

# Reedy Creek Elementary School

**Family Handbook  
2018-2019**



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

Dear Reedy Creek Families:

We welcome you to Reedy Creek Elementary (RCE), home of the Raccoons. Our vision is to produce life-long learners who are equipped to excel in the academic and social challenges of a global society. Our faculty and staff look forward to working with you and your scholar for a successful school year. All scholars have the right to a rigorous, high-quality education which meets their individual needs. RCE will respect, encourage, and empower each and every scholar to be successful, contributing members of a diverse community and global society.

A scholar who achieves does so with the help of many people. It is important to recognize the worth and merit of everyone involved in the process of educating a scholar. By working together, scholars can often achieve results that would be difficult for them to attain alone. As parents, and/or guardians, there are many ways you can support your scholar's learning.

**Make school important:** Insist on good attendance and punctuality. Your scholar learns from you, so be an important role model for them. Be positive about education and show you enjoy learning, too. Please try to plan appointments and family trips around the school schedule and calendar. Instruction begins promptly after morning announcements at 8:00 a.m. each day. Please make every effort to avoid checking scholars out of school after 2:30 pm. **SCHOLARS ARRIVING AFTER 8:00 AM WILL NEED TO BE WALKED INTO THE BUILDING AND CHECKED IN BY A PARENT OR GUARIDAN.**

**Check your scholar's agenda daily and red Friday folder:** These are important communication tools between home and school. Agendas are a great organizational tool for scholars. Sign the agenda daily and utilize it to communicate with your scholar's teacher. The **red** school wide folder will be sent home **every Friday**.

**Create a study routine:** Set a time and quiet place for your scholar to work every day. Have your scholar assist with developing a consistent routine for completing homework and managing extracurricular activities. Utilize a month-long calendar for longer projects or for breaking up study time for an upcoming test.

**Encourage your scholar to read every day:** Build time into your scholar's daily routine to read independently or out loud for 20-30 minutes per day. This practice will build fluency and automaticity with vocabulary and sight words. Research shows that scholars who read have a stronger vocabulary and ultimately find reading easier and more enjoyable as they grow up. Build in time to read to your scholar as well.

**Encourage high but realistic expectations for student achievement:** Maintain a supportive home by showing interest in your scholar's progress at school and staying in touch with teachers. Discuss the value of a good education and possible careers that your scholar may have an interest in pursuing.

**Encourage persistence:** Scholars need to believe that they can become smarter through their own efforts. They need to be taught how to set realistic goals and identify steps for achieving them. An important part of the process is helping them to think of ways to overcome difficulties. Allow your scholar to make mistakes and learn from those mistakes.

**Promote healthy habits:** Make sure your scholar gets plenty of sleep, exercise, eats a healthy meal and has good school attendance. Starting healthy habits now will carry on to high school.

**Parent/Teacher Partnership:**

If you need to speak with your scholar's teacher or a staff member, simply make an appointment with your scholar's teacher or through the office or call and leave a message. When parents drop in unexpectedly and want to visit the classroom to speak with the teacher about their scholar's progress, teaching and learning stops for the entire class. Consequently, drop-in classroom visits are not permitted. All parents must check in with the front office staff.

Your involvement in your scholar's education will make a difference that will last a lifetime. If you have not done so already, please take some time to register as a CMS volunteer. In order to visit classrooms and participate in school functions such as class parties and field day, you must be an approved CMS volunteer. This process only takes a few minutes to complete and will help us ensure that visitors have appropriately been cleared through the district's criminal backgrounds check. To register, simply log on to [www.cmsvolunteers.com](http://www.cmsvolunteers.com). If you need assistance or computer access, please visit our main office. For many of us, helping our scholars along the road to a happy, productive life is a marathon of day-to-day challenges. We must keep sight of the goal and run that race one step at a time!

The high expectations we hold for all scholars are based upon our conviction that all scholars can learn and succeed. A strong partnership between home and school will ultimately support student achievement! Thank you for your support!

Sincerely,

*Orlando Robinson*

Principal

[Orlando.robinson@cms.k12.nc.us](mailto:Orlando.robinson@cms.k12.nc.us)

## Reedy Creek Mission Statement

Our mission is to provide high quality learning experiences for all scholars in order to provide them with strong academic and social foundations so they can develop into adults who contribute positively to their community.

## Reedy Creek Beliefs

- We believe that all scholars can learn.
- We believe in providing experiences and instruction that allow for individual differences in each student.
- We believe in providing a safe and secure learning environment.
- We believe that developing scholar's character is an essential part of their education.
- We believe that parents are their scholar's first and most important teacher.
- We believe that building a strong collaboration between the school, community and family is essential in building the foundation to our scholars' success.
- We believe that the growth and development of our teachers directly impacts the growth and development of our scholars.

## School Information, Policies and Procedures

### School Hours

7:30 a.m.	Scholars may arrive at school. (For safety reasons, please do not drop off prior to this time).
8:00 a.m.	Tardy bell rings (Late scholars must be escorted to main office by parent/guardian)
3:00 p.m.	Dismissal (Early scholar check out ends at 2:30 PM)

### Absences and School Work

If possible, arrange for absences in advance so that your scholar can begin to make up the work that will be missed. If your scholar is absent due to illness and you would like for his/her teacher to send work home, please call or send a note early in the day and the work will be available in the office after 3:30 p.m.

#### **Unexcused Absences:**

- 3 unexcused absences: Teacher phone call home and 3-day attendance letter sent by secretary
- 6 unexcused absences: Teacher phone call home, counselor phone call home, 6-day attendance letter sent by secretary
- 10 unexcused absences: 10- day attendance letter sent by secretary, Parent will be contacted by counselor and admin to schedule truancy meeting

### Access to Scholars

Only parents (custodial and noncustodial) and/or legal guardians may have access to their scholar during the school day unless the parent/legal guardian has given prior written consent to a third-party. Unless there is an order of the court to the contrary, each parent shall have equal access to the scholar and their educational records. A copy of custody orders should be provided to the principal. Information about scholars and access to scholars will be provided to law enforcement agents and DSS agents in accordance with CMS Board policies and state law.

### **Afternoon Transportation**

It is best for scholar to have a consistent afternoon transportation routine. If your scholar's afternoon transportation must change, please send a note to the teacher that morning explaining the change and how the scholar will get to the destination. Scholars will not be allowed to ride a different bus. Scholars will go home according to their regular routine if a note is not received. ***Please do not call the school after 11:30 a.m. to request a transportation change.*** Due to the limited staff and the hectic nature of our front office during lunch time and at the end of the day, your request may not be received by the teacher before dismissal. Emails and faxes for transportation changes should be followed up with a phone call to ensure we have received and read it. Bus scholars will be escorted to the bus by their teacher. Car riding scholars should be picked up at the front entrance of the school following the established traffic pattern. Van/daycare riders should be picked up from the bus lot. Approved walkers should be picked up by the side entrance across from the library.

### **After School Enrichment Program**

After school care is provided until 6:00 p.m. There is a registration fee as well as a weekly tuition fee. More information is available from the ASEP Site Coordinator at Reedy Creek and on the CMS website.

### **Arrival/Dismissal**

Early dismissal procedures-parents are not allowed to check out after 2:30 p.m. Do not drop off scholars before 7:30 a.m. There is no adult supervision available for scholars prior to 7:30 a.m. When scholars arrive at school, they will be directed to either the cafeteria to eat breakfast or to their classroom. ***Scholars who arrive after 8:00 a.m. are considered tardy and parents must bring scholars into the office to sign them in late.*** Late arrival puts scholars at a disadvantage because they miss valuable classroom instruction. Teachers lose time from scheduled learning activities when they must stop to repeat instructions for scholars who are late. We appreciate your efforts to ensure that your scholar arrives at school on time every day. **Note: Parents/Guardians are only allowed to escort their scholar to a classroom if they sign in at the front office prior to 8:00 a.m. Classroom instruction begins at 8:00 am. This starts after the second week of school.**

### **Attendance**

North Carolina law requires compulsory attendance for all scholars between the ages of 7 and 16 years. State law also requires that the principal notify the parent or guardian of a scholar's excessive absence from school after the scholar has five consecutive or ten accumulated unexcused absences. Under the compulsory attendance law, parents may be prosecuted if these absences cannot be justified under the established attendance policies of the state and local system. Scholars in grades K-8 with more than 10 absences in a year, including out-of-school suspensions, will be subject to retention. Scholars with documented health problems or scholars who can document extreme or unusual circumstances may be exempted. Only those absences relating directly to the health problem or extreme circumstance are exempt. Please help your scholar by ensuring he/she attends school unless there is an illness or emergency. **If your scholar is absent, please call the school office (980-343-6480) by early morning or send a note on the day he/she returns to school explaining the reason for absence.** You may also report this by clicking on the following link <http://schools.cms.k12.nc.us/reedycreekES/Pages/Report-an-Absence.aspx>, which can be found on our website. Absences are excused for the following reasons: illness or injury; quarantine; death in the immediate family; medical or dental appointments; court or administrative proceedings; religious observance; education opportunity (prior approval by the principal is required). If we do not speak with you on the day of the absence but receive a note when your scholar returns to school stating that the absence was for one of the reasons listed above, we will record the absence as excused. All other absences may be recorded as unexcused.

### **Birthdays and Celebrations**

No outside food can be served to scholars until the last student in the entire school has been served lunch (approximately 1:00 pm). Please do not bring food to the classroom for celebrations unless the event has been organized by the teachers (i.e. designated class parties, instructional events). The cafeteria can provide birthday treats at a cost. Please see the front office for cost & forms.

### **Gifts**

Gifts for scholars should not be sent to school. Birthday/special event bouquets and balloons are not allowed due to the distraction of scholars from learning. If a scholar receives a bouquet or balloons, parents will be contacted to pick them up from the front office. Balloons and bouquets will not be allowed on the bus.

### **Invitations**

If your scholar brings invitations to school for a party at home, please make sure all scholars in the class are invited. Otherwise, please make other arrangements to distribute invitations.

## **Bus Transportation**

The same behaviors that are appropriate for the classroom are appropriate on the school bus. Riding the bus is a privilege that may be revoked if rules are not obeyed. Below you will find some general bus rules and regulations. Please go over these rules with your scholar before he/she rides the bus.

### **At the bus stop**

- Arrive at the assigned stop ten minutes before the scheduled bus pickup.
- Stand on the sidewalk or the edge of the street by the curb.
- Stay off private property.
- Be respectful and watchful of traffic.
- Wait quietly and in an orderly manner.

### **On the bus**

- Remain seated at all times.
- Cooperate with the driver and practice orderly conduct.
- No profanity, obscene behavior, or vandalism.
- No eating or drinking.

### **Leaving the bus**

- No body parts outside the bus.
- Remain seated until the bus comes to a complete stop.
- Leave in an orderly manner and only at your assigned stop.
- Cross in front of the bus.

- No radio, tapes or electronic audio/video devices.
- No unsafe objects or weapons.
- No throwing items from the bus or on the bus.

## **Cafeteria**

Breakfast is served each morning from 7:30 – 7:50 a.m., however late scholars will be allowed to eat breakfast. All scholars are required to eat lunch at school. Scholars may bring their own lunches from home or purchase lunch in the cafeteria. However, parents are strongly discouraged from packing items of little nutritional value. Additionally, ***soft drinks should not be sent to school***. Currently, breakfast and lunch are provided to all scholars at no cost, if this changes all parties will be notified. Finally, all parents are invited to come eat breakfast/lunch with their scholars at any time. However, only CMS registered volunteers, **are allowed to eat with their scholar and a friend at the designated table** away from other scholars. We ask that parents of kindergartners wait at least a month before coming to lunch with their scholar. This helps scholars adjust to the school routine. Scholars cannot be taken from the cafeteria to eat lunch in an alternate location.

## **Car Pick-Up and Drop-Off**

We have specific procedures for both morning drop-off and afternoon pick-up. In the morning, you may drop your scholar off anytime between 7:30 – 8:00 a.m. in the carpool lane or you may park in a marked space and walk with your scholar to the front of the school. If your scholar is eating breakfast, please have them at school by 7:45 a.m. so they will have time to eat. If you arrive at school after 8:00 a.m., **YOU MUST** walk with your scholar into the building, **THIS IS CRITICAL FOR YOUR SCHOLAR'S SAFETY**. At 8:00 a.m. staff members must report to classrooms to begin the school day; consequently, there will be no one available at the front of the school to supervise scholars who are dropped off late. Do not drop off scholars at the back of the school. Finally, there is absolutely no passing during morning drop-off in the carpool lane (many scholars get out of the cars on the right hand side). For our scholars' safety, please refrain from talking on your cell phone in the car rider line. In the afternoon you will be assigned a number to display on your dashboard. We will call the scholars from the building as soon as you arrive in the pick-up area. Please plan for an extended carpool wait during the first month of school as scholars and parents adjust to the routines of carpool. All car riders should be picked up no later than 3:30 p.m. Scholars picked up later than 3:30 p.m. on more than 3 occasions will be assigned as bus riders.

## **Cell Phones/Electronic Devices/Toys**

Cell phones/electronic devices/toys and like items are not permitted in class. If a student has a cell phone, the phone should be turned off and secured in your scholar's backpack while at school. If a student's phone rings or is seen by an adult, it will be taken and turned in to the main office. Items that are not allowed in school serve as student distractions and will be confiscated by the teacher. Parents should make arrangements to pick up their scholar's belongings within 5 school days. After June 30<sup>th</sup>, all confiscated items from the prior school year will be discarded.

### **Change of Address/Telephone**

It is essential for the safety of your scholar, that we are able to reach you in case of an emergency. Therefore, we ask that you update the office as soon as possible whenever you have a change in your contact information (home number, work number, or address). This includes changes in emergency contacts other than parents/legal guardians. Please promptly notify the school office of your new address and provide an updated proof of residence.

### **Character Education**

Charlotte-Mecklenburg Schools has adopted nine character traits which we believe should be an important part of every scholar's education. The nine traits are:

**Respect:** Showing high regard for self, other people, and property

**Hope:** Believing you will be successful

**Responsibility:** Being accountable for your own behavior

**Integrity:** Being truthful in words and actions

**Caring:** Showing concern for the well being of others

**Perseverance:** Staying with a task and not giving up

**Justice and Fairness:** Demonstrating impartial, unbiased, and equitable treatment for all

**Citizenship:** Being an informed, responsible, and caring participant in your community

**Courage:** Doing the right thing in the face of difficulty and following your conscience instead of the crowd

### **Checking In and Out**

It is very important that scholars remain in class for a full daily schedule. Tardiness and early dismissals interrupt the instruction of all of our scholars. A student is tardy after 8:00 a.m. At that time, a parent or guardian MUST accompany the scholar to the office to sign in for the day and obtain a tardy slip. If a student must check out during the day, a parent or guardian must come to the school office to sign out the scholar and present a valid I.D. The scholar will then be called to the office. Please do not call and ask that a scholar wait for you in the office. Office personnel will call for the student when you arrive. Continued early dismissals will be referred to the school administrators or the school counselor. Scholars will only be released to individuals who are listed on the emergency locator card. Please be sure to list the names of all relatives or friend who have permission to pick up your scholar. **NOTE: Scholars will not be checked out after 2:30 p.m. Car riders must be picked up by 3:30p.m. After the second late pickup, parents/guardian must meet with a member of the admin team.**

### **Checks**

Personal checks are not accepted for field trip or dues/fine payments. Please bring exact cash or money orders. The Reedy Creek cafeteria accepts personal checks.

### **Scholar Abuse**

It is a felony if school officials fail to report suspected scholar abuse or neglect to the proper authorities. School personnel will report any incidents of suspected scholar abuse or neglect.

### **Scholar Custody**

If there are special custody agreements for a scholar, the parent(s) should notify the scholar's teacher and principal by providing official court documentation. Otherwise, the school considers both parents to have equal access to scholars. If the documented agreement changes, it is the responsibility of the parent/guardian to update the documents in the front office.

### **Classroom Observations**

We are happy to accommodate classroom visits; however, you must be a registered volunteer. Contact the teacher or an administrator to make arrangements for an observation. Observations of classroom



instruction must be prearranged with the grade level administrator, guidance counselor or school psychologist **24 hours** in advance. As a professional courtesy, all teachers are notified of observation times. A school administrator, facilitator, guidance counselor, or school psychologist will accompany parents during the time of the observation to respond to questions related to instruction, daily routines, grade-level expectations, etc. Questions and conversations with the teacher should not occur during the observations time to prevent interrupting instruction. Teachers will gladly schedule time for a conference where he/she can give you their full attention. If you are not a registered volunteer, you will need to be escorted during your visit. Please contact the office to arrange an appointment time.

### **Connect Ed Calls**

School information, events and reminders are sent via Connect Ed, an automated phone messaging system. Please make sure your correct telephone numbers are provided to the office so you can receive these phone messages. Please inform a member of the main office staff of changes to contact information.

### **Delayed Opening, Early Dismissal, or Cancellation of School**

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

### **Discipline Policy**

Reedy Creek's discipline plan is based on the CMS *Student Rights, Responsibilities and Character Development Handbook*. Scholars will follow all rules established for Reedy Creek in addition to refraining from those behaviors prohibited by the Charlotte-Mecklenburg Board of Education. The CMS *Student Rights, Responsibilities and Character Development Handbook* can be found on the CMS website ([www.cms.k12.nc.us](http://www.cms.k12.nc.us)) under "Parents", "Parent Resources" and "Documents". If a scholar is involved in an incident, parents may want to know the consequences for the other scholar. Federal privacy laws do not allow disciplinary information to be shared with anyone other than the student's parent or legal guardian; therefore, disciplinary consequences will not be shared with anyone other than those allowed by law.

### **Unified Discipline Plan**

Reedy Creek Elementary School follows a school wide discipline plan that incorporates 5 school-wide rules. The rules are:

1. Follow all teacher directions promptly.
2. Speak only when given permission.
3. Speak in a quiet and respectful voice.
4. Stay in your assigned area.
5. Stay on task to complete assignments.

### **Classroom Behavior Management System**

As part of our school-wide discipline plan, all classrooms will use the clip down system. Grades K-2 will use a color clip down system, and grades 3-5 will also use a clip down system. Colors will represent the following:

- Green: consistently followed rules/expectations
- Blue: received warning or reminded to follow rules/expectations
- Yellow: received multiple warnings; did not consistently follow rules/expectations

- Red: removed from class; time out to another class or administrative removal

Scholars begin each day on the color green. If a scholar ends the day on yellow or red, the teacher must make a parent contact. The teacher should also contact the parent if a scholar consistently ends the day on blue.

### **House System**

All scholars are randomly assigned to one of four houses – *Bellatorum (House of Bravery)*, *Huruma (House of Compassion)*, *Patientia (House of Patience)*, or *Ujisiri (House of Courage)*. Throughout the year, houses will meet to talk about good character, celebrate accomplishments, and complete service projects. Scholars who show exceptional behavior will earn points for their house. House points will be recognized each quarter as part of our school wide positive behavior reinforcement initiative.

### **Dress Code**

Each student is expected to maintain an appearance that is neither a distraction to other scholars nor disruptive to the educational environment and healthy climate of the school. Shirts and blouses must cover the stomach and should not be see through. Tops and bottoms that are see through (ex: mesh tops, torn jeans) are not permitted. Caps, hats, and scarves may not be worn indoors except for religious or other cultural custom requirements. Spaghetti straps, and/or bike shorts are not permitted; all shorts must be of a reasonable length (covering up to mid thigh). Pants should be secured around the waist and should not fall below the hip to expose underwear. Tennis shoes, sneakers or some type of rubber-soled shoes should be worn each day for safety reasons. Scholars who wear flip-flops, clogs, etc. will not be permitted to participate in recess or physical education activities. Scholars who come to school wearing inappropriate clothing may be asked to turn their shirts inside out, given acceptable clothing to borrow, or have their parents called to bring appropriate clothing to school.

### **Early Checkout**

Early checkout of scholars is discouraged since it disrupts instruction for all scholars in the class. We understand that sometimes medical appointments must be scheduled during the school day; however, we ask that you strive to limit the amount of class time missed. Parents checking their scholars out early must sign them out in the office and provide picture identification. Any non-parent/guardian must be listed on the student's blue locator card in addition to showing picture identification. Finally, we will not release scholars for early check out after 2:30 p.m. except in emergency situations. If you arrive after 2:30 p.m., you will have to wait in carpool or wait in the office until carpools ends to pick up your scholar.

### **Emergency Drills**

**Fire Drill:** Fire evacuation drills are conducted once a month to provide building evacuation practice. Scholars are expected to follow their teachers' directions and quietly exit the building. Detailed exit directions are posted in every classroom.

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

**Tornado Drill:** Tornado drills are held in the spring. During the tornado drill, all scholars housed in mobile units are brought to a pre-designated area inside the building.

### **End-of-Grade (EOG) Tests**

EOGs are state standardized tests administered to third, fourth, and fifth graders in May. The tests provide information on scholars' progress in meeting the *Common Core Standards*, the curriculum which we teach in North Carolina. According to North Carolina Department of Public Instruction (NCDPI), opting out of testing is not permissible under state and federal legislation. Please register as a CMS volunteer so that you can serve as a proctor during EOGs in May and June.

## **Evening, Weekend Events**

During the course of the school year, we hold a variety of evening and weekend events. Scholars may not attend these events unless an adult supervises them the entire event (scholars may not be dropped off and then picked up).

## **Field Trips**

The school system requires parent permission for student attendance on field trips. It is the parents' and scholars' responsibility to ensure that permission slips are returned to teachers on time. No student will be allowed to attend a field trip without a signed permission slip. Parents who participate in field trips may not bring pre-school age siblings or siblings from other classes. In order to account for all scholars, please do not plan to take your scholar home from the field trip site. Scholars must return to school to be signed out for early dismissal. ***Parents who accompany scholars on field trips must have approved CMS volunteer status. Scholars who lose their field trip privilege due to misconduct or absence may not be reimbursed for field trip fees.***

## **Grade/Progress Reporting**

In Kindergarten-2<sup>nd</sup> grades, student progress will be communicated through agendas and progress reports. In 3<sup>rd</sup>-5<sup>th</sup> grades, student grades are posted and updated weekly online through the Parent Portal. This allows parents to check their scholar's progress online at anytime. Parent Portal access information will be sent home after the first month of school. Progress reports are sent home at mid-quarter and report cards are sent home at the end of each quarter in accordance to the CMS school calendar.

## **Report Cards**

Standard report cards are issued four times during the school year. You are encouraged to attend our fall conferences to meet with your scholar's teacher.

## **Grading Scale**

Scholars in grades K-2 will receive standards based report cards that reflect their growth towards mastering grade level standards. Standards scale legends will be provided on report cards.

<b>Report Card Scale</b>	<b>Rubric Score</b>	<b>Score Indicators</b>
<b>D</b>	Developing	Student demonstrates basic level of understanding of standard with support. Intervention is in place to support the development in mastery of standard.
<b>P</b>	Progressing	Student demonstrates progress toward developing mastery of standard. Student applies limited understanding in familiar situations.
<b>M</b>	Mastering	Student demonstrates mastery of grade level standard multiple times and in multiple ways. Student applies understanding of standard in familiar and unfamiliar situations.
<b>E</b>	Exemplary Mastery	Student demonstrates advanced mastery of grade level standard. Student seeks to deepen understandings, engage in higher order thinking skills, and apply thinking to new and uncommon situations.

Scholars in grades 3-12 will receive numeric grades on their report cards that will be based upon the 10-point grading scale. Letter grade legends will be provided on report cards. Plus (+) and minus (-) signs will not be used.

<b>Letter Grade</b>	<b>10 Point Scale</b>	
<b>A</b>	90-100	<b>4.0</b>
<b>B</b>	80-89	<b>3.0</b>
<b>C</b>	70-79	<b>2.0</b>
<b>D</b>	60-69	<b>1.0</b>
<b>F</b>	< 59	0.0

### **Late Work**

Late work and make-up work must be accepted by all teachers in accordance with the procedures established by the school. A student, who misses homework or other assignments or due dates because of absences, whether excused or unexcused, must be allowed to make up the work. Arrangements for completing the work should be made within five school days of the student's return to school.

In accordance with CMS Board regulation, late homework and other assignments will be accepted, however, credit for late work will be awarded according to the following guidelines:

- If the student was present in class on the due date, the work may be given less credit
- If the student was not present in class on the due date because of an excused or code zero absence, full credit shall be given for the completed work
- If the student was not present in class on the due date because of an unexcused absence, the work may be given less credit.

In **all** circumstances, homework and other assignments should be accepted, even when turned in after the designated due date. Credit for late work shall be awarded according to the following guidelines:

1. If the student was present in class on the due date, the work may be given less credit;
2. If the student was not present in class on the due date because of an excused absence, full credit must be given for the completed work;
3. If the student was not present in class on the due date because of an unexcused absence, the work may be given less credit.

### **504, IEP, and LEP Scholars**

Scholars with a **504 plan**, Individualized Education Program (**IEP**) or who are identified as Limited English Proficient (**LEP**) may receive accommodations on assignments and assessments to allow them to engage in on-grade level content as determined by their plan. Teachers will assess student work based on these accommodated assignments and assessments.

### **Response to Intervention - RTI**

The mission of Reedy Creek Elementary School's RTI Team is to identify and implement strategies to enhance the learning and achievement of individual scholars. The team is comprised of the following: EC teachers, school administrators, facilitators, and the School Counselor. If your scholar is experiencing

difficulty in school, a referral may be requested through your scholar's teacher or the school counselor. This request will lead to the development of the *Intervention Plan for Student Success* through a team process of reviewing data, proposing strategies/interventions, and monitoring results.

### **Promotion Standards**

In accordance with CMS Regulation IKE-R, scholars in elementary grades must demonstrate mastery of grade level skills. Information from End-of-Grade tests and class performance will be used to make promotion and retention decisions. In addition, NC Read to Achieve law requires all third scholars to score at Level III or above on the North Carolina End-of-Grade (EOG) Reading tests in order to be promoted to the next grade level.

### **Homework**

We use the following guidelines when assigning homework:

Grades K-1: 15-30 minutes per night

Grades 2-3: 30-40 minutes per night

Grades 4-5: 45-60 minutes per night

Homework is used as a tool to reinforce and review previously taught subjects. Please make sure your scholar completes their homework. Late homework may be given reduced credit.

### **Instructional Schedule**

Assessment information is consistently used to differentiate instruction in math and reading to provide curriculum that is academically challenging and appropriate for each scholar. A variety of instructional strategies (including tiered assignments and differentiated planning) are utilized by teachers to enhance the overall quality of instruction while challenging scholars at appropriate levels. Interruption of the instructional schedule is prohibited by admin, parents, scholars, and staff.

### **MAP Testing**

The Measures of Academic Progress Test (MAP)- is a research-based, computerized assessment which help educators answer a crucial question: Are my scholars learning? By delivering precise, real-time information about every student's learning triumphs and challenges, teachers are able to use the data acquired to prepare scholars to meet their academic goals.

MAP creates a personalized assessment experience by adapting to each student's learning level. We receive assessment data and essential information about what each student knows and is ready to learn within 24 hours of taking the assessment. MAP testing occurs 3 times per school year; fall, winter and spring. Following the assessment parents and scholars will receive a progress report.

### **Head Lice Control Program**

Reedy Creek Elementary has adopted a No Nit Policy. This means scholars who have nits (lice eggs) in their hair will be sent home from school.

### **Health Screenings**

Scholars are routinely checked for a variety of potential health problems. These vary by grade level and include hearing, vision, and dental screenings. If you have questions, concerns, or objections, please contact our school nurse.

### **Illness and Accidents at School**

Information regarding student health history must be completed with current emergency contacts and other health information. Included in this information should be contact numbers and work numbers where you can be reached during the school day in the event of a medical emergency. It is vital that we be able to reach you if an emergency occurs. If your scholar has a chronic illness, expect to be contacted

by the nurse asking for additional information.

Under the following conditions, scholars must be sent home: contagious disease, vomiting, diarrhea, and temperature of 100° F or above. Scholars should be without fever, diarrhea, or vomiting for 24 hours before returning to school.

When minor injuries occur, school personnel will administer first aid treatment; however, we cannot use OTC medicines like anti-bacterial ointments or cleansing agents to clean minor wounds. Only water and soap can be used by school staff. For serious injury, parents or guardians will always be contacted. **Please make sure that we always have your current home and work telephone numbers, address, and a person to contact in case of an emergency.**

### **Immunization**

If you are new to our school system, please make sure that the school has a copy of your scholar's immunization record upon enrollment. If your scholar is in kindergarten, a physical assessment completed by your health care provider must also be submitted. State law requires the following minimum immunizations:

- 5 DTP, Dtap booster, or DT doses (if 4th dose is after 4th birthday, 5th dose is not required; DT requires medical examination)
- 4 Polio Vaccine doses (if 3rd dose is after 4th birthday, 4th dose is not required)
- 2-3 Hib doses (Series 2-3 doses, depending on type and a booster dose after 12 months of age)
- 3 Hep B doses (Scholars born on or after July 1, 1994, 3<sup>rd</sup> dose after 24 weeks of age)
- 2 MMR (measles, mumps, rubella-1<sup>st</sup> dose on or after 1<sup>st</sup> birthday; 2<sup>nd</sup> dose is required)
- 1 Varicella (Scholars born on or after April 1, 2001, 1<sup>st</sup> dose must be given after first birthday)

Permanent enrollment in school is contingent upon completion of these required immunizations. Scholars without proof of immunizations with dates signed and stamped by a physician and/or clinic will be suspended from school 30 calendar days after school entrance. If you have questions, please contact the school nurse.

### **Leaving School**

Scholars may not leave the school grounds without the principal/designee's permission. If you must take your scholar out of school, please sign him/her out in the office. Teachers will not release scholars from their classrooms without authorization from the office. All check outs must be completed in the office. Once early dismissal paperwork has been completed, the front office staff will contact the teacher for dismissal.

### **Lost and Found**

The lost-and-found box is located at the entrance of the multipurpose room. Loss of personal items can be minimized if student belongings are labeled. Any item not picked up by the last day of each quarter will be donated or discarded.

### **Lunch Visits**

Parents may visit their scholar during lunch after signing in at the front office. Make sure your check in badge is clearly displayed. However, only CMS registered volunteers, **are allowed to eat with their scholar and a friend at the designated table** away from other scholars. Parents or guardians may not pull scholars out of instruction for lunch visits outside of the scholars designated time.

### **Medication**

*A Medication Authorization Form* must be completed, signed by both a physician and parent, and then

returned to the school nurse in order for any medication to be taken at school. Forms are available in the office. All medications must be in a pharmacy labeled bottle or original unopened container and will be kept in the health room. School staff members are not authorized to administer any type of medication, including over-the-counter medications such as Tylenol, cough drops, or cough syrup, except under the following condition:

- Over the counter or prescription medication (including cough drops, aspirin, etc...) that is taken on a routine basis, either daily or as needed, for such conditions as allergies, hyperactivity, or seizures, must have a form signed by both a physician and the parent.

***Medication of any kind should never be sent to school in a lunch box or unmarked container. When the staff does not know about medication, we cannot take proper precautions to safeguard your scholar and other scholars.***

### **Parking**

Please park in the designated parking lots. Do not park along the main road in front of the school (Plaza Road Extension) or in spots with labeled signs. This impedes traffic and creates traffic congestion during morning drop off and afternoon pick up. Do not park in the neighborhood street across from the school. Do not park in the fire lane in front of the school. Parked cars may be ticketed or towed at the owner's expense.

### **Phone Calls**

If you call during the instructional day to speak with a teacher or scholar, the office staff will gladly take a message. Classes will not be interrupted to bring a teacher to the phone. Teachers will return your call by the end of the next school day.

### **PTO**

Many school functions only happen because parents volunteer their time. A small commitment of your time will make a world of difference to our school and the scholars. The PTO is responsible for organizing school functions, and they only happen because of volunteers (you do not need to be a PTO member to volunteer). Look for PTO sponsored activities in the Reedy Creek monthly newsletter and special notices that are sent home. Please note that all volunteers must be registered thru the CMS website. For more information, please contact the school office or visit our school website.

### **School Closing/Inclement Weather**

If school must be closed due to snow or other adverse weather conditions, the decision will be made by the superintendent's office. If school is already in session, parents should listen to the radio and/or television for closing times. Please do not call the school since this will tie up phone lines. If the weather becomes inclement in the evening, the decision to close schools the next day will be made as soon as possible. A Connect Ed phone call will be made. If no announcement is made, it can be assumed that school is open. Please listen to the radio and T.V. for announcements. Scholars will be sent home as it is listed on the yellow emergency dismissal sheet.

### **School Leadership Team (SLT):**

The School Leadership Team assists in the evaluation and assessment of Reedy Creek Elementary educational programs and their effects on student achievement. The SLT analyzes the School Improvement Plan (SIP) and makes adjustments as needed. The SLT also addresses issues/concerns that arise throughout the school year. The team consists of parent and staff representatives who meet monthly to provide support and guidance for Reedy Creek. The SLT studies the school's programs and policies with an emphasis on identifying strengths, weaknesses, and future needs. This information is used to help develop both long and short-term School Improvement Plans. The general public is invited to all meetings which will be held monthly. New parent and staff members will be elected during the first



quarter of the school year. Please visit the School Leadership Team link on our Reedy Creek Elementary School webpage for SLT information, meeting dates, agendas and minutes.

### **Snacks**

Classroom teachers may designate time for working snack. Please send only nutritious snacks that can be eaten easily and neatly (without spoons, forks, excessive crumbs, etc.). In order to ensure good health and provide fullness and satisfaction between meals, all snacks provided to the scholars should be nutrient dense. Snack foods should be mainly complex carbohydrates combined with some protein, fiber and fat, providing energy for the brain and muscles, and staying power until the next meal. Snacks high in simple sugars such as Gummy Bears, chocolate, cup cakes with frosting and Starbursts, just to name a few, are strongly discouraged due to their low "health-nutrient" value. Please avoid sending peanut snacks to school.

### **Technology**

The most current technology and software are available for student use and support in developing word processing skills, research skills, Internet use, and multi-media presentations. Our goal is to integrate technology into the curriculum to provide authentic learning experiences for all scholars.

### **Telephones**

Scholars may not use the telephones at school unless given permission to do so by their teachers. Cell phone usage is not allowed during the school day.

### **Toys and Electronic Devices**

Scholars may not bring toys of any kind or electronic devices such as iPods, MP3 players, handheld video games, spinners, etc. to school. In some situations, teachers may allow scholars to bring their own technology for classroom instructional purposes. If this is the case, information will be clearly communicated by the teacher. If scholars use their electronic devices for something other than the teacher directed instruction, their device will be confiscated and they will lose their BYOT privileges.

### **Transportation**

Parents are required to submit a transportation form (provided) to the school at the beginning of the year to indicate their scholar's morning and afternoon mode of transportation. Whatever method you choose, we ask that you keep it the same to avoid confusion for your scholar, teacher, and office staff. If you have a special circumstance that necessitates a change, please send a signed, dated, note with your scholar that day. **We cannot change a scholar's transportation without written notice from the parent.** An administrator must process all temporary changes to a student's mode of transportation. Always inform the office **in writing** of any permanent change in your scholar's transportation. Parents/guardians must go online using the CMS website to request a stop at a different location from what your scholar is currently assigned (e.g. request a stop at a daycare center, ASEP program, etc.). This is called an Alternate Stop Request Form and they must be requested each year.

### **Vandalism, Destruction, or Mutilation of School Property**

Parents are responsible for replacement of or payment for vandalism, destruction or mutilation of school property committed by their scholar.

### **Visitors**

For the protection of all our scholars, all visitors are required to sign in at the office and wear a visitor's badge while on campus. Visits to classrooms and conferences with teachers must be scheduled in advance so instruction is not interrupted or disturbed. Lunches, homework and other items scholars have forgotten at home must be left in the office rather than brought to the classroom since this interrupts classroom instruction. In order to visit classrooms or participate in extra-curricular events (class parties, field day, field trips, etc) visitors must be on our approved volunteer list. To be approved,



log on to [www.cmsvolunteers.com](http://www.cmsvolunteers.com) and complete the online registration.

### **Volunteering**

We welcome and encourage you to volunteer at our school. We need assistance in various capacities including cutting/preparing classroom materials, reading with scholars, serving as lunch buddies, proctoring state EOG tests, providing supervision during fieldtrips, providing clerical support, providing school beautification support and much more. Volunteers must complete the CMS volunteer screening by logging on to [www.cmsvolunteers.com](http://www.cmsvolunteers.com) and completing the online registration before working with or around scholars. Please make sure you sign in as a volunteer on the visitor registration computer in the front office.

### **Walkers**

Only scholars living in the neighborhood directly across from the school (Reedy Creek Plantation) will be approved walkers. Parents may not drive and park in the parking lot or along the main road and pick up their student as a walker. If your scholar is not an approved walker, scholars should ride the bus home or parents should make arrangements to pick their scholar up in the carpool line.