



# Endhaven Elementary School

## ENDHAVEN ELEMENTARY PARENT HANDBOOK

### HOURS OF OPERATION

<b>Main Office Hours of Operation</b>	<b>Opens at 7:30 am Closes at 4:00 pm</b>
<b>Registration / Student Enrollment</b>	<b>9:00am - 1:00pm *Or by appointment</b>
<b>School bell schedule</b>	<b>8:15 am - 3:15 pm</b>
<b>Student Arrival (Carpool &amp; Transportation)</b>	<b>7:45 am - 8:15 am</b>
<b>Attendance Tardy</b>	<b>8:15 am</b>
<b>NC Universal (free) breakfast for all students</b>	<b>Provided as grab-and-go at entrances</b>
<b>Parent Transportation Change notification to Office</b>	<p>Handwritten Note to your child's teacher, include: Child's name, Dates of changes and if the change is permanent.</p> <p>*Emails- Do not rely on emails for Transportation changes, unless you receive a reply from the teacher or Ms. Economon (registrar &amp; attendance secretary), verifying the change; otherwise children will dismiss via their regular transportation.</p> <p><i>Emergency Changes- please call the school by 2:00 PM.</i></p> <p><i>Rebecca Economon: <a href="mailto:rebeccah.economon@cms.k12.nc.us">rebeccah.economon@cms.k12.nc.us</a></i></p>
<b>No early student dismissals after</b>	<b>2:30 pm</b>
<b>Dismissal Time</b>	<b>3:15 - 3:30 pm</b>

## COMMUNICATION & CALENDAR

- Email
  - [Staff Directory](#)
  - [School](#)
- Phone calls 980-343-5436
- Weekly “Endhaven Updates” email and phone blast from the Principal on Sundays.
- Weekly or bi-weekly update from individual teacher or grade level team
- Parent Conferences- End of Quarter 1 and as requested by parent
- [Endhaven/PTA Events Calendar](#)
- [School Supply Lists 22-23](#)
- [CMS Website](#) and [CMS Facebook Page](#)
- [Endhaven School Website](#), [Endhaven PTA Facebook Page](#)
- [CMS Calendars 22-23](#)
- [Code of Conduct/Parent-Student Handbook/Required Form](#)
- [Lunch Menu](#)
- [School Nutrition Page](#) - Lunch prices, apply for free/reduced lunch, student accounts
- [Bus Transportation Request](#)

## VISITORS & SCHOOL SAFETY

Safety is always our top priority. Please read the following visitor policies at Endhaven.

- All visitors must enter through the main entrance under the covered awning.
- To access the building, all visitors must ring the bell by the main entrance.
- Staff members are not allowed to open doors for visitors, even if they recognize you. Please do not be offended by this, but rather know that this is the protocol they are required to follow, for the safety of our students and staff.
- Visitors will be required to state their name and purpose for visiting before receiving access to the building.
- Once inside, visitors will need to proceed directly to the main office to sign-in, or wait for a staff member to meet you at the door.
- Visitors are required to present a valid photo ID upon entry, sign-in using the Lobby Guard system, and wear a visitor sticker at all times while on campus. This includes our bus lot, playgrounds and entire outdoor grounds.
- Individuals on campus not wearing an employee badge or visitor sticker will be directed to the main office by staff members
- All exterior doors providing access to the building remain locked at all times. Doors are not to be propped open for any reason. No exceptions.
- Classroom doors must remain locked at all times. Teachers may choose to leave their doors open for air flow, but the door must be locked, such that all the teacher needs to do is close the door to secure their classroom (doors are locked and unlocked by key only on the outside of the door).

## INSTRUCTIONAL EXPECTATIONS

- ❑ Attendance matters!! Students are required to attend in-person learning daily Monday - Friday (barring illness and emergencies). There are NO virtual learning options at Endhaven.
- ❑ SEL (social-emotional learning) through the Caring Schools Curriculum & Restorative Practices - morning meeting/circle and closing circle at the end of the day.
- ❑ Curriculum content
  - Language Arts - EL Education Curriculum, aligned to the NC Standard Course of Study ([NCSCOS](#)) for [English Language Arts \(ELA\)](#)
  - Math - EnVision 2.0, aligned to the [NCSCOS for Mathematics](#)
  - Science/Social Studies - CMS created courses and content aligned to the [NC Essential Standards for Science](#) & [Social Studies](#)
- ❑ [Canvas](#) - Students in some classes/grade levels will use Canvas to complete and submit assignments throughout the school year.
- ❑ Digital Citizenship - completing course through media with Mrs. Crews and applying learning daily in their use of technology
- ❑ Support Services - Partner w/ identified families & students to provide support as appropriate
  - School Counselors
  - Exceptional Children - EC (Special Education)
  - Talent Development - TD (Gifted program)
  - Multi-Language Learner - ML (Formerly English Language Learners or ELL)
  - Speech Pathologist - SLP

## ATTENDANCE & TARDIES

### ATTENDANCE

Students are required to be in school each day we are in session unless illness or some other important event prevents attendance. Excused absences, per NC DPI, include:

- Illness of student
- Death in immediate family
- Quarantine
- Observance of a Religious Holiday
- Court or administrative proceedings

Upon returning to school, the student should provide the teacher with a written excuse note from the parent or guardian indicating the specific reason for the absence, and submit it to the office. Please submit an excuse within 5 days of the absence. The teacher, counselor and attendance secretary share responsibility for sending out official letters to parents when a student has three, six and ten unexcused absences.

### TARDIES:

The tardy bell rings at 8:15am.

- Students arriving after 8:15 should report to the office with a parent or guardian to sign-in and obtain a tardy/admit slip
- Parents / guardians will need a driver's license to sign in at the front office

- Students arriving late for school due to a delayed bus will not be marked tardy or penalized in any way

## CARPOOL PROCEDURES - AM & PM

If you will be dropping your child off in the morning and/or picking up in the afternoon, be sure to familiarize yourself with our carpool procedures linked below.

[Endhaven AM & PM Carpool Procedures](#)

## STUDENT DRESS CODE

A student's appearance, mode of dress, or condition of personal hygiene should not disrupt teaching and learning. Students are expected to adhere to the following standards of cleanliness and dress:

- The best shoes are those which hug the whole foot. Thongs and beach style rubber flip flops are safety hazards and are NOT permitted. No Heelies or wheeled shoes. Sneakers are required for physical education.
- T-Shirt logos must be appropriate for elementary school. This means no tobacco or alcohol advertising, no drug or sexual messages, no profanity, or gang related graphics.
- Net shirts, bare midriffs, or other revealing attire are not acceptable. No tube tops, backless tops or halter tops allowed. Straps on tank tops and tank dresses should fully cover any undergarment.
- Pants and shorts must be worn at the waistline. Undergarments should always remain covered.
- Shorts, Skirts, and dresses should fully cover the bottom and be of reasonable length, approximately mid-thigh.
- Headgear, hats, sunglasses should not be worn inside the school except for medical, religious, or safety reasons.
- No clothing, jewelry, or buttons with inappropriate language, symbols or wording, including drug references, profanity, and hate speech of any kind, are allowed.

## ONLINE SCHOOL PAYMENTS

Payment for field trips, agendas, magazine subscriptions, technology fees, media fees, etc. are made through our Online School Payments platform. Please DO NOT send in cash or checks with your child to pay for these items. It will be sent back to you. Teachers are no longer responsible for collecting, counting, receipting, and turning in money collected for various school fees. If you cannot access OSP from home to make payments, the parent/guardian will need to come in-person to our front office and pay with cash. Do not send cash to school with students to pay these types of fees. (Students may bring cash to school during the Book Fair or other fundraisers, such as 5th Grade Valentine Lolli-grams).

## PARENT PORTAL & GRADING

Grades for students in grade levels 3rd, 4th & 5th will be stored in PowerSchool. Parents can access their child's grades in PowerSchool through the ParentPortal. Student specific letters will be sent home with all 3rd-5th grade students with directions for accessing the ParentPortal.

The CMS grading policy, along with more information about the ParentPortal, and more, can be found on the [CMS Parent Resources Page](#) on the CMS Website.

## HOMEWORK

Homework is not a requirement at Endhaven Elementary, however teachers may choose to assign homework to reinforce concepts taught in class as necessary, according to the guidelines below. Also, it is good practice to encourage reading each night! Students should read (or be read to) for 15-30 min each night.

Maximum Homework Times: Acknowledging that many of our students have activities after school and out of respect for family time, students should not spend more than the maximum time listed below on completing homework assignments:

- Kinder & 1<sup>st</sup> Grade – No more than 15 min/night (which can include reading time)
- 2<sup>nd</sup> Grade – No more than 20 min/night (which can include reading time)
- 3<sup>rd</sup> Grade – No more than 30 min/night (which can include reading time)
- 4<sup>th</sup> Grade – No more than 40 min/night (which can include reading time)
- 5<sup>th</sup> Grade – No more than 50 min/night (which can include reading time)

\*\*IF your child becomes frustrated OR is unable to complete their homework in this timeframe STOP, document, and contact the teacher. Homework should serve as additional practice with concepts learned in class. Unnecessary anxiety is not the intent of homework.

## WEEKLY FOLDERS

Each student will receive a folder that is to go home once every week on Thursday. This folder will contain communications from the school, PTA and/or CMS. Classroom/Grade Level newsletters as well as graded student work samples should also be sent in the Thursday folder. Students are to return the folders on the next school day.

## BIRTHDAY CELEBRATIONS

Special treats such as cupcakes, cookies, donuts, etc. can be provided for the class to celebrate birthdays at lunch time OR in the classroom at a time agreed upon by the classroom teacher (i.e. end of the day). All treats MUST be store bought, and there must be enough for each child in the class. Birthday “parties” may not be held at school. Parents are not permitted to bring in gifts, balloons or decorations for their child’s birthday. Please save these items for home.

## LOST & FOUND

The “lost & Found” for student items is located beside the side doors to the bus lot. There is a large bin as well as racks for hanging items like sweatshirts. Please have your students regularly check the Lost and Found for their belongings as you pass by this area for recess. Items will also be periodically displayed in the front lobby during events so students and/or parents can claim their belongings. Items not claimed at the end of the first and second semesters are donated to a charitable organization.