

Barnette Elementary School



Student / Parent Handbook

2021-2022

**** Information in Handbook is subject to change based on current COVID restrictions***

General School Information

The Barnette Elementary School bell schedule is 8:00 a.m. until 3:00 p.m. Front office hours are from 7:30 a.m. until 3:30 p.m. Please note the following:

- 7:30 a.m.- Student arrival begins- Parents may not leave students by the entrance door unsupervised prior to 7:30 a.m.
- 7:55 a.m.- Morning arrival and Car line closes
- 8:00 a.m.- Instructional day begins
- 3:00 p.m.- Dismissal begins

After School Enrichment (ASEP)

The after school enrichment program begins at 3:00 p.m. and ends at 6:00 p.m. Applications are available by calling to speak with the ASEP director. Information about ASEP is available at:

<https://www.cms.k12.nc.us/cmsdepartments/asep/Pages/default.aspx>.

Attendance:

Full-day student attendance and timely arrival to school are essential for student success. When students are absent for all or a portion of the day, they are missing important instructional opportunities. Therefore, it is important for all students to arrive on time and attend school every day when they are healthy. **A student must be in attendance for at least half of the school day to be counted present, a half day at Barnette is 11:30 a.m.** North Carolina statute § 115C-378 states that “Every parent, guardian or custodian in this State having charge or control of a student between the ages of seven and 16 years shall cause the student to attend school continuously for a period equal to the time which the public school to which the student is assigned shall be in session.” Therefore, in order to aid our students in developing the necessary academic and life skills to prepare them for college, career, and beyond, Barnette Elementary will follow the procedures listed below in response to student truancy:

An EXCUSED ABSENCE includes:

- Illness when documented by the parents/guardians or a physician (chronic, repetitive offenses must have documentation by the physician)
- Professional and/or court appearance
- Periodic medical or dental appointments
- Inclement weather
- Required religious observances
- Death of a family member

Please note that all absences are considered unexcused unless the parent provides a written explanation for the absence. The school may request formal documentation from medical professionals should absences become excessive. The following steps will be implemented should students be absent for unexcused reasons:

<i># of Unexcused Absences</i>	<i>Action Steps:</i>
3 absences	<ul style="list-style-type: none">● Parents will receive a 3 day absence letter
6 absences	<ul style="list-style-type: none">● Parents will receive a 6 day absence letter● Parents will be contacted for a meeting with school administration and/or counseling staff to implement an absence action plan

10+ absences	<ul style="list-style-type: none"> ● Parent will be contacted for a meeting to review absence action plan and make contact with outside supports ● Parents will receive a certified 10 day absence letter ● School may follow procedures to report the case to the Juvenile Court for truancy
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We look forward to partnering with you to ensure students attend and remain in school as mandated by North Carolina law. If you have any questions or need assistance, please don't hesitate to contact us.

Attendance: Sign-in/Sign-out Policy:

- Your student is at school to learn. Instruction is continuous from 8:00 a.m. until 3:00 p.m. Please make every effort to limit the need for early dismissal.
- Any early dismissal of a student required an adult sign-out. The adult must have a valid license or ID. The adult must be listed as an approved adult, guardian, or caregiver on the blue emergency card. If you must pick up a student early, please send a note in the agenda, email the teacher and front office or send in a separate written communication.
- All parents must report to the front office to sign out their child. Please do not go directly to the classroom to pick up your child.
- **No dismissals will occur and no changes to student's transportation will be made after 2:30 p.m.** No exceptions!
- Please see the section entitled Attendance and Tardy Policy for more detailed information.

Behavior Expectations:

Safety and order are our top priorities. The Charlotte-Mecklenburg Schools Student Rights and Responsibilities handbook as well as a copy of the CMS Student Code of Conduct Handbook are available online. This handbook outlines possible consequences for those who misbehave at school and on the school bus. All students and parents are accountable for following these guidelines to ensure a safe school environment where all children can learn, and teachers can teach.

Birthdays:

Parents may bring store-bought treats to the cafeteria during the regular scheduled lunch time to celebrate a child's birthday. Please make sure the teacher is aware of your plans in advance. Please do not bring or send balloons or other gifts to school. If you choose to do so, they will remain in the office until the end of the day. Balloons or other large items cannot be taken onto the bus. (Please note that we have several students who have peanut allergies. If your child is in a class where there is a peanut allergy, please be prepared to purchase ONLY items that are completely prepared in a nut-free zone with a clear label.)

BREAKFAST AND LUNCH

Breakfast and lunch are served daily for all students. Breakfast and lunch will continue to be free for all students during the 2021-2022 school year. Menus, online payments and free and reduced applications can be found on the CMS website and clicking on "Meals."

Bus Transportation:

Bus information is provided at the beginning of each school year. Parents who wish for students to ride the bus or need to make changes to bus transportation must do so through the bus transportation website located on the CMS website- Departments- Transportation.

Riding the school bus is a privilege. Students riding the bus must adhere to safety and behavior guidelines. Students are expected to be at the stop 10 minutes prior to the assigned pick up time. Buses will not wait for students to walk to the stop as this impedes traffic flow and schedules. Students are expected to sit in an assigned seat, talk quietly, and follow the driver's directions. Standing, yelling, making inappropriate comments, and any physical contact with others are violations of bus guidelines. Students who do not adhere to bus guidelines will be disciplined as follows:

1st offense: conference with student and verbal warning

2nd offense: written warning sent home

3rd offense: bus or school suspension

For more serious offenses, a student may be suspended from the bus or school immediately. Notices regarding bus behavior are required to be signed by the parent and returned to school the following day. Parents/guardians should refrain from approaching students at assigned bus stops or speaking to the bus driver about other children. This is a violation of the students' rights and will be handled accordingly. If you have a bus concern, please contact Mr. Otolski, our Assistant Principal. Please speak to your child about bus safety and the importance of practicing good bus behavior both to and from school.

Cafeteria:

Breakfast and lunch will continue to be free to students for the 2021-2022 school year. Applications for meal assistance are available in the front office or online at CMS website- Departments- School Nutrition. Parents requesting meal assistance must complete an application within the first ten days of each school or during the enrollment process. Lunch status is evaluated at the beginning of each school year. This designation does not carry over from year to year.

While eating in the cafeteria, students are asked to RESPECT and follow all cafeteria procedures, to RESPECT the rights of others around them, to be RESPONSIBLE for using appropriate manners and inside voices, to show good CITIZENSHIP by cleaning up all trash and putting it in the proper place, and to show TRUSTWORTHINESS by taking their turn to clean and sweep their area.

Cafeteria - Food Choices and Food Allergies:

We hope that all of you will support our cafeteria by ordering school lunch. If you pack lunch, please be advised that **soft drinks are not allowed at school**. We also ask families to please monitor student intake of sweets while at school. Talk to your children about only getting one dessert or using it as a reward on Fridays. Our goal is to have a healthy student body at Barnette.

Although the school nutrition program no longer serves peanut products, there is not a CMS policy banning peanut products from the cafeteria. If your child has a food allergy, we will make every effort to accommodate the student's needs. Please inform the teacher and the school nurse if your child has a food allergy. We reserve a "peanut free zone" in the cafeteria and arrangements will be made on an individual basis.

Canvas:

Barnette teachers and students will continue to use the Canvas platform for the 2021-2022 school year. Any student that is absent or in quarantine will be able to log-in to Canvas to view any work that was assigned. **There are parent resources linked to our school website for you to learn more about canvas.** Teachers will also work with students on how to use Canvas as a learning tool to enhance their instruction.

Car Rider Arrival/Dismissal:

Safety is our primary concern and we want all of our children supervised when on school grounds. For safety purposes students will only be dismissed through the carpool line if the appropriate car identification tag is visible. These will be issued during the first few school days and parents can request a car tag by completing the Google link on the website. If it is necessary to pick up your child at dismissal and you do not have a car identification tag, please come into the front office to receive your child. Students will only be released to a parent/guardian after proper identification is provided.

Change in Transportation:

Occasionally you may need to make a change in the way a child goes home. If you are making changes in afternoon transportation please do the following:

- Send written documentation to your child's teacher and the front office. You may send in a note or send an email to the teacher, Ms. Jefferson (shirley.jefferson@cms.k12.nc.us) and Ms. Estrada

(lisa.estrada@cms.k12.nc.us). All communication must be sent in by **11:30 a.m.** Phone changes are not permitted as we need written documentation.

- If you are signing out your child for early dismissal, a parent or guardian must come to the front office, present a picture ID, and then sign out your child.
- There will be no early dismissal after 2:30 p.m.

Communication:

Regular communication and quality customer service is very important to us. The school website will be updated on a regular basis and classroom teachers will establish a communication link with the parents via email and Parent Square. Our goal is to respond to all parent calls and communication in a timely manner and we will make every effort to get in touch with you within 24 hours. Please stay in contact with us and make sure that all changes in phone numbers and email addresses are given to teachers and office staff. In addition, we will send home communication folders on **Thursday** of every week. Thursday is also the day to expect progress reports, work samples, important information, and class news. We will also use tools called ConnectEd and Parent Square to communicate with our school community.

Curriculum:

This year we will continue to focus on closing unfinished learning gaps as well as differentiating instruction based on student need. This process will allow students to work at their own pace at the appropriate level, as determined by data. We will continue to focus on all aspects of Personalized Digital Learning. All instruction in grades K-5 follows the North Carolina Standard Course of Study. Barnette will utilize the catalyst model for our Talent Development program. Students with Individual Education Plans (IEP) and those learning English as a Second Language will receive specialized instruction in addition to the regular classroom instruction. Students performing below grade level expectations will also be supported through our MTSS – tier level of support. All students will be appropriately challenged through purposeful and relevant learning experiences. Homework will be given on a regular basis and will provide practice with skills students are learning. Grade-level projects will also be given throughout the year. Students will be expected to produce quality work on all their assignments, including homework and special projects.

Discipline:

Character Education is the cornerstone of school discipline. Our faculty will focus on a school-wide discipline plan that promotes respect, responsibility, and citizenship. The purpose of the plan will be to identify expectations for student behavior, to plan opportunities to teach and practice appropriate behaviors and to use logical and appropriate consequences for both good and poor choices. Teachers will be encouraged to handle discipline concerns in private and to utilize both school support services and parents in the process. A Character Education/Social Emotional Learning Program will be implemented that focuses on practicing characteristics that represent good character.

Emergency Dismissal:

In the event of inclement weather or an emergency, the district may call for an early dismissal. It is very important that you complete an emergency dismissal form for your child at the beginning of the school year. Please notify the office and your child's teacher if this information changes. Information regarding cancellation of school is broadcast on television and radio shortly after 5:00 a.m. This information will also be listed on the CMS website (www.cms.k12.nc.us). Please do not call the school as the school will not have this information in advance of this broadcast unless the announcement is made the previous evening.

Health/Emergency Locator Card (Blue Cards):

It is important that we have accurate and up-to-date information to reach you if your child becomes sick or injured. Please complete and return the emergency locator card during the first week of school. Please notify the office if this information changes. It is critical that you inform the teacher and the office staff of any serious illnesses or conditions that your child has so that we can be prepared if assistance is needed. The nurse will contact the parent to complete a specialized health plan, if necessary. We have personnel trained in CPR and as first responders to handle emergencies.

Health Room:

Barnette will have a school nurse 5 days a week. Secretaries will be responsible for the students in the absence of the nurse. The following procedures will guide services provided: Each faculty member will have a first aid packet consisting

of band-aids, gloves, etc. Cuts or scrapes will be washed and band-aids applied by the teacher. Parents will be notified by the classroom teacher, if necessary. If a child has a fever, is vomiting or has other significant symptoms of illness, a parent will be called. If a child receives a head injury of any kind, the child will be sent to the health room (if appropriate) or be assessed at the site of the injury, and a parent will be called. In the event that a student has a severe accident, the parent and 911 will be called. Please keep the teacher and main office updated regarding phone numbers where you can be reached at all times.

Health Room-Medication:

A medical authorization form, completed by a doctor, must be on file for any school person to dispense medication. These forms are located on the CMS website under the parent section or can be obtained in the front office. The prescribing doctor and parent must sign this form and return it to the school before medication can be given. This includes all over-the-counter medicine for colds, allergies, upset stomach, headaches, etc. If a child is required to take prescription medication, the medication must be brought by a parent/guardian to school in the original bottle from the pharmacy with the student name, medication name, and orders for dispensing.

Health Policy on Contagious Illnesses or Conditions:

CMS policy requires that students with infections or contagious illnesses must stay at home the first 24 hours of the illness or until they no longer have a fever. If head lice is detected on a student, the parent of the student will be notified. The school will continue to follow COVID safety precautions. If a student has COVID-like symptoms, the parent will be notified.

Homework:

Homework is given nightly at Barnette Elementary. Reading is an important component of homework and each student or parent must record their reading assignments. Young students may be read to by an adult. Students should have a variety of texts to read: a class book or novel, a magazine, or selections from the media center. Guidelines for time it takes to do quality homework (including nightly reading) are: K-2nd grade approximately 30-40 minutes and 3rd-5th grade approximately 45-60 minutes. Homework is practice for the work done in school. Please notify your child's teacher if you have a concern regarding homework.

Lost and Found:

Please mark all students' coats, jackets, lunch boxes, etc. with a permanent marker. Lost items may be reclaimed in the Lost and Found garment rack located in the hallway by the gym. Unclaimed items will be donated to charity at the winter break, spring break and again at the end of school.

Mobile Units / Learning Cottages:

Our second grade team will be housed in the learning cottages. These learning cottages are an extension of our school building. We have safety measures firmly in place to ensure the safety of our students and staff in these classrooms. Parents are not allowed to walk their students directly to or from the learning cottages. All students must enter our school through the student entrance (at arrival) or through the main door. All parents must enter the school through the main door. Parents are not allowed to drive through the bus lot to drop off their students near the learning cottages. Remember, safety is our priority at Barnette.

Power School:

Charlotte Mecklenburg Schools offers a program to parents/guardians that is called PowerSchool/ Parent Portal. Power School allows families to stay updated on their child's attendance, assignments, grades and other important information. For K-2 students the program is for attendance and demographic information. In grades 3-5 all academic information (grades, EOG results, attendance, etc) is accessible. If you are new to our system, please call the front office to request your user name and password. If you have a child continuing in CMS, the username and password will still be active this school year.

Parent Volunteers:

Parents are welcome to participate in school activities. In addition to visiting, there are many opportunities to be involved as a volunteer. Opportunities include: classroom helpers, office/technology assistants, and media assistants.

There are several “at home” jobs with which parents can assist. You do not have to be at our school to volunteer! Please consider volunteering by contacting your child’s teacher, the school office or the PTO volunteer coordinator. The website to register with CMS is <http://cmsvolunteers.com>. All volunteers must register prior to volunteering and re-register each year..

Parents can be involved in their child’s education at Barnette in many ways:

- Establish good communication/rapport with your child’s teacher and principal
- Check your child’s backpack each evening for information coming home to you about the class and school
- Be aware of class work that your child is covering each week
- Read to your child each evening and encourage them to read independently if they are able
- Join our PTO and attend PTO and school events regularly
- Join a PTO committee and volunteer in some aspect of the classroom and school environment
- Eat lunch with your child periodically and get to know classmates and other parents
- Be a Room Parent and be an active participant in class events
- Ask questions if you are in doubt about something
- Listen attentively to your child
- Nurture your child with unconditional love and understanding
- Join the School Leadership Team (SLT) and participate in monthly meetings

PTO:

The mission of the PTO is to work together as parents and staff to enrich our children’s lives by offering creative social, educational, and physical opportunities for them. If you are interested in being a part of this wonderful organization in a leadership or volunteer role, please let us know! We encourage parents to attend the regular meetings that occur each month. (Please check our school communications for specific dates.) Our goals cannot be met without a strong parent support network working in unison with teachers for our children. We want all of our families to be involved in their child’s education and we look forward to having you join us in this educational journey!

School Leadership Team (SLT):

The School Leadership Team is made up of school administration, teachers, staff, and parents who meet monthly to oversee the school improvement planning process. There is a general election for the SLT committee membership. The principal may add members to the team to balance the representation to reflect the student population of the school. This team focuses on the “big picture” of the school and looks at ways to continue to improve throughout the year. If parents are interested in this committee, please join us for our monthly meetings or you may contact the principal for more information. (Please check our school communications for specific dates.)

Safety:

Measures are in place to ensure that our students and staff are safe at all times. All visitors to the school must present a valid ID, sign in at the office using Lobby Guard, and wear a visitor name badge. All doors, including the main entrance will be locked during the school day. District safety audits are conducted throughout the year to monitor our effectiveness in responding to an emergency by locking down our school. We will conduct safety drills, including lockdowns, fire, and tornado drills to practice how to stay safe in an emergency. Please follow the directions of the school staff if you are on campus during a drill or emergency. We request that you help us monitor student safety in our building. Please notify the office of any condition that appears to be unsafe.

Student Dress:

CMS has a student dress code for all students so that clothing does not become a distraction. Students should wear comfortable clothes and shoes. Tank and spaghetti straps are not allowed unless they have shirts over or underneath them. Shorts and skirts need to be an appropriate length reaching mid-thigh or longer. Clothing showing bare backs, abdomens, or suggestive or inappropriate language is not appropriate for school. Flip flops are not allowed because of safety. Students will need to wear athletic shoes on physical education days. Most days children will be playing outside so please send your child in clothes that are “play friendly.” Parents will be called and asked to bring a change of clothing or shoes should a student come to school dressed inappropriately.

Visitors:

We welcome visitors to our school. All visitors must register in the front office through Lobby Guard and are **required** to wear a mask. In order to sign into Lobby Guard, you must present a valid driver's license or ID. When special events occur at the school that are highly attended by parents and guests, including field trips, please plan to arrive at least 30 minutes prior to the event in order to allow time for the sign-in process. Please note that using the Lobby Guard is a safety measure that is required by the district. In order to protect our students, only parents or guardians will be allowed to visit classrooms, the cafeteria, etc. Parents and guardians may accompany other visitors, with permission from the office.

Website and Social Media Information:

Website: <https://schools.cms.k12.nc.us/barnetteES/Pages/Default.aspx>



@barnettePTO



@barnettecms



@CMS_barnette