



**“Helping Children Experience Success”**

# Family Handbook 2013-14



## **HIGHLAND CREEK ELEMENTARY SCHOOL**

7242 Highland Creek Parkway  
Charlotte, North Carolina

Phone (980) 343-1065  
FAX (980) 343-1066

<http://schools.cms.k12.nc.us/highlandcreekES/Pages/Default.aspx>

Principal.....Ernest Saxton, III  
Assistant Principals.....Heidi Copeland & Jovetta Dennis  
PTA President.....Erica Tate

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August 26, 2013

Dear Highland Creek Families,

Welcome to the 2013-2014 school year at Highland Creek Elementary. Our school has a lot to be proud of when we look at the academic achievements of our students over the last year. A lot of hard work, dedication, teamwork, and the commitment to the ensuring high levels of learning and academic growth are things that helped make it happen. Our success is also a result of the special partnership between home and school. This relationship helps us to provide a high quality program using 21<sup>st</sup> century methods and technology. We appreciate your help and dedication.

Please read the information this booklet contains carefully and thoroughly. It holds most of the policies and procedures that govern our school. It is important that everyone follow the information presented here to ensure the overall success of the school. Please especially note the Forms section for required CMS forms.

If you have any questions or concerns about the information in this handbook, please contact one of us in the school office. We will provide additional clarification as needed. It is our goal to work as a team with all of our parents to continue the success of our students and our school.

Sincerely,

Ernest Saxton, III  
Principal

Heidi Copeland  
Assistant Principal

Jovetta Dennis  
Assistant Principal

# 2013-2014 School Calendar

## FIRST DAY OF SCHOOL

Labor Day Holiday

Teacher Workday

Veterans Day Holiday

Teacher Workday

Thanksgiving Break

Winter Break

Martin Luther King, Jr. Holiday

Teacher Workday

Teacher Workdays

Teacher Workday

Spring Break

Memorial Day Holiday

## LAST DAY OF SCHOOL

**August 26, 2013**

September 2, 2013

November 1, 2013

November 11, 2013

November 27, 2013

November 28 - 29, 2013

Dec. 23, 2013 - Jan. 3, 2014

January 20, 2014

January 21, 2014

February 17-18, 2014

March 31, 2014

April 14 - 18, 2014

May 26, 2014

**June 10, 2014**

*School will not be in session for students on the holidays, breaks and teacher workdays listed above unless a make-up day is scheduled.*

### Make-up Days:

1. Nov. 27
2. Jan. 21
3. Feb. 18
4. Feb. 17
5. March 31
5. Jan. 3
6. April 14
7. April 15
8. April 16
9. April 17

(Days will be used in the order shown.)

### Report Card Dates:

Nov. 15

Feb. 5

Apr. 11

June 10

## SCHOOL HOURS

7:30 AM..... Students Arrive

**NO students can be dropped off at school before 7:30 AM  
Students who arrive before 7:30 AM will not be allowed in the building.**

8:00 AM..... School Day Begins

3:00 PM..... School Day Ends

## ENROLLMENT REQUIREMENTS

North Carolina state law requires that all children enrolling for the first time or transferring must present an original certified birth certificate, three proofs of residence and record of immunizations. A kindergarten health assessment completed by your doctor or the Health Department is also required. Forms are in the office. If immunization records and/or health assessment are not presented at time of registration, the parent/guardian is given thirty (30) days to fulfill this requirement. Otherwise, the child is not legally enrolled and must be suspended until all records are in order. The immunizations required for school enrollment are:

### KINDERGARTEN

- DTP/DTaP/DT - A minimum of 4 doses. 1 dose must be on or after the 4<sup>th</sup> birthday. (If DT is recorded, a medical exemption for pertussis must be on file.)
- Polio – 4 doses if given prior to the 4<sup>th</sup> birthday, OR 3 doses if the 3<sup>rd</sup> dose is given on or after the 4<sup>th</sup> birthday.
- Hib - If child is 5 or older Hib is not required. If child is younger than 5, 3 doses and a booster dose on/after 1<sup>st</sup> birthday are required. One dose on/after 15 months of age also meets this requirement.
- 2 MMR - 1<sup>st</sup> dose on or after the 1<sup>st</sup> birthday, with 2<sup>nd</sup> dose upon enrolling in kindergarten
- 3 Hepatitis B - required for all children born on/after 7-1-94
- 1 Varicella dose if born on or after April 1, 2001. (given on or after 1<sup>st</sup> birthday)
- Kindergarten Health Assessment – **Done no more than 12 months prior to the date of school entry.**

## **CAR RIDER PROCEDURES**

**Morning Drop-Off:** According to CMS Board Policy, students should **not** be dropped off on campus prior to the designated starting time. Our official arrival start time is 7:30 AM. When dropping a student off in the car line, parents are asked to form 2 lines to allow as many cars as possible to pull up in front of the school to drop off their student(s). Staff will direct the students when they are permitted to get out of their vehicles. For safety reasons, each child will need to exit the vehicle from the right side. We ask that drivers remain in their vehicles at all times and park the car in a designated parking space if the driver needs to get out. We also ask that parents refrain from talking on their cell phones while in the car rider lane. When parking to walk a student to class, please park in a designated parking space. For safety reasons, students may not be dropped off in the parking lot. Parents must walk students from the car into the building. Morning student drop-off on the bus lot will not be permitted. Also, for safety reasons please do not drop off your student (s) at the Crosswalk on Highland Creek Parkway or on Shelley Avenue for any reason.

**Afternoon Pick-up:** When picking up a student in the car line, parents are asked to form 2 lines to allow as many cars as possible to pull up in front of the school to pick up their student(s). We ask that each parent register for a car rider number at the beginning of the school year. Please display your number clearly on your rear-view mirror. Students will be called to your vehicle by their number. Please help your child learn his/her number as soon as possible. Your child (or children) will walk to meet you where you are directed to stop. Please remain in your vehicle at all times. The more students we load, the faster the car line moves. For safety reasons, each child will need to enter the vehicle from the right side. Also, for safety reasons, students may not be picked up in the parking lot or at the front lobby. Parents who wish to avoid the car line and walk to pick up their child (children) should meet them at the walker dismissal area (side door of the school).

## **BUS RIDER EXPECTATIONS**

Be sure that your student(s) knows his/her morning bus number and afternoon SLOT number. Families are responsible for reviewing the Bus Safety Rules as outlined in the Charlotte-Mecklenburg Schools Code of Student Conduct handbook

[http://www.cms.k12.nc.us/mediaroom/Documents/2012-2013%20Student%20Code%20of%20Conduct%20\(English\).pdf](http://www.cms.k12.nc.us/mediaroom/Documents/2012-2013%20Student%20Code%20of%20Conduct%20(English).pdf)

Transportation changes **must** be submitted online at cms.k12.nc.us. It is important for students to follow all bus rules so that the driver may concentrate on driving.

### **Our School Bus rules:**

1. Students are to stay seated at all times.
2. Students are to use quiet voices when talking on the bus.
3. Students are not to touch other students or their belongings.
4. Students are to obey the bus driver at all times.
5. No food or drinks allowed on the bus.
6. Students are to wait at the appointed bus stop in a safe and orderly manner.

### **CONSEQUENCES FOR INFRACTIONS OF BUS RULES**

The bus driver will write a bus referral and give it to the designated school administrator. The parent is contacted and appropriate consequence as outlined in the Student Code of Conduct. For severe and no tolerance offenses (i.e. bullying, fighting, etc.) the consequence of a one or two day bus suspension is applicable. A student may be permanently removed from the bus.

### **DAY CARE AFTER SCHOOL PICK UP**

Please notify the teacher in writing if your child attends a day care center and uses the center's transportation. CMS bus transportation to daycares will be provided only within the student's attending boundary.

### **WALKERS & BIKE RIDERS**

Students who walk home should meet their parent/guardian at the side doors of the school building. Only students who live in the no transportation zone (those who are not eligible for bus transportation) should be walking home. Parents should not park at the Golf Course or on other side streets in the neighborhood to meet their children as a walker. Students who walk to a car are not considered walkers. Parents who would like their child (children) to walk home alone should complete the ***Permission to Walk Home*** Agreement that is included in the back of this handbook. It is recommended that only upper grade students ride bikes to school. Students who ride their bikes to school must have parent permission and must wear a helmet to and from school.

### **TRANSPORTATION CHANGES**

Transportation changes must be in written form and submitted to the teacher the morning the change is to occur. Notes regarding transportation changes must include the date, teacher's name and student's first and last name, and the requested change to occur (i.e. carpool instead of bus rider).

**Do not send an email for a transportation change after the start of the**

**instructional day. Notes sent to teachers via email after the start of the instructional day may not be received in time.** Students cannot ride home with another student on a bus he/she is not assigned to. If a student is scheduled to come home with another student, and one of the students is not assigned to the same bus, then the parents of both students must make arrangements to pick up the children in carpool accordingly.

## **ABSENCES**

Regular attendance at school and punctuality are important from the very first day until the last. Frequent absences interfere with a student's progress toward meeting minimum standards for promotion. Parents should strive to make all medical and dental appointments after school hours or on teacher workdays. Family vacations should be planned around the school calendar so that students do not miss school.

**Each child must bring a written excuse from the parent/guardian stating the reason for absence upon his/her return to school. The absence will be marked as unexcused until a note is received.** Missing the school bus and oversleeping cannot be coded as an excused absence. Each student who accumulates more than 3 unexcused absences will be mailed a notice from the principal (required by the state law) outlining the negative impact of student absences in school.

## **EDUCATIONAL LEAVE**

The request for educational leave is attached to the end of this handbook. Please make sure you submit the form and secure approval five days prior to going on a trip. Please include the following on the form:

- List the student's grade level Common Core Standards that the trip is connected to (see below)
- A description of the project to be completed (i.e. narrative writing, scrapbook, picture album, etc.) that demonstrates the learning that occurred on the trip
- Submission of the completed project to the principal no later than one week upon return to school

Educational leave approval is dependent upon completion of all items listed above. The North Carolina Common Core Standards can be accessed at <http://www.dpi.state.nc.us/curriculum/>. The project must connect the experience with the student's grade level learning standards.

## **TARDINESS**

Students who arrive to school after 8:00 AM must be signed in by a parent in the office. Once signed in, the student will receive a tardy pass and must report to his/her classroom unescorted. Tardy passes are issued to ensure that each child is registered present for the day. Students must be in their classroom by 8:00 AM or they will be counted tardy. Children signing in tardy after 11:15 AM will be counted absent for the day.



## **GRADING PROCEDURES**

The school year is divided into four grading periods of nine weeks each. Mid-quarter progress reports are also sent home to inform parents of their child's academic progress and behavior. Progress reports and papers are sent home for parent review. The grading scale for 3<sup>rd</sup>-5<sup>th</sup> grades is listed below:

93 – 100	=	A
85 – 92	=	B
77 – 84	=	C
70 - 76	=	D
Below 70	=	F

## **COMMUNICATION**

You will receive monthly communication from your child's teacher in your preferred method of choice. A newsletter from your child's teacher/grade level informing you of the upcoming curriculum units of study, as well as other relevant information, will be periodically sent via email and/or updated frequently on the teacher's Wiki. Parent conferences are scheduled for all parents by the end of the first quarter marking period in November. Parents may arrange additional conferences by emailing or calling the homeroom teacher. Telephone conferences are available if needed. The educator's primary responsibility is to supervise and teach children. Teachers cannot meet with parents for "drop-in" conferences during school hours. E-mail communication is a reliable method of communication between home and school. Teachers check e-mails daily and will respond within one working day of receiving it. E-mail communication should never be used for last minute transportation changes. Handwritten notes must be sent to the school via your child anytime there is a change in a child's usual transportation. You may also utilize your child's agenda for communicating with the teacher.

## **PARENT PORTAL IN POWER SCHOOL**

Parent Portal is an internet-based program that allows parents access to important information about their child. To access the Parent Portal you should do the following:

1. Log on to the internet at <http://cms.powerschool.com/public>
2. When accessing the information for the first time, an account must be set up. Click on the **Create Account** button.
3. Enter the information in the boxes at the top correctly and accurately; creating your password.

4. In the bottom section enter the **student's first name and last name, Access ID and Access Password** as found on the letter that you received from your child's homeroom teacher.
5. Choose the relationship in the dropdown box. **HINT:** You are \_\_\_\_\_ to the student entered on the same line.
6. If you have multiple students to add to the account, enter each on the next line with all the necessary information. Each student will have a unique Access ID and Passwords which must be entered in order to add them to your account.
7. Click the Enter button.

The **Grades and Attendance tab** will allow you to check assignments and scores by clicking on the blue percentage across from a class.

To email the teacher a question or concern, please click the blue teacher's name link.

The **Grades History tab** will show you the grades your child received in previous grading periods.

The **Teacher Comments tab** is used to access current teacher comments for your student.

The **School Bulletin tab** has current announcements for your school.

### **SCHOOL VISITORS**

The safety of students is the responsibility of the school during the official start and end times of the school day (8:00AM – 3:00PM). The Charlotte-Mecklenburg Board of Education has directed all schools to implement a visitor identification system as well as establish a policy and procedures for visitors on school property. The primary purpose for the regulation is to ensure the safety of all students and staff. In order to comply with this regulation, visitors are required to schedule all visits with the teacher (or appropriate staff). For each scheduled visit, each visitor must first come into the office, sign the visitor log, note the purpose of the visit, and get a visitor tag. **Visitors are NOT allowed to go directly to classrooms at any time and unscheduled visits to the classroom are not permitted.**

Parents that need to drop off items for students and/or teachers must leave it at the office counter. **Parents should not attempt "drop-in" teacher conferences at any time.** Drop in unscheduled conferences are disruptive to the learning environment and jeopardizes the supervision of students. All parents are welcome to visit classrooms on a pre-arranged visit by the teacher or administrator. This visit is subject to supervision by an administrator. A twenty-four hour notice is required in advance to the visit. Parents are always welcome for unannounced visits during their student(s) lunch. However, we ask that you meet your student by the cafeteria at the start of lunch. Due to the lack of space in the cafeteria, parents who wish to have lunch with their student(s) will need to eat lunch in the courtyard outside. Please check the weather (for rain, cold weather, etc) before coming to lunch as we do not have a designated space in the building for

parents to eat with their student (s). After lunch, parents are asked to meet their teacher in the cafeteria to go back to class. Parents can only eat with their student. Friends are not permitted to join the student unless their parent is with them.

### **CLASSROOM OBSERVATIONS**

Parents should contact the Principal or AP to observe any classroom during instructional time. The administrator and parent will schedule the observation and will conduct the observation together.

### **MEDIA CENTER**

Classes will be scheduled in the Media Center to support classroom instruction and research. Books may be checked out for one week and renewed for one additional week. Teachers may also request special research time.

### **COMPUTER LAB AND SCIENCE LAB**

Classes are scheduled to alternate between the science lab and computer lab every other week. The emphasis on both classes is to extend classroom instruction. In the computer lab students will be taught proper use of equipment and computer ethics. Proper care of expensive technology will also be stressed so that we can protect this valuable investment. In the science lab students will participate in science experiments that are aligned to the content they are learning during science class.

### **ART, MUSIC AND PHYSICAL EDUCATION**

In addition to normal classroom activities, students participate in art, music, and physical education classes one day each week with special certified teachers. The art, music, and PE teachers work collaboratively with classroom teachers to integrate the special area curriculum with the grade level performance standards. All students receive 150 minutes of physical activity each week where the teachers and/or PE teacher are engaging the students in an organized game or activity.

### **FIELD TRIPS**

Teachers schedule a variety of field trips to extend the curriculum. Parental permission forms are sent home before each field trip. Although the Charlotte-Mecklenburg system provides some transportation, the school must pay for most bus trips out of our instructional funds. Non-required field trips may have a student cost included; however, parents will be notified well in advance of the cost. Parents are welcome to volunteer as a chaperone and attend the field trip with the class. Preschoolers/siblings are

not allowed to accompany parents on field trips because supervision of students is the highest priority. Parents that accompany children on field trips must register as a CMS volunteer in advance. To register as a volunteer, click on the link: <https://www.cmsvolunteers.com/> Parents that have students with behavioral concerns may be required to attend the field trips to ensure safety of all students.

### **SPECIAL PROGRAMS**

Highland Creek Elementary children participate in a variety of school performances including concerts, plays and musicals. It is Highland Creek's policy that siblings remain in their classrooms for instruction during programs due to academic reasons and space seating issues. The fifth grade "Moving Up" ceremony is the exception to the rule.

### **PARENT VOLUNTEERS**

Parents are always welcome to volunteer at Highland Creek Elementary! To register to volunteer, click on the link: <https://www.cmsvolunteers.com/>

### **PARENT TEACHER ASSOCIATION (PTA)**

The Parent Teacher Association wants and needs your special expertise and encourages you to join the PTA. Membership dues are collected all year. Volunteers are always welcome! Please contact Beth Smith at [volunteers@hcepta.org](mailto:volunteers@hcepta.org) if you are able to volunteer for upcoming events. You may access the PTA website for upcoming events at: <http://hcepta.org/>

### **EARLY DISMISSALS**

Written requests for permission to leave early must be sent to the teacher prior to the start of the day. Children signed out before 11:15 AM will be counted absent for the day. As a safety precaution, students will not be dismissed to a parent from the classroom. Parents must report to the office, sign the student out, and wait for the student in the office. **Parents are not permitted to go to a student's classroom to pick up their child.** No child will be dismissed to anyone other than a parent/guardian without written permission. Children cannot be ready and waiting for parents in the office regardless if a note was provided ahead of time. He/she will not be called for early dismissal until a parent physically arrives to the office and sign him/her out. **Children will not be called for early dismissal after 2:30 PM.** It interferes with the summary of learning for all students as well as causes confusion during the end of day procedures. If you cannot pick your child up before 2:30 PM, you are welcome to wait for them at dismissal in the office area.

## **SICKNESS AND ACCIDENTS**

If a child becomes sick at school, every effort will be made to contact the parent. In case of an accident, first aid will be administered. The school does not have the facilities to keep a sick child in the health room for an extended period of time. Parents should be sure that home, business and emergency phone numbers are current so that they can be reached in the case of an emergency. Parents will be called to pick up their child if the child vomits or has a fever of at least 100 degrees. Do not send your child to school if he/she has had a fever of 100 degrees or above or has vomited within the past 24 hours.

## **WORK REQUESTS FOR SICK CHILDREN**

We appreciate the fact that many parents request work for their student when he/she is sick. If your child is out sick and you would like to have his/her work, please call the school and leave a message for the teacher. Please allow the teacher 24 hours to pull the work and put it together in a packet. The work packet will be given to the front office secretary and can be picked up there. Parents are not permitted to come directly to the classroom to request make-up work.

## **SCHOOL NURSE**

The school nurse is on campus every school day. She screens for health problems, which may interfere with learning or may become a permanent handicap. The nurse also monitors immunization records and communicable diseases. When a student is referred for a health problem, the nurse assists parents in finding the proper medical resource.

## **MEDICATIONS**

The school cannot administer or supply Tylenol, Aspirin, Neosporin, or any other medication (prescription or over the counter) without authorization from a physician and a parent. If your child needs medication either periodically or on a regular schedule, the school must receive written authorization from the doctor stating the dosage and times medication is to be administered. A medication authorization form must be completed and signed by the parent and the doctor before any medication can be given.

Medication authorization forms are available online at:

<http://www.cms.k12.nc.us/cmsdepartments/csh/Documents/Medication%20Authorization%20Form.pdf>

**MEDICATIONS MUST BE BROUGHT TO THE OFFICE IN THE ORIGINAL PHARMACY CONTAINER** labeled with the name of the child, the name of the drug, the dosage, the name of the doctor and the time interval between dosages.

## **BREAKFAST & LUNCH**

Breakfast and lunch are served daily in our cafeteria. This year the CMS Board of Education adopted a Universal Breakfast program where all students can eat breakfast for free. Students who would like to eat breakfast must be in the cafeteria by 7:50AM. Lunch costs \$2.25 for elementary students. Lunch may be paid for each day, or a check payable to "Highland Creek Cafeteria" may be sent for a week or month. Payment can also be made at [www.PayPams.com](http://www.PayPams.com). Free and reduced price lunch rates are available if you qualify. If your child is not buying lunch in the cafeteria, his/her lunch should be sent with him/her in the morning. For more information access the child nutrition website at:

<http://www.cms.k12.nc.us/cmsdepartments/cns/Pages/default.aspx>

Lunchtime provides a pleasant break from the classroom routines and a chance to socialize. Each class has an assigned time for lunch. Parents are welcome to join their child for lunch; however due to our limited space, parents are asked to sit outside in the courtyards with their student to eat their lunch. Parents should sign the visitor's log in the office, pick up a lunch visitor badge and wait for the child's class by the cafeteria. Adult lunch cost is al-a-carte. After the lunch is over, please meet your child's teacher at the cafeteria.

School meals provide nutritionally balanced meals. Children may celebrate their birthdays with their class at lunch. Parents may send in store bought cookies or cupcakes for each child. The treats must have a label and list of ingredients. Children may not bring soft drinks for lunch. Nutritious meals are encouraged.

Each classroom has its own procedure for lining up and seating. Each day different children have responsibilities for cleaning up by removing silverware, paper products, sponging tables and sweeping around the tables.

## **SCHOOL PARTIES**

There are two planned parties per year for each class. Parents volunteer to help organize and assist with winter and end of year parties. Guidelines for party themes and activities are provided by the PTA. **All food served at parties must be store-bought and include a label and list of ingredients.** Parents are invited to attend parties, however, siblings are not allowed due to space and supervision concerns.

## **DRESS CODE**

Although there is not a strict dress code, each child's clothing and shoes should be appropriate for all activities throughout the day. Sneakers should be worn on Physical Education days. Since we want the children to be

aware of what their appearance conveys, children are not allowed to wear clothing with words, symbols, or pictures that distract from a positive learning environment. Parents are responsible for monitoring their student's clothing for appropriate length and fit. Tank tops, halter-tops, bicycle shorts, short shorts and hats are not appropriate attire inside the school building. Be aware that Kindergarten and 1<sup>st</sup> grade students can have difficulty with belts and overall buckles which sometimes leads to bathroom accidents. Flip flops do create some concerns and difficulty for running or walking daily laps. Parents will be called to bring a change of clothing if deemed absolutely necessary.

### **STUDENT PROPERTY**

Valuable possessions should be left at home. The school cannot and will not be responsible for items lost, broken, or stolen. Trading items often creates conflicts and distracts from educational time. Students are not permitted to trade or sell items at school. Electronic devices are not allowed to be visible or turned on at school or on the bus. They will be confiscated and returned only to a parent or guardian.

**Charlotte-Mecklenburg School policy states that no weapon, facsimile of a weapon or object that could be used as a weapon can be brought to school. This includes no toy guns (such as water pistols and cap guns), matches, caps, firecrackers and anything that could shoot as a projectile object. Principals are required to confiscate these objects and notify the police immediately.**

### **LOST AND FOUND**

**All belongings (e.g., clothing, lunch boxes, etc.) should be clearly labeled with the child's name.** Belongings with names can be returned to the owners. All unclaimed items are kept in the lost and found by the cafeteria and donated to charitable organizations quarterly.

### **STUDENT PHONE USE**

Each student's primary focus at school is to fully engage in learning. Therefore, students are limited in using the school phone. We ask that students use the phone in true emergencies and must have administrative approval prior to the usage. Although leaving a book or homework at home is important, it is not an emergency. Students are not permitted to use the phone to change their dismissal routine or to go home with another student. This should be arranged with parents outside of school and prior to the student's arrival. Cell phones must be turned off during the instructional day. Inappropriate use of cell phones will result in the phone being taken away until a parent can come to the school to pick it up.

## **PETS**

NO pets of any kind are allowed on school property. This is extremely important during the carpool/walker dismissal and arrival. Animals can be dangerous because of the large number of students that attend Highland Creek.

## **AFTER-SCHOOL ENRICHMENT PROGRAM**

The After School Enrichment Program provides a warm, caring environment beyond school hours where your children have the opportunity to play with school friends and get homework out of the way before the family sits down to dinner. ASEP offers exciting activities which stimulate children to be healthier and happier, including sports, art activities and computer exploration. From the media center to the playground, students spend out-of-school hours in safe and stimulating environments. Using a curriculum correlated with the Common Core Standards, ASEP Site Coordinators, school administrators and teachers work together to ensure that their ASEP programs supplement the learning taking place during the school day. For more information click on the link below for the ASEP website:

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

## **CLOSINGS**

In the event of hazardous weather conditions, an official decision on school closings and delays will be made for all Charlotte-Mecklenburg Schools. That decision will be broadcast on local radio and television stations by 6:00 AM. If weather conditions become hazardous during the school day and the decision is made for early dismissal, an announcement will be broadcast on local radio and television stations and posted on the CMS website ([www.cms.k12.nc.us](http://www.cms.k12.nc.us)). Please make sure your child knows what to do in case of early dismissal. On rare occasions the school may need to close early. Each family should develop a plan in case of emergency dismissal. Information about emergency dismissal procedures will be sent home by the end of the first quarter.

## **SAFETY PLAN**

Every school in CMS has a safety plan in place to ensure a safe environment. Elements of our plan include locked doors after 8:00 AM, visitor identification, student name tags, practice drills, and CMS safety audits. We are asking that all parents say good-bye to their children at the entrance of the school. Not only will this build independence in the children, it will also help Highland Creek continue its high standard of safety.



**Parents are asked to wait for their child in the carpool line if picking up a child at dismissal.**

### **FIRE DRILLS**

Fire drills are conducted once each month. For fire drills, each class has an escape route to an outside area that is a safe distance from the building.

### **LOCKDOWN**

In response to a crisis on campus, we practice lockdown drills. We have a plan to secure all students and staff in the building or outside within two minutes. If you should be at Highland Creek during a drill, you may be asked to return to your car or come into the main office.

### **WITHDRAWING AND TRANSFER OF RECORDS**

When withdrawing, please notify the school one-week in advance of the date of your move. If possible, provide the name and address of the new school so that your child's records can be transferred. All books and materials must be returned to the school before your departure. Please notify the school as soon as possible if you change your address. Three proofs of address will be required.

### **STUDENT RECORDS**

The Family Educational Rights and Privacy Act is a federal law that governs the maintenance of student records. Under the law, students who are 18 years of age and/or their parents have the right to inspect records kept by the school and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and requires prior consent by the parents and student.

## FORM TO REQUEST ABSENCE FOR VALID EDUCATIONAL OPPORTUNITY K-12

**This form must be completed by the student's parent/guardian and filed with the principal at least five days prior to the day of absence.**

STUDENT'S NAME: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE(S) OF REQUESTED ABSENCE: \_\_\_\_\_

NC Grade Level Standards Connection: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Description of Project to be completed and submitted no later than one week upon return:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

-----  
*(THIS SECTION TO BE COMPLETED BY PRINCIPAL)*

\_\_\_\_\_ APPROVED (CODE 1--EXCUSED) COUNTED AS AN ABSENCE

\_\_\_\_\_ NOT APPROVED (CODE 2--UNEXCUSED) COUNTED AS AN ABSENCE

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE

\_\_\_\_\_  
DATE

NOTE: If this request is approved, the student is responsible for requesting make-up work from all teachers **PRIOR** to the absence.



## Permission to Walk Home

Without prior permission, Highland Creek Elementary School will not to allow children to walk home from campus unless a parent or guardian is present or written consent is given. By signing below you give your permission and release Highland Creek Elementary School from any liability in allowing your child to walk home from campus without a parent or guardian.

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Recognizing that Highland Creek Elementary School will do its best to ensure a safe experience on campus, I understand that certain dangers are present when walking home. By signing below I hereby release Highland Creek Elementary School from all responsibility and liability of any nature.

Yes, my child has my permission to walk home from campus.

Student Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Parent Name (Printed): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Highland Creek Elementary | 7242 Highland Creek Parkway | Charlotte, NC 28269 | Tel (980) 343-1065 | Fax (980) 343-1066**

## Highland Creek Carpool Procedures

Traffic Flow Map & Procedures

