

Hawk Ridge Elementary 2018 – 2019



This agenda belongs to:

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STUDENT NO. _____



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Welcome to the 2018-19 Hawk Ridge school year! This agenda handbook is provided for each student and family to help coordinate your overall learning experience this year. The agenda serves as the official daily method of home-school communication between students, teachers, and parents. Students, please take good care of this agenda, and use it to write down your daily assignments, accomplishments, and notes to either your parents, your teacher(s), or yourself. Parents, please use any of the dated pages to communicate with your child's teacher(s), or to simply write notes and reminders to your child. We also provide this handbook as a set of basic rules and guidelines to reference throughout the year. You can always find this document and much more information available on the Hawk Ridge and CMS websites.

Absences: Students are expected to be in school each day unless ill or unable to attend due to an unavoidable circumstance. When a child is absent, parents/guardians shall notify the school of the reason for the absence in writing. In order to code an absence as excused, the school must have a note from home within two days of the child's return. The note should contain: date(s) of absence(s), specific reason for absence (illness or injury, quarantine, death in family, medical or dental appt., court or administrative proceeding, religious observance, educational opportunity, or military deployment), and signature of the parent/guardian. (Reference: NCBOE School Attendance and Student Accounting Manual)

PLEASE NOTE: A written note from a parent does not automatically result in an excused absence. Unexcused absences include (but are not limited to) missing the bus, oversleeping, car trouble, traffic, lack of water, heat, or electricity, inclement weather, babysitting, non-educational trips, etc.

After-School Enrichment Program: The After School Enrichment Program (ASEP) provides programming for kindergarten-fifth grade students beyond the regular school day. ASEP offers a safe, nurturing, and enriching environment with a relaxed atmosphere and activity choices. Programming is designed to further the growth of children's social skills and to support academic achievement. Curriculum-correlated activities are planned daily to reinforce reading and math skills. There is time for talking with friends, playing games of strategy, physical and recreational activities, and reading. Homework sessions are supervised and a snack is provided. CMS does not provide transportation home from ASEP. You may enroll your child at an ASEP site different from the school site he/she attends, but school bus transportation from school to the ASEP site can be provided only within the Hawk Ridge attendance boundary. After School email contact information is: asep@cms.k12.nc.us

Arrival Procedures: Parents are strongly encouraged to use the school bus transportation provided by Charlotte-Mecklenburg Schools. For car riders, carpool begins promptly

at 7:15. Drivers should remain in your car and let your child out on the right/curb-side of the car at the designated site. Please help develop independence for your child by allowing them to walk to class by themselves. Staff members will be on duty to assist with the arrival procedures. Please have your child at school by 7:40. Instruction begins promptly at 7:45. Students not in the classroom at 7:45 shall be counted tardy. **“Independence Day” will be celebrated on September 10th, after which all students will be required to walk to class by themselves.** Car-rider procedures are found on page 3.

Attendance: There is a direct correlation between attendance and student achievement. Students are counted present if they remain in school for 3.5 hours (1/2 the instructional day). 11:15am is the halfway point of the Hawk Ridge day. **NOTE: A student must be marked “present” that day to participate in extracurricular activities (e.g.-drama, chorus, etc.)**

Birthday Celebrations: “Outside” birthday snacks or treats are not permitted in the classrooms or cafeteria. Only items purchased from the school cafeteria can be shared in the cafeteria. Two weeks' notice is required to order these birthday treats. *We realize that social occasions occur and students want to extend invitations to their friends; however, distribution of party invitations is discouraged, and may occur-outside of class time-only if the entire class receives invitations.*

Book bags: Please note that **rolling book bags are not permitted at Hawk Ridge** for safety and storage reasons.

Breakfast: During the 2018-2019 school year all CMS students will be provided a free breakfast at school.

Bus Stops: School bus routes and stops are designated by the CMS Transportation Department. School buses come to a complete stop at each bus stop; if no student is in sight, drivers continue on the route immediately. Drivers will report the name of any student who is frequently late arriving to the bus stop. Students should arrive at the bus stop at least 10 minutes prior to the scheduled pick-up time. To allow for uncontrollable incidents, such as traffic delays, students should wait for the bus at least 15 minutes after the scheduled pick-up time before leaving the bus stop. **Parents are responsible for student safety at bus stops.** Parents are encouraged to work together at bus stops to establish a phone tree for communication and to ensure that students have appropriate supervision while waiting for the bus.

Cafeteria Expectations: Hawk Ridge expects the cafeteria to be a reflection of proper manners and courtesies taught and practiced in the classroom. Students are expected to display polite manners, use quiet indoor voices, and follow all cafeteria rules. Parents are welcome to enjoy lunch with their child and are asked to sit at the assigned Parent Table or in the Courtyard. All other seats and tables are reserved for classrooms. Due to limited space and for security purposes, students may not invite classmates to join them at the Parent Table or Courtyard tables.

In order to teach and establish procedures, we ask that visitors refrain from eating lunch with students during their first two weeks of school, as well as the last 10 days of school (testing). *Lunch schedules may be adjusted occasionally without notification.

Calendar: An updated calendar is available on the Hawk Ridge and CMS websites.

Car Rider Procedures (Morning):

1. Be SAFE!!! (**NO cell phones in car rider line!**)
2. Earlier is better—7:15-7:30 is *BEST*
3. Obey staffers at all times
4. *No long goodbyes in drop-off zone* (be ready!)
5. Don't drive on the curb (don't run over the staff!)
6. No "goodbye waves" while rolling; (little kids will walk back into traffic without thinking)
7. Have children prepared to open their own curb-side door and disembark as soon as you're directed to a complete stop in the drop-off zone (we unload 18-20 cars each round, but don't have 18-20 staffers on duty)
8. No drop-offs before 7:15 without expressed arrangement with a staff member, approved by admin
9. If you experience difficulties with disembarking your child, proceed to a marked parking space. School staff will gladly assist if necessary.
10. Tardy drivers must park and sign their children into the office.

Car Rider Procedures (Afternoon):

1. Get a car rider number (at Open House or the office).
2. Teach & review your car rider # with your child(ren).
3. Use the school entrance on the YMCA-side of the fire station.
4. Car-rider loading begins just after 2:45 pm (dismissal).
5. When directed by staff, proceed to the last available colored flag; your child will be called, by number, to a colored flag.
6. When it is safe to proceed, exit and drive carefully!
7. Please refrain from "walking up" to retrieve your child from the car-rider seating area; everyone must wait their turn in the car-rider line.

*Walker procedures are found on Page 8.

Change in Address or Phone: Please notify the office and your child's teacher immediately if you move or change your telephone number during the year. It is crucial to your child's safety that we are able to contact parents or guardians at all times.

Change in Transportation: Parents are required to submit a transportation form (provided) to the school at the beginning of the year to indicate their child's morning and afternoon mode of transportation. Whatever method you choose, we ask that you keep it the same to avoid confusion for your child, teacher, and office staff. **If you have a special circumstance that necessitates a change, please send a signed, dated, note with your child that day. We cannot change a child's transportation without written notice (wet signature) from the parent.** An administrator must process all temporary changes to a student's mode of transportation. Always inform the office of any permanent change in your child's transportation.

Character Education: During the 2018-2019 school year, Hawk Ridge's Character Education curriculum will be the Seven Habits of Happy and Highly Effective Kids.

Checking In and Out: It is very important that students remain in class for a full daily schedule. Tardiness and early dismissals interrupt instructional time of all of our students. A student is tardy if not in their classroom at 7:45 a.m. At that time, a parent or guardian **MUST** accompany the child to the office to sign in for the day and obtain a tardy slip. If a student must check out during the day, a parent or guardian must come to the school office to sign out the child. The child will then be called to the office. Please do not call and ask that a child wait for you in the office. Office personnel will call for the student when you arrive. Continued early dismissals will be referred to school administration or the school counselor. Children are only released to individuals who are listed on the emergency locator "blue" card. Please be sure to list the names of all relatives or friends who have permission to pick up your child. ***NOTE: If early dismissal is necessary, we ask that pickup be before 2:00 p.m.: no dismissals after 2:00 pm.*** Regular afternoon car riders should be picked up by 3:00 pm.

Communication Folders: Communication folders are sent home each Tuesday with important school information (student work samples, classroom newsletters, principal newsletters, PTA information, calendars, CMS communications, forms that may need your attention, etc.). Please take time to review these folders each Tuesday and return them promptly the following day with any required paperwork.

NC Standard Course of Study: At Hawk Ridge, students in kindergarten through fifth grade receive instruction in reading, writing, math, science/health, social studies, and the arts. The North Carolina Standard Course of Study (www.ncpublicschools.org) outlines the competencies and objectives students should master at each grade level.

Concerns: If you have questions specific to your child's progress or a classroom issue, please approach your child's teacher or appropriate staff member directly before bringing the concern to school administration. It is important to keep open lines of communication between parents and teachers to ensure the best education for your child. Administration will gladly discuss any concerns that cannot be addressed at the teacher level.

Conferences: All CMS parents are asked to attend a pre-arranged parent-teacher conference before the end of the first academic quarter. These conferences provide a planned opportunity for parents and teachers to discuss a child's achievement and to plan cooperatively for continued student progress. Please contact your child's teacher to schedule additional conferences as needed. Protecting the instructional time for all of our students is a priority when scheduling conferences. As a professional courtesy, please schedule conferences in advance.

Delayed Opening, Early Dismissal, or Cancellation of School:

The Superintendent may suspend the operation of any school(s) for particular days or portions of days in the event of an emergency, hazardous weather conditions, or other conditions requiring the cancellation of classes. Notification is usually made by 5:30 a.m. via media announcements – television and radio stations, and the CMS website www.cms.k12.nc.us. Parents are encouraged to listen to television and radio reports if they anticipate the closing of school. In the event of cancellation, all CMS-sponsored activities for students will be cancelled. If weather conditions worsen during the day after children have arrived at school, local media outlets and the Connect-5 system will make announcements regarding early dismissal.

Deliveries: Please refrain from any deliveries-including flower arrangements or balloons-to students while they are at school. In our efforts to preserve the instructional time of all students, we cannot accept the deliveries. In addition, balloons are not allowed on buses for safety reasons.

Discipline: The Hawk Ridge staff is committed to creating a positive school climate that is conducive to effective learning and teaching. Behavior and discipline are shared responsibilities of the home and the school. Our discipline model is aligned with the CMS Student Rights, Responsibilities and Character Development Handbook (<http://www.cms.k12.nc.us/>, under Parent Toolkit), a comprehensive document that covers expected behavior of students while they are on the bus, at school, and involved in school-sponsored activities. In addition, consequences for inappropriate behavior are clearly spelled out. We recommend that families review this handbook together.

Dress Code: Students are expected to adhere to 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, and 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:

- The shoulder width of shirts or tops must completely cover undergarments; spaghetti strap tops and tube tops are not allowed.
- Net shirts, bare midriffs, or other revealing attire are not allowed.
- Short dresses, short skirts, or short shorts are discouraged. If worn, shorts and skirts should completely cover undergarments throughout the entire natural range of motion (includes criss-cross, floor-sitting, and vigorous physical activity).
- Pants or shorts must be worn at the waistline. No underwear shall be visible at any time.
- Headgear, hats, or sunglasses are not to be worn inside except for medical or safety reasons (or approved special occasions).
- No clothing, jewelry, or buttons with letters, initials, symbols, or wording that is obscene, offensive, inflammatory, or detrimental to the instructional process are allowed.

- No gang-related clothing, accessories, or symbols as identified by local law enforcement agencies will be allowed.
- Students should wear shoes appropriate for vigorous physical activity (ex: running; **we cannot assist students changing shoes on any regular basis!**).

Emergency Drills: At Hawk Ridge, our #1 priority is safety.

Fire Drill: Fire evacuation drills are conducted once monthly. Detailed exit directions are posted in every classroom.

Lockdown Drill: Lockdown drills are held several times throughout the year as practice for emergency situations. Children are instructed to maintain an orderly environment in the event of a security threat.

Tornado Drill: Tornado drills are held in the spring or as necessary. During tornado drills, all students housed in mobile units are brought to a pre-designated area inside the building.

Emergency Locator (“Blue”) Cards: The school annually updates all contact information on the Emergency Locator Cards. It is crucial that the information be accurate and up-to-date since in medical emergencies, time and accuracy are essential. Please be sure to complete all information on the front and back of the blue card. The school can only release a student to individuals authorized by the parent/guardian on the emergency card. Please list multiple names so that in the event of an emergency, you have choices as to who can pick up your child.

End-of-Grade (EOG) Tests: EOGs are standardized tests administered to elementary students during the last 10 days of the school year. The tests provide information on students' progress in meeting NCSCOS Standards. A Beginning-of-grade (BOG) will be administered at the beginning of third grade. K-3 will be assessed using NCDPI-approved assessments.

Field Trips: Field trips are a direct extension of the instructional program. Written parental permission is required for students participating in each field trip. Telephone calls cannot be accepted. Fees may be charged for some field trips; however, no student will be excluded from a field trip because of an inability to pay. All students are required to travel and remain with their class on field trips. Personal vehicles may not be used to transport students for field trips. Appropriate arrangements for instruction will be made for students whose parents choose for them not to attend the field trip. Classroom teachers will notify parents when chaperones are needed for field trips. **Younger siblings may not accompany parent chaperones on field trips. Students may not leave a field trip except in an emergency, or as excepted by an administrator.**

Food Policy:

- Any food shared in the classrooms during the administration-scheduled parties must be from an inspected (“graded”) commercial facility and must be labeled with its contents (Ex: Harris Teeter cupcakes, with a printed list of ingredients from the HT Bakery).

- Only items purchased from the school cafeteria can be shared in the cafeteria.
- Fresh fruit and vegetables may be shared, but must be thoroughly washed.
- Avoid using utensils that have been used to cut sandwiches with peanut butter, cheese, or meat, to cut anything else. Cross contamination can lead to allergic reactions or food poisoning. ****We have severe allergies present at Hawk Ridge and we promote an “allergen-safe” environment.***
- Products such as milk, cheese or fruit juice, which have not been pasteurized, may not be shared in the classroom or at school activities.

Under no circumstances should the following foods be brought in to share:

- Ground beef products – hamburgers, casseroles, dishes containing ground beef
- Venison (deer meat) in any form
- Food products made from peanuts and/or tree nuts

It is the parents’ responsibility to provide information regarding food allergies to the teacher.

Formative Assessments: Formative Assessments are required for all students. Formative Assessments are designed to provide teachers with diagnostic information about students’ mastery of objectives in the NCSCOS and to drive planning and instruction. Some tests are designed by the Charlotte-Mecklenburg School District and are given to all CMS students; however, many are developed at Hawk Ridge. These assessments are given on a more informal basis but are also used to plan for instruction.

Girls on the Run: Girls on the Run is a non-profit support program that encourages preteen girls to develop self-respect and healthy lifestyles through running. The 12 week character-building program addresses all aspects of girls’ development; physical, emotional, mental, social, and spiritual well-being. Program and registration information will be sent home in the spring.

Health: Students who become sick are sent to the school health room where the school nurse, office staff, or parent volunteer will assess the child, contact the parent or guardian, and send the child home if necessary. If your child has a chronic health problem (i.e. diabetes, seizures, asthma, etc.), be sure to make the teacher and office staff aware of his/her special needs. Parents will be contacted if there is an accident at school or if a child has an elevated temperature greater than 101, nausea and/or vomiting. If, for medical reasons, it is inadvisable for a student to take part in physical education classes, games, or play outside during recess, written notification should be sent to the classroom teacher. As a general rule, we assume if students are well enough to attend school, then they are well enough to participate in the total program.

Homework: The primary consistent homework for all students at Hawk Ridge is sustained reading and related Reader’s Notebook activities (30-45 minutes). Teachers will also assign mastered material for re-looping and opportunities to build upon their learning within the other core subject areas.

Illness: In the event of an illness, the parent or guardian should notify the school by calling the automated sick line at 704-849-3500. If you suspect your child has a communicable disease, please note that at the time of your call. Please note: The automated sick line should be used for the purpose of reporting a student illness only. If an illness occurs during the school day and a student must go home, a staff member will contact the parents. The person picking up the student should come to the office to sign out the child. If a child has an accident or is suddenly taken ill, every effort is made to contact a parent to arrange for transportation home for further medical treatment if necessary.

Instructional Schedule: Students participate in approximately 150 minutes of literacy instruction and 90 minutes of math instruction daily. Teachers utilize thematic units and structured center activities to integrate science and social studies concepts. A variety of instructional strategies (including tiered assignments, anchor activities, and differentiated planning) are utilized by teachers to enhance the overall quality of instruction while challenging students at appropriate levels. Students receive direct instruction in art, music, physical education, technology, and media/library from special area teachers on a rotating basis.

Internet Access Policy: CMS now provides 1:1 technology for all 3rd-5th grade students, and all students utilize computer technology in some capacity during instruction. Access to computer technology is actually crucial to accomplishing our Personalized Learning approach. CMS provides an open (albeit heavily filtered) wireless network. More detailed information is available on the CMS website.

Lice and Nits: Head lice live only on human beings and they do not discriminate among race, gender or social-economic status. Lice do not hop or jump; they only crawl. Head-to-head contact with an already infected person is the most common way to get head lice. Head-to-head contact is common during play at school, at home, and elsewhere (sports activities, playground, slumber parties, and camp). It is less likely but possible for lice to spread through indirect contact by using a hat, comb, or brush of an infected person.

Based on the recommendations of the American Academy of Pediatrics (Volume 135, number 5, May 2015) and the National Association of School Nurses (Head Lice Management in the School Setting Position Statement) CMS does not exclude children for live lice or nits. Because a child with an active head lice infestation poses little risk to others from the infestation, the child should remain in class, but be discouraged from close direct head contact with others. Parent/Guardian of the child should be notified on the day of discovery that prompt treatment is in the best interest of the child.

- Children with a suspected case of head lice will be examined by a trained staff member.

- School staff may notify Parent/Guardian if live lice or nits are identified on their child. Information will be provided to Parent/Guardian regarding suggested treatments and the need for prompt treatment.
- School staff will send a standard letter containing information about lice and treatment home to parents when 2 or more cases are identified in a classroom.
- Teachers will educate the children about not sharing personal items like combs, brushes, ribbons, hats and avoiding direct head-to-head contact.
- The only absolutely effective method to address head lice is complete mechanical removal (by hand) of all lice and nits. There is no chemical shortcut!

Please contact the school nurse at your school if there are further questions and/or concerns.

Lost and Found: The Lost and Found area is located in the Parent Center. It is most helpful for parents to clearly write their child's name on all personal belongings; **we recommend laundry markers!** Items not claimed are periodically donated to a charitable organization.

Lunch Program: Generally, students may select one entrée, two sides, and milk to be considered a complete school lunch. The minimum requirement for a lunch meal is an entrée and one additional item. The additional item may either be a side item or milk. By offering a variety of nutritious choices, students can select a meal made up of foods they enjoy. The menus follow the nutrient-based guidelines established by the USDA and the Dietary Guidelines for Americans.

Meal Payment Options: Child Nutrition Services will accept payment for meals by the following methods: a processed meal application, direct certification, advanced payment, or payment at time of service by cash, personal check, money order, or cashier's check. The student's full name, account/PIN number, and teacher's name must be included with the payment.

Medication Policy: As a general policy, the school recommends that children receive medication at home whenever possible. If your child must receive medication of any type during school hours-including over-the-counter medication-you have the following choices:

1. You may come to school and give the medication to your child at the appropriate time.
2. You may discuss with your doctor the possibility of giving your child the medication outside of school hours (ex: before school, after school, & bedtime).
3. You may take a Medication Authorization form to your child's doctor and have him/her complete the form. The doctor and the parent must sign it. This form must be completed by the physician for both prescription and over-the-counter medications. Prescription medicines must be brought to school in a pharmacy-labeled bottle containing instructions on how and when the medication is to be given. When dosage or times change, a new pharmacy-labeled bottle must be obtained. Over-the-counter medications must be received in the original container and will be administered according to the doctor's written instructions. Please instruct your child regarding his/her

responsibility in taking medication at school. All medications must be brought in by the parent or designee... Students may not bring their own medication to school.

4. School personnel will not administer any medication to students unless I. A Medication Authorization is properly completed, and II. The medication is in a properly labeled container.

Messages/Deliveries to Students: Plans should be made with children before they leave home in the morning. In case of a true emergency, contact the school office and an administrator will determine the protocol to convey emergency information to student(s). Example of emergency: family illness or accident; **non-example: student left lunch/homework/book bags/water bottle at home.** *Classroom interruptions are reserved for true emergencies only; students will not be contacted for non-emergencies.*

Mid-Quarter Progress Reports: Students are on a nine-week grading schedule. Mid-Quarter Progress Reports are issued midway through each nine-week grading period to inform parents of their child's academic progress before final grades are issued. We encourage you to talk with your child and the teacher if problems are indicated on the report. Progress reports are to be signed and returned promptly.

Nurse: Our school nurse is employed by the Mecklenburg County Health Department. Nursing services include identification of health problems, referrals to community resources, and consultation with parents and physicians about health problems. Teaching and counseling students concerning health issues and consulting with administrators and staff are also part of the nurse's responsibilities while on campus. The school nurse also attends to health room issues, medication administration, and communication on communicable diseases.

Parking (Special Events): Overflow visitor parking for special events is available in the YMCA parking lot adjacent to the bus lot. A limited number of parking spaces are also available in the carpool driveway off of Bryant Farms Road between the hours of 8:00 a.m. and 2:00 p.m. only. Please do not block the fire lane. **The pedestrian crosswalk must be used for crossing to the main sidewalk at the front of the building to the greatest extent possible.**

Parties: Instructional time is valuable and is protected. The PTA sponsors two celebrations each year at winter break and at the end of the year. Class parents that wish to "surprise" a teacher or class with a party or gift in honor of a special occasion will need to make a written request to the principal or assistant principal.

Personal Technology Devices: The CMS Code of Student Conduct defines Personal Technology Devices (PTDs) as "a portable Internet-accessing device that can be used to transmit communications by voice, written characters, words or images." Students may possess PTDs (e.g. smart phone, smart watch, etc.) at school, provided that they are **turned off and put away** during the school day and on school transportation.

This policy is available in much greater detail in the CMS Code of Student Conduct, available on the CMS website.

Personalized Learning: Personalized Learning is a unique educational model that is tailored to the needs and interests of each individual student. Personalized Learning is a 21st century approach to education that honors and recognizes the unique gifts, skills, passions, and attributes of each child. Personalized Learning is dedicated to developing individualized learning programs for each child. The intent is to maximize engagement for each child deeply in the learning process making it more productive, relevant and meaningful, thus optimizing student learning potential and success.

Pets: Per CMS policy, only bona fide Service Animals are permitted on school property. Visitors must seek administration prior approval before any other animals may be brought onto campus. Due to staff and/or student allergies we cannot allow personal pets to be brought onto campus for any reason.

Physical Education/Recess Attire Guidelines: Attire for participation in physical education and recess consists of appropriate dress to ensure safety, health, and motivation. Elementary activity requires students to have safe comfortable shoes such as tennis shoes (“sneakers”-closed toe and heel). Slip-ons, heels, boots, and sandals (even sport-type sandals) are not safe or appropriate. The clothes students wear to school should be comfortable, safe, and fairly conservative (undergarments should not be seen). **Students will not have time to change shoes or clothing on any regular basis.** Long skirts, low riding or sagging pants, and crop or midriff tops are not appropriate. **Please keep in mind that most elementary students run at some point every day.**

Report Cards: Standard report cards are issued four times during the school year. You are encouraged to attend our fall conferences to meet with your child’s teacher. You are asked to promptly sign and return the cream-colored card in the report card envelope. The actual grade report is for your records.

Restrictive Diet: Child Nutrition Services accommodates any special diet for medical reasons. Please notify your child’s teacher and the cafeteria manager if your child has a restrictive diet based on food allergies or other medical needs.

Safety at Bus Stops: Parents are responsible for student safety at bus stops. Parents are encouraged to work together at bus stops to establish a phone tree for communication and to ensure that students have appropriate supervision while waiting for the bus. Parents are welcome to call the school if the bus fails to arrive within twenty minutes of the scheduled time.

School Improvement Plan: Every two years each school is required by state law to develop a School Improvement Plan. At Hawk Ridge, we strive for continuous improvement and set goals based on data. The School Leadership Team (SLT), consisting of staff and parent representatives who implement and monitor the improvement process. These are two year

electd positions. Elections are held during PTA meetings, and will be announced.

School Messenger System: “Connect-5” voice and e-mail messages are sent to all Hawk Ridge families to communicate important information and share upcoming events. Email distributions will draw upon Connect 5 and PowerSchool database. Please keep email addresses accurate and updated in the CMS parent portal: <http://www.cms.k12.nc.us/parents/ParentAssistant/Pages/default.aspx>

School Spirit Day: Each Friday is School Spirit Day. Please encourage your child to show his/her school spirit by wearing his/her Hawk Ridge t-shirt or dressing in black and gold. Several themed spirit days will also be scheduled throughout the year. All families are encouraged to show their support!

School Supplies: A list of required student supplies is available on the school Web site and in the front office. Parents are encouraged to replenish school supplies as needed to ensure that students are prepared for class. **Please note that rolling book bags are not permitted at Hawk Ridge for safety and storage reasons.**

Student Transfer: Please notify office personnel as soon as possible if your child will be transferring to another school. The teacher needs at least one day’s notice to prepare transfer papers. All school books and materials should be returned. Cafeteria charges and library fees must be paid in full.

Tardy Policy: Students are expected to arrive in their classroom by 7:45 am. Students are marked tardy if they arrive to their classroom after the 7:45 bell. Parents are strongly encouraged to make sure their children arrive in their classrooms by 7:40 a.m. *Arriving on time/punctuality is a 21st century skill.* **Hawk Ridge Elementary requires that a parent accompany children who arrive at 7:45 a.m. or after to the office to sign in and receive a tardy slip.** Tardy students will not be admitted to class without a tardy slip. Students who arrive late due to a delayed bus will not be marked tardy. Tardies are recorded. Consistent tardiness will be referred to the Hawk Ridge Attendance Board, counselors and the Intervention Team.

Telephone Usage: Please bear in mind that the office telephone is primarily for school business. In emergency situations, students may use the phone in the assigned tutor room or in the health room with permission from the classroom teacher. **Students are not be permitted to use school telephones to ask parents to bring school supplies, homework, forgotten lunches, or money.**

Testing Information: The State Board of Education mandates that at the beginning of each school year, students and parents or guardians are provided with information advising them of the district-wide and state-mandated tests that students take during the school year. Additional testing is required by Charlotte-Mecklenburg Schools.

GRADES K-2: Reading 3D/TRC (Test of Reading Comprehension) is required by NCDPI to monitor students' progress in reading in K-3. Teachers in kindergarten, first, and second grades use a portfolio approach based on a checklist of goals and objectives to keep track of children's progress during the year. Students in kindergarten and first grade are required to read on grade level by the time they enter second grade. Teachers will notify parents if their child is at risk of not reading on grade level and a Personal Education Plan (PEP) will be developed for the student. Parents are included in the development, implementation, and ongoing review of this plan. GRADE 3: Students in third grade will take a Beginning of the Year EOG in reading and the EOY reading comprehension and mathematics tests (EOG) at the end of third grade. Students will need to meet the minimum requirements in Reading 3-D to be promoted to 4th grade per state law. GRADE 4: Students in 4th grade take reading comprehension and mathematics EOY tests at the end of fourth grade. Some students in grade 4 may take the National Assessment of Educational Progress (NAEP) tests. The information from these tests is used to make national comparisons among countries, states and school districts. Grade 5: Students in grade five take reading comprehension and mathematics End-of-Year tests at the end of fifth grade. Students in grade 5 also take the NC EOY Test in Science.

Visitors: Visitors are always welcome at Hawk Ridge. For the safety of our students, NC Law and CMS require that all visitors must report to the office upon arrival to sign in on the volunteer system and obtain a visitor's badge. Visits cannot interrupt or disrupt classroom instructional activities (7:15-3:00) without an appointment. We encourage visitors to seek instructional support opportunities (tutoring, materials preparation, etc.) with an HRES staff member.

Volunteers: Volunteers are an invaluable component of our overall school success. Charlotte Mecklenburg Schools has developed the Volunteer Management System as a means to record your volunteer time. The primary focus of the program is to ensure our students' safety at school. In addition, the computer system allows Hawk Ridge Elementary to stand out as a leader in effectively incorporating volunteers into the overall program by documenting the vast number of hours that our volunteers dedicate to our school. It is imperative that volunteers respect the confidentiality of our students.

You will need to visit the CMS Volunteer Web site (<http://volunteer.cms.k12.nc.us>) to sign up as a volunteer. The online form only takes a few minutes to fill out and submit.

Webpage – Hawk Ridge: Our school staff frequently update our school Web page. Our Webpage includes current events, calendars, relevant links, staff and student resources and accomplishments, Principal newsletters, and other useful resources. Visit us at <http://schools.cms.k12.nc.us/hawkridgeES/Pages/Default.aspx>

Walkers: Walker dismissal procedures will be communicated during back-to-school Open House. Walkers will meet their escorts at a designated point and walk off campus. **Parents cannot park on campus and “walk up” to avoid the car rider line.**

Hawk Ridge Elementary 2018- 2019

My parents and/or other guardians and I have reviewed the Hawk Ridge Handbook. I have also reviewed the information in the handbook with my teacher and I understand what is expected of me to be successful.

I am in charge and I will rise to the expectations that are set in my classroom and in my school.

Student Name: _____ Date: _____

Parent Name: _____ Date: _____

Parent Name: _____ Date: _____

Guardian/Other: _____ Date: _____

Teacher Name: _____ Date: _____