



**Parent Title I Policy
And
Parent/Student Handbook
“On a Quest for Greatness”
2019 - 2020**

Student Arrival: 7:30 -8:00 a.m.

Instructional Day: 8:00 – 3:00 p.m.

Office Hours: 7:30 a.m. – 3:30 p.m.

800 Everett Place, Charlotte, NC 28205

Telephone: 980-343-3666

Fax: 980-343-3668

**Principal - Joyce Fullington
Assistant Principal – Felicia Cooper**

**Website: <http://schools.cms.k12.nc.us/villaheightsES>
E-mail: villaheightselem@cms.k12.nc.us**

School Vision = Villa Heights Vikings are *On a Quest For Greatness*

School Mission = To inspire and promote student growth by focusing on the whole child and cultural diversity in partnership with our families and community.

School Mascot=Viking

Type of School: Traditional Neighborhood School

Primary School Colors: Sky Blue and Kelly Green

A Message from the Principal:

Dear Villa Heights Families!

Welcome to the 2019 – 2020 school year! As the principal of Villa Heights Elementary School, I am excited and honored to be working with the students, staff, parents and community. I will continue to build upon the pride and academic excellence that our school is known for. I am proud to say that we exceeded growth last year.

I am looking forward to a year filled with more growth and lots of fun! We are in the process of establishing our PTA and SLT. I would highly encourage each of you to join our PTA and/or become a board member of our PTA or SLT. My hope and goal is for each family to join our PTA! The strength of our school will rely heavily upon these two organizations. They will both be the driving forces around helping to frame our vision and carry out the mission of Villa Heights Elementary School.

After reading this handbook and our policies, you should have a full understanding of how we can work well as a team to support the vision and mission of Villa Heights Elementary. I also ask that you read, sign and return the ***Villa Heights Learning Compact to your child's teacher*** by October 4th. If you have any questions or concerns after reviewing this guide, please feel free to contact your child's teacher or the school immediately at 980-343-3666. We look forward to working with you and your child(ren) this year.

Together, I know we will make this school year one of growth and achievement for all!

Go Vikings!

Joyce Fullington

Principal

Parent Title I Policy

Villa Heights is a Title I School. All Title I Schools have at least 75% economically disadvantaged students. Our school like all Title I schools must also communicate specific information to parents about their rights as a Title I family and follow Title I guidelines:

As a Title I Parent, your child will:

- Have a fair and equal educational opportunity

As a Title I Parent, you will:

- Have flexible Parent Involvement Meetings
- Be notified if your child's teacher is not highly qualified
- Provide input into our Parent Policy and Parent Handbook
- Have opportunities to provide input on School Improvement Initiatives
- Have an opportunity to be an active member of the SLT (School Leadership Team)
- Receive your child's EOG (End-of-Grade) Student Summary Report each year and receive information about your child's progress

As a Title I Parent, your child's school will:

- Receive financial support for the school to conduct extra hiring of staff, purchase curriculum materials, purchase technology, etc.

◆ Title I Parents will **receive a copy of the Parent School Compact** - This is an agreement between the home and school outlining everyone's responsibility for supporting student learning. The compact is reviewed at the Annual Title I Meeting. Teachers will also discuss the compact with parents during the parent teacher conference. Parents must sign the compact as an agreement between the parent and school.

◆ A **Title I Annual Parent meeting** is held yearly.

During this meeting:

- End of year data from the previous school years is shared. (Exception: We are a new school)
- Parents are able to view the results and receive inputs on how they can support their child's success this school year.
- The SIP (School Improvement Plan) is discussed with parents and parents are encouraged to provide input on the plan and become a member of the SLT (School Leadership Team)-this committee consists of staff and parent representatives who begin planning for our school improvement initiatives.
- Parents receive information from their child's teacher about how they can best support their child academically this school year.
- Parents also receive information on any changes with assessments this year.
- Parents also receive information on how they can become actively involved in partnering with Villa Heights this year.
- The different levels of parent involvement are also shown and discussed with the parents.

◆ An **annual Title I review meeting** is held before the end of the school year to review the Title I Schoolwide program. All parents are encouraged to attend. The results from the parent survey as well as teacher input will be considered when planning for the next year. The minutes from the annual review meeting will be shared with parents at the annual parent meeting in the fall.

ARRIVAL AT SCHOOL

The instructional day begins at 8:00 a.m. each day. Therefore, all students should plan to arrive by 7:30 a.m. so that they are in class and prepared to begin their instructional day promptly by 8:00 a.m. Students may enter the building beginning at 7:30 a.m. All students must use the front main entrance of the school building along Everett Street.

Please note that the staff cannot supervise students prior to 7:30 a.m. (Staff arrival time is at 7:15 am) Car riders may not exit their vehicle or be dropped off before 7:30 am. Parents who leave their students waiting at the front door before 7:30 a.m. are risking their child's safety and will be immediately contacted.

Students who arrive at or after the 8:00 a.m. tardy bell are considered late and parents must park and come into the office to sign their child(ren) in for the school day.

Villa Heights and all CMS schools are offering a free breakfast to all students. Car riders who choose to eat breakfast should arrive before 7:45 a.m. in order to eat breakfast and be in class for the start of the instructional day which is 8:00 a.m. Car riders who arrive after 8:00 a.m. should have already received breakfast and will be directed to class.

ATTENDANCE

All students are expected to be in attendance each day school is in session. Please schedule routine appointments after school hours, and plan family vacations when school is not in session. Students who arrive after 11:30 am or leave school before 11:30 a.m. will be counted absent for the day. If a student is absent, the **parent must send a written note to the teacher the day the student returns to school to explain the absence.** The absence will be coded unexcused without an acceptable excuse. We strongly value and protect instructional time. With this in mind, we ask that you not dismiss your child/ren from school early unless there is an emergency or unless your child has an appointment.

CAR POOL LINE

In order for the car pool line to operate efficiently, we need your help in following these procedures:

1. **During Arrival and Dismissal times, all cars will enter the car pool line from Pinckney Street and exit from Everett Street.**
2. **Please remain in the car pool line and stay in your car.** During morning arrival Villa Heights staff will be outside to supervise car pool dismissal. Please note that the morning staff are not required to open doors for students. We want students to exit from the passenger side and enter the building safely. During afternoon dismissal, your child will remain on the inside of the building. Parents must remain in the vehicle. As the parent pulls up in the car pool line, students will be called by their assigned number before being dismissed from the car pool room.
3. **Parking is not permitted in the car pool lane.** If you are choosing to park to deliver your child in the morning, please park in a visitor space. Please adhere to this request and do not park on the street.
4. **Parking is not permitted on Pinckney or Everett Street.**
5. **Parents who drop off students at the curb and leave are putting their child at risk and are not following school safety procedures.**

When traffic is congested on Pinckney Street, please remain calm and stay in your car.

For student safety and to avoid traffic congestion, please cooperate with ALL staff.

Daily Schedule

7:30 a.m.	School Office Opens
7:30 a.m. – 8:00 a.m.	Students enter the building
7:30 a.m. – 8:00 a.m.	Breakfast is served (If car riders would like to eat breakfast upon their arrival, they should plan to arrive to school no later than 7:45 a.m.)
8:00 a.m.	The tardy bell rings, hallways are cleared and the instructional day begins.
2:15 p.m.	Early Dismissal Ends-If you need to pick your child up early from school, he/she should be picked up before 2:15 pm.
3:00 p.m.	Student Dismissal
3:15 p.m.	All car riders must be picked up from school by a designated parent and/or an approved adult over the age of 18.
3:30 p.m.	School Office Closes

Early Dismissal

When a student has a need to leave school during the day for an appointment, a note should be sent with the child to the teacher. Please do not email the teacher during the school day as the teacher may not see the message. The note should include:

- Date
- Name of the student
- Reason for the early dismissal
- Time of the early dismissal
- Name of the person picking up the child. (This person must be a parent/guardian or a person listed on the child's Emergency Contact Card.)
- Teacher's Name

Upon arrival at school, the parent/guardian must report to the Main Office in order to sign the child out of school. Parents/Guardians are asked to present picture identification. The child will be called to the office upon your arrival to school. **Parents may not pick up their student from the classroom.** Parents will be asked to be seated and to wait for the child to arrive in the office.

To account for each child and to routinely ensure that we create a safe and orderly dismissal, early dismissal ends at 2:15 p.m. each day. Parents/guardians arriving to school after 2:15 p.m. for early dismissal purposes will need to return to their cars, enter the carpool lane, and wait for afternoon dismissal beginning at 3:00 p.m. In an effort to prepare for the closing of the school day, to account for each child and to routinely ensure that we create a safe and orderly dismissal, early dismissal ends at 2:15 p.m. each day.

No student can be picked up early from school every day of the week. If this occurs, the parent will be scheduled to meet with the principal to discuss a plan of support.

Alternate Transportation Home

Effective immediately: Parents must notify the teacher and child of transportation changes by sending a note with the child about the transportation change.

The change in transportation note should include:

- Date
- Name of the student
- Regular mode of transportation
- Change of transportation
- Name of person picking up the child.
- Teacher's Name

Since the teacher is teaching throughout the school day, please do not email, text, call in this request to the teacher.

TARDY POLICY

Student arrival time is 7:30 a.m. – 8:00 a.m. Our hope is that every child arrives to school each day at 7:30 a.m. so that students can enter their classrooms and be settled by the beginning of the instructional day. When a child enters a classroom late, it disrupts the classroom environment. Please help your child to be successful by establishing daily morning routines and procedures which ensure a prompt and on time arrival to school.

A student is considered tardy if he/she is not in their classroom by **8:00 a.m.** **When a student is tardy, he/she must report to the front office- along with their parent or guardian- so that they can be signed in to the school and receive a tardy slip.**

No student is to remain after school unless the student has written permission to do so and is staying with a teacher or participating in an approved club or after school activity. Any student who remains after 3:00 p.m. will wait in the main office. If students are continuously late being picked up from school or are being dismissed early before the school day ends, the administration will contact the parent/guardian. Ongoing late pick-ups from school or early dismissals from school could result in the loss of academic instruction which will not keep a child on target for meeting their school goals.

Parents who have difficulty in arriving on time to pick-up their children at the designated 3:00 pm dismissal time --do have the option of enrolling their child in the CMS After School Enrichment Program at Highland Renaissance which is available until 6:00 p.m. Please be aware that staff are not available to supervise students after dismissal time.

SCHOOL BEHAVIOR PROCEDURES

At Villa Heights, we model and expect students to learn patterns of acceptable behavior. Students are required to accept and follow the leadership and authority of the principals, teachers, and other staff members. Parents are required to review the Student Code of Conduct Handbook with their child. This handbook has been given to you. Students are expected to follow CMS policies and regulations along with school rules and procedures regarding acceptable behavior.

STUDENT RESPONSIBILITIES

Students are to assume the following responsibilities:

1. Go directly to their classrooms when they arrive at school (if they are not going to breakfast).
2. Be punctual and in attendance at school each day. Students are expected to be in the classroom by 8:00 a.m.
3. Be prepared to learn with a positive attitude and put forth their best effort at all times.
4. Bring their Student Agenda with parent's signature to school and home each day.
6. Be prepared each day with the necessary materials - pencils, notebook paper, homework, etc.
7. Return their emergency contact card to the office as soon as possible. In case of an emergency, this card is needed so school personnel will be able to locate the parent and/or guardian. **We plead with parents to please ensure that you update the office and your child's teacher anytime your phone number and/or address changes. We never know when emergencies might occur.**
8. Complete all class work and homework assignments.

Consequences for students not meeting academic and behavior expectations for behavior will be determined by the staff and administrators as outlined in the CMS Code of Conduct Handbook and the CMS Grading Practices. In order to maintain an appropriate learning environment, we (administration, teachers, and staff) agree that receiving parent assistance in dealing with disciplinary problems is our most valuable resource.

NOTE: Students are asked to leave all toys, fidget spinners, electronic gaming units, IPODs, water guns, weapons, Silly Bands, *cell phones, along with other items which could potentially cause or create a disturbance or lack of focus in the classroom or school at home. In addition, the school will not and cannot assume any responsibility or liability for the damage or loss of any of these devices. * If your child brings a cell phone to school, it must be turned off at all times and stays in the child's bookbag until they get home.

School BUS Behavior

The responsibility for safe transportation of students is shared by administrators, parents, bus drivers, and students. **Riding a bus is a privilege and must not be abused-or the privilege can be taken away.** Necessary actions will be taken by school officials to ensure that all students conduct themselves properly at all times. Where there is evidence of misconduct by any student, immediate action will be taken to correct the situation. The CMS Code of Conduct Handbook also addresses bus safety and consequences when bus rules are not followed.

Parents are reminded that the bus rules and consequences also apply when students are at the bus stop.

Standards for student conduct and disciplinary procedures have been established district wide and will be administered by school officials. Any disruptive behavior could result in a verbal warning, an official written letter with parent contact, the child losing the privilege to ride the school bus, or an in or out of school suspension. If you have a question or concern about bus transportation, please contact the Assistant Principal, Felicia Cooper at 980-343-3666.

CAFETERIA

Our child nutrition staff provides balanced nutritious meals that comply with state and federal regulations. It is school policy that no carbonated beverages be consumed in the lunchroom. Menus are available on the CMS website.

Dining in the cafeteria should be a wonderful experience for all. To ensure that this is an enjoyable experience, students are expected to adhere to the following procedures:

1. Enter and Exit the cafeteria in an orderly manner.
2. Use quiet voices in the cafeteria.
3. Choose food as quickly as possible.
4. Do not throw away any dishes or silverware.
5. Glass juice and soda bottles are not permitted.
6. One visit through the serving line is permitted, along with the selection of one dessert per student.
7. Clean your eating space before you leave the cafeteria.
8. Book bags and large jackets are not permitted in the lunch line.

Parents are invited and encouraged to join us for lunch.

MEAL PRICES

Student Breakfast	Free for all students-regardless of parent income
Student Lunch	Free for all students-regardless of parent income
Milk	Free for all students-regardless of parent income
Adults	All items a la carte

Textbooks

Charlotte Mecklenburg Schools (CMS) furnishes student textbooks. Schools provide textbooks on loan to students. Textbooks are issued to students at the beginning of the school year. Each student is responsible for the textbooks issued to him/her. Students are expected to return textbooks in good condition, allowing for wear occurring from normal use at the end of the school year. Textbooks are to be returned at the end of the school year or when a student withdraws from school. Fees will be charged for books not returned, lost and/or damaged. All delinquent accounts will be monitored and tracked throughout a student's academic career. Additionally, please note that delinquent accounts are subject to the following:

1. Letter to be mailed to parents indicating fees owed.
2. Information regarding fees owed will be placed in the student's record.
3. High School Diplomas will be held for students owing fees.
4. Delinquent fee information for students who withdraw from one school site will be forwarded to the new CMS school site.

If you have questions about the fee schedule for lost or damaged textbooks, please contact the Assistant Principal, Felicia Cooper.

Viking Quarterly Assemblies & other Achievement Celebrations

Quarterly achievement programs will be held to recognize students who achieve high standards in academic and arts related areas. Our desire is to have each child recognized for their accomplishments throughout the school year. All celebrations are announced in advance and will be held in the multi-purpose room.

ASSEMBLIES

School and grade level assemblies are part of the instructional program. They are provided to extend, deepen and enrich the learning experiences beyond the classroom level. An emphasis on appropriate audience behavior is also taught so that students are able to practice good audience manners and the art of listening.

Villa Heights Appropriate Audience Behavior

1. Enter and exit in a quiet, orderly manner.
2. Sit flat on the floor.
3. Wait quietly for the program to begin. No talking during this wait time!
4. Do not talk during the performance.
5. If the performer asks for volunteers, raise your hand only – do not shout out or make sounds.
6. Show appreciation by applause only – no voices.
7. Use the restroom before the performance.
8. Do not sit in the fire walkway. Middle and side aisles must be clear.
9. Show our guests that Villa Heights students are respectful, appreciative audience members!

Parents attending assembly programs, concerts and events are asked to silence their cell phones, supervise younger siblings and to observe the Copyright Laws regarding taking pictures or videotaping the event. While we value the time our parents give to our school in support of all children, we ask that parents remain in the audience for the duration of the program. We ask that parents not remove their children from the performance area prior to the end of the entire performance. Our students and staff have worked long hours rehearsing and preparing for each event. We want everyone to enjoy each event in its entirety. Your cooperation with this request is appreciated.

CHANGE OF ADDRESS/TELEPHONE

The school must have the correct contact information for all students enrolled in our school at all times. You are asked to immediately notify the Main Office secretary and your child's teacher when you need to change your address, phone numbers, or emergency contact numbers. Proper paperwork is required for all address changes. Without accurate phone contact information, the school may not be able to communicate with parents or guardians in a timely manner when a need arises. In the event that it becomes apparent that a child needs immediate medical attention and the parents or emergency contacts cannot be reached, the Principal or designee is permitted to make a decision on behalf of the child to send the child to an emergency room by Emergency Medical Service (EMS). The parent or guardian must bear the financial responsibility for transportation and treatment in this situation.

COMMUNICATION

Home and school communication is paramount to building effective partnerships to support student success at school! Positive lines of communication can be established when parents, teachers, and the administration work together as a team.

- Principal Newsletters will be published monthly. Newsletters will be informative and feature special activities, curriculum matters, and important information that parents will want to read.

- Staff will use multiple forms of communication with parents and the home. You may receive communications from your child's teacher or the school in your child's agenda or folder, email, website, Connect-Ed Messaging, and telephone calls on a regular basis.
- Parents may call or leave a message for the classroom teacher between 7:30 a.m. and 3:00 p.m. We cannot interrupt classroom instruction with phone calls during the instructional day. Staff members are asked to return all phone calls within 24 hours.

In an effort to keep our parents informed of student progress and updated with school information, every student at Villa Heights will receive handouts, flyers and on-going communication.

1. Thursday is our school wide communication day. Your child's Thursday folder will be sent home.
2. Parents are to review all handouts and **sign and return any items that need to be returned.**

Please help your child assume responsibility for returning any communication that has been sent from the school.

CONNECT-ED MESSAGING

Connect-Ed is a system wide dial-in messaging system. Connect-ed messages are sent to one number per family. Villa Heights routinely uses the Connect-Ed system to send key information to parents and staff in a timely manner. To ensure receipt of these key messages, please maintain **current** contact information (telephone numbers, e-mail address). Report all changes to your child's teacher and the main office.

PARENT VISITORS DURING THE SCHOOL DAY

It is important that conferences be scheduled in advance. Conferences may be scheduled before or after the academic day. Only in cases of an emergency will conferences be scheduled between 7:30 a.m. – 3:00 p.m. on regular student days. Please do not “drop in” on the teacher during morning arrival and expect the teacher to hold a parent/teacher conference. During morning arrival the teacher has supervisory duties and may be engaged in taking attendance and instructional activities which would prevent him/her from being able to devote the appropriate attention to the parent's concern. **All visitors must sign-in using the computer sign-in system. Please have your ID or Driver's License ready when visiting the school. Name badges will be computer generated. Visitors must wear a name badge before they are free to move to their designated location, i.e., child's classroom, cafeteria, etc.** If anyone is found not wearing a name badge, you will be asked to report to the office. *Note: Parents, who walk their children to class must also sign-in first and wear a name badge that can be visibly seen.*

Visitors to Classrooms During the Instructional School Day

In order to minimize interruptions and maximize learning for our children; parents or visitors are not allowed to ‘pop in’ for unannounced visits to the classroom. Access to classrooms for any visitors (including parents) needs prior approval from the teacher or the principal. Kindly note that-parents ARE allowed to join their child's class for lunch on any day of the week.

Parent/teacher conferences are REQUIRED for all students before the end of first quarter. We ask every parent/guardian to make an effort to attend this conference with your child's teacher. Parents may request a conference at any time they have concerns. NOTE: Conferences will **only** be held with the parents or the legal guardians of the child.

BIRTHDAY PARTIES AT SCHOOL

We **DO NOT** allow students to have birthday parties at Villa Heights. We will allow parents to bring store bought cupcakes or other food items to share during their child's lunch time.

DRESS CODE

We are a uniform school. Please refer to our school uniform policy. The CMS Code of Conduct states that the dress and grooming standards of students shall contribute to the health, safety and social conduct of the individual and promote an orderly educational environment. It is important that students wear appropriate, comfortable clothing to school. It is suggested that sweatshirts/jackets be worn to accommodate the changes in temperature and the air conditioning. Caps, headgear beyond the width of a girl's headband, and sunglasses are not to be worn in the building. **All student are required to wear –closed toe shoes (preferably tennis shoes) each day- no flip flops, jelly shoes, sandals, shoes with the heel out, etc are permitted.** Short shorts, spaghetti straps, halter tops, crop tops, and T-shirts with derogatory messages or messages that promote cigarette, alcohol, or illegal drug use are considered inappropriate attire. The CMS handbook outlines other specific dress code details. Rubber soled shoes are needed for physical education classes and closed toe shoes should be worn daily. Students should come to school in their school uniform unless otherwise noted for special occasions. No sagging pants will be tolerated. Please wear a belt if necessary.

FIELD TRIPS

Field trips are valuable learning experiences. Teachers plan trips away from the building that directly relate to your child's curriculum. Written parent permission must be received for a child to leave the school campus. Costs for field trips are kept to a minimal amount. A student might be denied the opportunity to participate in a field trip due to his/her inappropriate behavior.

FIRE DRILLS

Fire Drills are held once a month as part of an overall school safety plan and to adhere to state law. Procedures are explained to students during the first week of school. The signal for a fire drill is the repeated ringing of a single bell until all students, staff and visitors have exited the building.

CMS STUDENT FORMS AND NOTICES

All CMS students will receive forms and notices at the beginning of the year and periodically throughout the school year. The forms are now online for your access. Some examples of forms that can be accessed online are the following: CMS Student Textbook Accountability Standards, Photo and Video Release Form, Medication Authorization for CMS Students, Diet Order Form, Parent Revocation of Student Internet Access, and the CMS Bullying Policy. Parents should complete all necessary forms and return them to the school at the beginning of the school year.

HEALTH SERVICES

The health room provides emergency first-aid and special services for students who become ill or are involved in minor accidents. If a problem warrants medical attention, the parent is contacted immediately. Students who have a temperature above 100 degrees, have been sick on their stomach, or have what appears to be an untreated, communicable condition must be picked up from school. Current phone numbers to contact you or a responsible adult at all times are essential. Parents are to make the school aware of any medical problems/conditions that warrant special care. Do not send children to school if they have fever, nausea, or other symptoms of illness. The school nurse is scheduled to work at Villa Heights on a rotating schedule. At no time should parents send students to school with medications (allergy medicines, cough drops, etc...). Students are not allowed to bring any types of medicine to school without a completed online Medical Form.

HOMEWORK

Homework is an extension of classroom instruction and a valuable part of the learning process. Parents are asked to work with their child to ensure that all assignments are completed. Reading is expected to be a part of every night's assignment. Math facts should also be practiced nightly. (K-2 should work to master their addition and subtraction facts each night) (3rd-5th should work to master their multiplication and division facts each night) Major projects and book reports are assigned over a period of time, requiring students to plan ahead. Questions regarding homework should be addressed directly with your child's teacher.

REQUIRED IMMUNIZATION & HEALTH ASSESSMENTS for KINDERGARTNERS

Health Assessments: In compliance with North Carolina law, all students entering kindergarten must present a health assessment (physical exam report) by the first day of school entry. The assessment must have been completed with 12 months of school entry.

Immunizations: In compliance with North Carolina law, parents/guardian must present certification of immunizations on the first day of school entry. If documentation is not presented, parents and/or guardians have 30 calendar days to provide documentation or the student shall be excluded from school until proof is presented.

Immunizations may be received through your private doctor or through the Mecklenburg County Health Department. For an appointment at the Health Department, call 704-336-6500. Be sure to bring your child's immunization record with you to the Health Department. Contact your health care provider to make arrangements for this examination and take the Kindergarten Health Assessment form with you to the appointment.

A certificate of immunization must include the following:

- name and date of child's birth
- name of the parent(s) or guardian
- address of the parent(s) or guardian
- sex of the child

For more information, please speak with your child's doctor, or visit www.cms.k12.nc.us. Reference the link regarding the Coordinated School Health Program.

INCLEMENT WEATHER

Media announcements (CMS website <http://www.cms.k12.nc.us>) will be made to announce the closing of school. If school will be closed for the day, all announcements will be made by 5:30 a.m. Be sure to listen closely if inclement weather is expected. Each year, make-up days for students and staff are built into the school calendar. Students are expected to attend school on those designated make-up days.

INSTRUCTIONAL PROGRAM

The North Carolina Standard Course of Study is the foundation of our school-wide instructional program. Each teacher uses this document to design and implement creative lessons that promote high student engagement and advance student achievement. At our annual Grade level Curriculum nights, teachers will provide an overview of the content provided at each grade level. You will also receive information about upcoming events and your child's daily and weekly schedule.

LOST AND FOUND

A Lost and Found metal crate located in the right corner of the cafeteria is used to hold items for at least one month before donating them to a charity. **To help minimize lost articles, please write your child's name in all of their belongings.**

MAKE-UP WORK

Assignments and class work missed due to a student's absence may be made up. This is the responsibility of the student and parent. If the work is not made up, it may affect the student's grade. The parent/student should contact the teacher to make arrangements to make-up missed assignments. The recommended time frame to make-up all work is 2 days following the return to school. All missed assignments must be completed prior to the end of each quarter.

MEDIA CENTER

The Media Center is open each day from 8:00 a.m. until 3:00 p.m. Students must always have a pass before coming to the Media Center with a buddy or alone. **Please note:** Students are financially responsible for any media materials checked out in their name. If books are lost or damaged, students must pay for the books in order to continue their media privileges. If fees remain unpaid, students will no longer be able to check out books and will have their report cards held at the end of the school year. We will send updates about missing books to parents each quarter.

MEDICATION

When medication must be dispensed at school, a medical release form signed by the parent AND physician is required to be on file in the office. (Please reference the CMS Forms and Notices Handbook and complete the form called Medical Authorization for CMS Students or access the CMS Web site: www.cms.k12.nc.us. Students are responsible for coming to the office where a secretary will give the medication. All medicine is stored in a locked area and records are kept of all medication that is administered. We dispense no medication without proper documentation from your child's physician, including over-the-counter medications such as aspirin, Tylenol, etc.

If a student brings medicine to school, the following requirements **MUST** be met.

Prescription/Over the Counter

1. It must be clearly marked as to the name and type of medicine.
2. It must be in its ORIGINAL CONTAINER. (Ask your pharmacist for an extra bottle in order to divide the prescription between home and school).
3. Tablets that need to be halved or quartered should be done so by the parent before sending the medication to school.
4. **The medication must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name/signature, and current prescription date.**
5. A form is provided and **MUST** be signed by a parent and the doctor.
6. Medication will be kept in a secured cabinet at all times.
7. Medication will be given by school personnel only with written permission from the doctor and parent.
8. Medication must be brought to school by the parent - **NOT** the child.

If your child is authorized to carry an inhaler for asthma, please ensure that he/she understands that this medication cannot be shared with other students.

NAMETAGS AND VISITOR BADGES

Students, staff, parents, and visitors are to wear nametags or a visitor's badge at all times when on campus and must be visible. This serves to create a sense of community within our school and staff may call students by name.

PARTIES

Class parties are held at specific times during the year. The Classroom Teacher and Room Parents assist with planning and hosting classroom parties. These celebrations are theme-related, i.e., winter celebration, end-of-year celebration, not religious-based. Treats such as store bought cupcakes to celebrate a child's birthday may be served during lunch. According to CMS policy, any baked goods must be purchased from a store with ingredients displayed. Parents may also arrange to purchase baked goods through our cafeteria for a fee. Parents will need to contact our Cafeteria Manager three (3) weeks in advance and pay for products ordered at the time of pick-up. Class parties cannot substitute

or replace a students' ability to have and eat lunch in the cafeteria. Party invitations may not be distributed at school. *We strongly encourage parents and teachers to adhere to these guidelines throughout the year.*

Parent Involvement Opportunities

PARENT TEACHER ASSOCIATION (PTA)

Villa Heights is forming their PTA, which welcomes every parent's participation. The goal of the PTA is to support and enrich the school's academic goals and provide opportunities for Villa Heights families, students and staff to build a strong school and community.

SCHOOL LEADERSHIP TEAM (SLT)

The School Leadership Team (SLT) is comprised of parents, staff members, the principal, and a PTA representative that meet to discuss ways to improve our school. The SLT plays a key role in the School Improvement Process. All interested parents/guardians are welcome to participate in the School Leadership Team meetings and should communicate their interest to administration.

PARENT VOLUNTEERS

Volunteers are welcome and needed at Villa Heights! You will find many opportunities to volunteer at our school - in your child's classroom, book fairs, concerts, etc. Please ask how you may volunteer at Villa Heights. The Board of Education has approved a Volunteer Screening Policy. You can fill out the CMS Volunteer Profile form online by selecting the link on our school website: <http://schools.cms.k12.nc.us/villaheightsES>. Our volunteer contact at Villa Heights is Ms. Kimberly Mitchell.

PHYSICAL EDUCATION

The state of North Carolina requires that all students receive 150 minutes of physical activity each week. Students will participate in physical activity on a daily basis. Physical education is required by the state for all students unless the student has an excuse from a physician due to a physical ailment or disability. If a child must be excused from Physical Education due to an illness or injury, a note from the parent or doctor must be sent to school. Students are encouraged to dress appropriately for Physical Education. Tennis shoes help students to be safe and more successful during physical activity.

PERSONAL BELONGINGS

Electronic games are not to be brought to school. Toys and games should only be brought to school when they are part of class instruction. Students may carry cellular phones. However, students may not display the phone, use the phone, or receive phone calls on their cell phone during the school day. **The phone must be "out of sight" and "turned off" during the school day.** Students are not allowed to bring items to school to sell for other organizations. Please label your child's coats, caps, and sweaters to help identify them if they are lost. Students are discouraged from bringing money to school except for specific purposes. Neither the teacher nor the school can be held responsible when money or personal items are lost.

REPORT CARD & Mid-quarter Progress Distribution DATES

Report cards and Mid-quarter Progress Reports are issued each quarter. Please sign and return all report cards and mid-quarter progress reports to your child's teacher. Note the distribution schedule for mid-quarter progress reports is on the CMS calendar and will be followed by our Villa Heights staff.

SCHOOL SPIRIT

Students are encouraged to wear a Villa Heights spirit wear to promote school spirit.

LOCK DOWN DRILLS

Safe and orderly schools are essential to student success. To make sure that all of our campuses are safe and orderly, all Charlotte-Mecklenburg Schools practice regular safety lockdowns.

Lockdown drills are conducted periodically throughout the school year. During these drill practices, students, staff and any parents in the building are expected to be behind a “locked door”. Therefore, if the school is conducting a lock down drill or if the school has been instructed by higher authorities that we must “lock down” our school, then there will be a sign posted on the front main entrance informing parents that the school is having a “lock down” and parents must return to their car until the lock down is over

SCHOOL TELEPHONES

School telephones are business phones and thus student usage is restricted to calls of an urgent nature.

CMS STUDENTS RIGHTS AND RESPONSIBILITIES HANDBOOK

At the beginning of the school year, all CMS students are provided with the CMS Students Rights and Responsibilities Handbook which describes in specific language what we expect from each student. This handbook informs all members of the CMS school family of the policies and procedures to ensure a safe and orderly school. Parents are key partners in keeping CMS schools safe and orderly. Therefore, parents are expected to review and discuss this handbook with their child(ren). Failure to return this acknowledgement will not relieve a student or the parent/guardian from being responsible for knowing or complying with the rules contained within the Code of Student Conduct. Should you have questions or concerns regarding any of the CMS policies and procedures, please feel free to speak with school administrators.

TORNADO DRILL

REMEMBER: A tornado **WATCH** means there is a possibility of one or more tornadoes in the area. A tornado **WARNING** means that a tornado has been sighted or detected by radar and it may be approaching. **SEEK SHELTER IMMEDIATELY!**

Students and staff follow these guidelines:

1. Stay away from windows.
2. Each person stays low to the floor and protects his/her head.
3. Stay in this position until the ALL clear signal is heard.
4. If you are on a school bus, in a car, or outside you should:
 - get off the bus or out of the car
 - get in a shallow ravine and get in a crouched position
 - protect the head & stay away from the bus or car and trees
5. The S.O.S. signal will be given twice over the intercom. Stay in the drill position until the ALL CLEAR signal is announced.

We look forward to a great year and ask that you contact the school if you have any questions or suggestions on how to improve this parent handbook.

I have read and understand the Villa Heights Parent Handbook. Please cut and return to your child's teacher.

Student _____ Teacher _____ Grade _____
Parent _____