

Family & Student Handbook

2023-2024

The vision of Eastway Middle School is to prepare our students to be leaders in their community for positive change and social justice.

Larenda Denien, Principal
980-343-6410

School Administration

The mission of Eastway Middle is to support every student in becoming leaders through maximizing their academic potential and

Katie Petrillo - Assistant Principal
Jill Barclay - Dean of Students

Miosha Taylor - Dean of Students

Mike Buczek - Dean of Students

Attendance

Eastway Middle adheres to all aspects of the Charlotte-Mecklenburg Schools policy and the procedures of the North Carolina compulsory attendance law. We expect regular attendance, meaning students should be on-site, ready to learn each day no later than 9:15 am and should remain at school through dismissal at 4:15 pm. We will inform parents/guardians of unexcused absences at the established absence intervals of 3-, 6-, and 10-day absences by letter. Parents/Guardians are responsible for and held accountable for ensuring that their child attends school regularly. For more information regarding parent/guardian responsibility and accountability, please review the NC & Charlotte-Mecklenburg laws for attendance.

If a student misses school for any reason, families must use the [Report an Absence link on our school's website](#) (link below) to ensure the absence is properly recorded. Please be sure to explain your child's absence so we are able to ensure the proper absence code is entered in the PowerSchool system.

Below are the valid/lawful excuses for temporary non-attendance of a student at school:

1. Illness or Injury
2. Quarantine
3. Death in the Immediate Family
4. Medical or Dental Appointments
5. Court or Administrative Proceedings
6. Religious Observance
7. Valid Educational Opportunity- prior approval by the principal is required

**additional valid/lawful excuses may be noted on the NCDPI website*

In addition to completing the Report an Absence electronic form, please communicate the absence with your child's teachers so they are aware & can offer support to your child and provide make-up assignments.

Please Note: All absences will be coded in our system as "Unexcused" until documentation has been provided that the absence met one of the reasons for an excused absence.

To Report an Absence, complete the digital form by going to the school website:

https://schools.cms.k12.nc.us/eastwayMS/_layouts/15/charmeckschoolfiles/ReportAnAbsence.aspx

If your child is going to be out of school for an

educational trip, you must obtain the required form to "Request Absence for a Valid Educational Opportunity" from your child's teacher or a secretary at least 2 weeks prior to the

trip. After obtaining the form, please complete it and return it to school. In addition to the form, your child must prepare a short presentation outlining what they learned/experienced through the educational opportunity and share it with the class in order for the "educational opportunity" absence to be approved. Upon presenting, the teacher will sign the form to verify successful completion and provide the Principal with the form for final approval. The Principal will sign and provide the finalized form to the Attendance Secretary so the absence code may be changed in PowerSchool.

Birthdays/Celebrations

If you wish to provide food, snacks, treats, etc. with anyone other than your child, only commercially bought items with legitimate food labels may be brought in & distributed—nothing homemade is permitted in CMS and you must monitor ingredients to avoid providing something that could cause an allergic reaction. Please communicate with your child's teacher about the possibility of classmates having food allergies. If the teacher knows in advance, he/she can contact the parent/guardian of any student with a food allergy so they have the option to provide an alternate item for their child. Balloons and flowers should not be sent to students at school and will not be delivered as this may disrupt the educational environment. Any food, snacks, treats, etc. that are provided must be distributed during your child's scheduled lunch time to avoid interruptions to instruction, unless pre-approved by an administrator. Celebrations may not take place during the instructional day unless approved by an administrator.

NOTE: Lunch times are subject to change due to special programming and events, testing, field trips, etc.; therefore, it is always best to make contact with your child's teacher to ensure the schedule hasn't changed before arriving. In addition, celebratory items such as balloons, flowers, gifts, etc. may not be brought or sent to school for students at any time.

Cafeteria

We are pleased to inform you that Charlotte-Mecklenburg Schools (CMS) has been approved to participate in a program available to schools participating in the National School Lunch and School Breakfast Programs through Community Eligibility Provisions (CEP). Schools that participate in CEP are able to provide healthy breakfasts

and lunches each day at **no charge** for **ALL** students enrolled at Eastway and there is no application needed.

Breakfast is served daily between 8:45 a.m. and 9:15 a.m. and it is available for all students. Any student who wants to have breakfast must report directly to the cafeteria upon arrival at school. Car riders and walkers should arrive before 9:15 a.m. to have breakfast.

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Lunch times are assigned to each class. Teachers will escort students to the cafeteria. To protect the health of all students and staff members, lunches may not be dropped off during the school day. Students who forget their lunch will need to select a lunch from the cafeteria.

As always, students who bring their lunch from home must ensure that food is ready to eat and does not require refrigeration or use of a microwave. In addition, all families should monitor the ingredients of packed lunches to ensure there are no items that could potentially harm another student who has allergies.

Cell Phones

Per CMS Board of Education Policy: Cell phone use will not be permitted during the instructional day unless directed by the teacher for educational purposes and approved by the principal. ALL cell phones must be powered off and stored in backpacks prior to entering the building each morning at 8:45 and must remain off and in backpacks until students have left the building for dismissal. Cell phones should not be visible at any point during the school day. This is in accordance with Rule 5 in the Code of Student Conduct. Violations may result in confiscation and/or other disciplinary actions to be determined by the BMT and/or School Administrators.

Communication and Support

Communication and support between the home & the school are important factors associated with ensuring student progress & academic success. In addition, effective communication and support are the foundation of a successful partnership between the home & school.

It is imperative that families have active, working phone numbers so school staff members are able to make contact in the event of an emergency or to provide any information regarding your child. If your phone number changes throughout the year, you must contact the school to ensure the correct phone number is listed in the PowerSchool system.

For two-way, written communication, each teacher uses email, Canvas, and/or texting applications. Please be sure you have registered for the teachers' classes using

whatever application the teacher utilizes for your child(ren) so you are able to get updates, classroom information, school-wide messages, personal messages, and more for each specific class.

Each month, Eastway will publish a monthly newsletter, **The Jaguar Edition**, and share it with families via social media. Please ensure that you review the newsletter as it will include important school & district information, dates for upcoming events & school happenings, and more. Be sure to follow us on our social media sites so you receive school & district information and see student, staff, & school highlights.

During the month of October, teachers will contact you for your child's 1st Quarter Academic Conference. This is an important time for teachers and families because it allows us to review and discuss data regarding each student's level of proficiency; this helps ensure the most appropriate level of support is provided for each child, both at home and at school.

In addition, we encourage you to reach out to your child's teacher or a student support team member for your child's grade level at any time during the year, for any reason.

Student support assignments are listed below:

Hall	Administrator
Stem	M. Taylor
Global	M. Buczek
Earth	J. Barclay

Digital Devices

CMS provides schools with the opportunity to issue a device to all students, K-12. Our students in grades 6-8 received a Chromebook. Students may take their devices home. Please help us by reminding your child(ren) that they are responsible for the care and maintenance of the devices they've been issued. Students should bring their chromebook to school every day and the device must be charged.

In addition, your child must be a responsible and respectful user of technology at all times. Students should use their device for academic reasons; therefore, they should refrain from typing inappropriate language, visiting inappropriate websites, et cetera.

****In the event of remote technology use, your child must use their actual name to join a virtual session; no nicknames or emojis are permitted. To protect the safety and privacy of our students and staff, teachers will only allow students listed on their PowerSchool roster, Eastway Team Members, and district leaders and specialists into a***

virtual classroom.

Please Note: If a device is brought home and you move beyond the CMS boundary and begin school in another NC county or another state, you must return the district-issued device to the school.

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[Dress Code](#)

Eastway Student Dress Code

Our school-wide Student Dress Code policy allows us to ensure a safe environment. This policy is directly aligned to the CMS student dress expectations and the Student Dress Code policy at Garinger High School so we may prepare students for the expectations that await them in their last four years of K-12 education. ALL students must adhere to the policy at all times. We ask our families to assist us by supporting this policy and ensuring that every student reports to school dressed in accordance with the policy, daily.

At all times, a student must maintain school appropriate personal attire and grooming standards that promote safety, well-being, and acceptable standards of social conduct, and are not disruptive to the educational environment. Students' clothing must fit properly—clothing that is excessively tight, loose fitting, too short, too revealing, etc. is unacceptable. Students are prohibited from wearing and/or carrying clothing, accessories, and/or items that represent, promote, suggest, and/or display anything unsafe and/or unacceptable in the educational environment—this includes, but is not limited to words, pictures, signs, symbols, insignias, etc. related to drugs; alcohol; tobacco; profanity; hate speech; violence; fatality; sexual activity; gang affiliation; illegal items/actions; negative disruption; and anything else the school administration deems inappropriate.

Please Note: School Administration reserves the right to prohibit a particular item of clothing, accessory, etc. even if it is not specifically outlined, indicated and/or included in this policy. In addition, throughout the school year, School Administration, CMS, CMSPD, and/or CMPD may determine additional clothing, accessories, items, etc. that are disruptive to a safe learning environment; therefore, School Administration has the right to adjust this policy at any time. If/and when a change to the Student Dress Code Policy is modified, families and students will be notified. Eastway students are expected to adhere to the Student Dress Code Policy; violations may result in disciplinary action. Violations of the Student Dress Code Policy require parent/guardian contact and the request for a change of clothing and/or appropriate item to be brought

to school. If we are unable to make contact with the parent/guardian, the school will loan the student a uniform-style clothing item, accessory, etc. that must be returned the following school day. Consequences will be assigned to students who refuse the clothing, item, accessory, etc. that is provided by the school.

Please select the link below to read the full Student Dress Code Policy which includes a list of items that are and are not permitted at Eastway + the consequences & support associated with violations of the policy...

[Field Trips](#)

Field trips will be permitted this year. Your child's teacher will share all field trip information with you at least two weeks prior to the scheduled trip. All student will be provided the opportunity to participate in field trips as they are an extension of instruction and provide a deeper understanding of the content; however, student participation may be limited based on unwanted behaviors to ensure their safety and the safety of their peers. ***In the event that a student's participation in a field trip is deemed limited, the parent/guardian will be required to chaperone the student on the field trip or may choose for their child to remain on campus to engage in an alternate learning experience.***

[Health Services](#)

The health room provides emergency first aid and special services for students who become ill or who are involved in minor accidents. If a problem warrants medical attention, the parent/guardian will be contacted immediately. If school staff is not able to get in contact with the parent/guardian, we will make decisions on your behalf regarding your child's care acting *in loco parentis*.

Any student who needs medicine administered while at school **must** submit a completed medical authorization form to the school nurse prior to having medication at school. All medication **must** be provided directly to the school nurse by the parent/guardian so it may be properly stored. ***Students shall not transport prescription or non-prescription medication to or from school at any time. Students shall not have medication in their possession at any time without meeting the conditions prescribed by the CMS Board of Education (this includes cough drops).***

Students are required to receive immunizations and have a health assessment on file in order to attend all North Carolina public schools. **After the specified date (determined by NC, annually) students without an immunization record and/or health assessment on file will be excluded from school until the records are returned.**

Students must go home if they have a contagious condition; the school nurse will contact families if this occurs. Students will be permitted to return to school with

proof of treatment.

Once contacted regarding an illness or contagious condition, parents are encouraged to be prompt in picking up their child. Please call the office when you arrive; an Eastway Team Member will assist you and your child.

In order for us to ensure the safety and proper care of your child, a parent/guardian must make the school aware of

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any medical concerns/conditions that warrant special care and/or treatment.

To protect all children and staff members, please do not send your child to school if they have fever, nausea, coughing, shortness of breath, new onset headache, fatigue, new onset or worsening nasal congestion or runny nose, loss of taste/smell, or other symptoms of illness. The school nurse will oversee the screening of children for certain health concerns, report findings to parents/guardians, and monitor our health records to ensure compliance.

For illnesses and other emergency related incidents, it is essential for all families to have current, working phone numbers on record in our PowerSchool system.

COVID-19 PRECAUTIONS ***if applicable this year***

We will adhere to all district, state, & federal mandates, policies, and procedures to ensure the safety of students and staff members.

Students who have a temperature of 100.4 degrees or higher, are vomiting, and/or who exhibit COVID-like symptoms should never come to school. If symptoms appear while your child is on campus, you will be notified so they may be picked up from school.

While students are awaiting pickup, they will be placed in a supervised isolation room (the Care Room), spaced 6 feet apart from any other students who may be in the room, until a parent/guardian arrives to get them. The parent must call the front office when they arrive.

While we understand each student's illness is different, school administrators and our school nurse will serve as the points of contact for suspected, presumptive, or positive COVID-19 cases to ensure the student remains out of school for the appropriate length of time.

We will work with Mecklenburg County Public Health Department and CMS, as well as follow CDC guidelines and adhere to all district and state mandates, policies, and procedures to ensure each student's safety and to make sure students return only when it is deemed safe and appropriate.

Inclement Weather

If CMS directs an emergency early dismissal because of severe weather conditions:

- Your child will be dismissed according to the usual way home (by car, childcare van, or bus). Walkers must be picked up by parents or guardians due to weather; meet at the edge of school grounds, near the Eastway marquee sign unless directed otherwise.
- If you desire a different dismissal procedure on days of weather related school closings, you must complete the Student Information Sheet that is sent home with students at the beginning of the year. Please keep this information up to date and contact the teacher if your plan for early dismissal needs to change.
- ***The school will not call individual families if there is inclement weather; we don't have the manpower for this. We will provide communication through our regular communication channels. Please do not call the school because we must keep the phone lines open for updates on the weather and/or to be alerted of any emergency situations.*** Tune to local radio/TV stations, check social media sites, and/or visit the CMS Website for CMS emergency information.

In the event that school opening is delayed or schools are closed in the morning because of inclement weather, please tune in to the local radio/TV stations, visit the CMS Website, or visit our school's Social Media sites for CMS information.

Parent-Teacher-Student Association

We encourage all families to support our PTSA by volunteering to help with tasks, activities, events, and/or serving on PTSA teams & committees. In addition, we encourage all families to join the PTSA as a voting member. The cost of the annual PTSA membership is \$5 and may be paid at any time during the year on the PTSA website. For more information, please contact the PTSA President, Rhonda Kinsey.

Parent/Guardian - Teacher Conferences

A partnership between parents/guardians and teachers will foster a positive relationship that will benefit your child throughout the year. Whenever an issue or concern arises regarding your child's progress, feel free to contact your child's teacher to schedule a conference. Please do not call or come to the school for a conference between 8:30-4:30; teachers have morning and afternoon duties and/or they are providing instruction and supervision that cannot be interrupted.

Parent/Guardian Classroom Visitation Policy

ALL visitors, including off-site CMS Employees, must first visit the front office to sign-in before moving about the building. Our Parent Visitation policy requires that parents wishing to visit their child's classroom during school hours (8:45 a.m. and 4:15 p.m.) arrange their visit with a member of the administrative team. This policy is in place as a safety precaution, in an effort to minimize interruptions to our students'

instructional 5

day and regular testing cycles, and to ensure the privacy of all students through the FERPA law. Even if a teacher requests your presence in the classroom for an observation, it must be arranged and approved by a school administrator. Unexpected visitors disrupt instruction and may create a distraction in classrooms that interferes with the instructional day or testing cycles. This policy is also in place to ensure the highest standard of safety for our students and staff members. We cannot permit anyone moving about our school's campus when school is in session without proper identification and administrative approval. At all times, we must know who is on our campus; this is in place for the safety of our students & staff, as well as, the safety of the visitor in the event of an emergency situation. Anyone in our building without a visitor tag will be required to go to the office to sign-in. Additionally, anyone who behaves in an inappropriate manner will be asked to leave campus and may be subject to CMS campus banning through CMPD and CMS law enforcement. All visitors on our campus are required to present a photo ID upon entry. No one will be permitted to visit our campus without proper identification.

Report Cards and Progress Reports

Report cards are issued at the end of each quarter and reflect the child's academic progress. Progress reports are issued at the mid-point of the quarterly grading period. Parents should review the reports with their child. Please return the signature portion of each report to your child's teacher. Families are encouraged to view their child's performance using the online portal. Please contact your child's teacher if you need assistance with accessing the online portal. If you have questions about your child's performance or progress at any time throughout the year, please contact their teacher(s) directly.

Retention

Any student whose academic achievement is not at the grade level expectation for proficient mastery of the content is subject to retention in that grade level. In addition, **excessive absences may be cause for retention**. If it becomes evident that consideration must

be given to retaining a student, the parent/guardian will be informed of the possibility. These decisions require close communication between the home and school. Factors such as maturity, developmental readiness for learning, age, and other special learning conditions are important in determining what is most appropriate for each individual child. At the school level, a Retention Committee consisting of teachers, student service specialists, administrators, and other school professionals will have input into the decision to promote or retain a student.

NOTE: according to North Carolina State Law, the Principal makes the final decision for promotion or retention.

Safety

The safety of your child and everyone on campus at Eastway Middle is our first priority. Staff members are trained in a wide range of safety related procedures and we conduct a variety of drills throughout the year to prepare for incidents such as a fire, tornado, lockdown, et cetera. CMS conducts safety audits throughout the year as a means of thoroughly evaluating our safety initiatives and the supervision of students. All staff members are responsible for the safety and supervision of all students.

In order to ensure the safety of our students, it is imperative that all school visitors follow all procedures and guidelines outlined in this handbook and as directed by school staff. **NOTE: safety procedures and guidelines are subject to change at any time throughout the year as directed by the principal.**

All visitors on our campus must sign-in using Lobby Guard in the front office and must provide a Photo ID. In addition, when on our campus, visitors must behave in a positive and appropriate manner at all times. Failure to follow these expectations puts our students & staff at risk and that is unacceptable. If a failure to adhere to the expectations is deemed extreme, visitors may be subject to school and district exclusion.

All of the procedures and guidelines outlined in this handbook and those shared with you by school personnel are in place to keep our students, staff members, & visitors safe while on the Eastway Middle School campus. If you have a question about the procedures and guidelines outlined in this handbook or those shared with you by school personnel, please contact a school administrator.

School Hours

9:15 am - 4:15 pm

8:45 Buses and Car riders unload, walkers arrive; all students may begin entering the building
9:15 Instructional Day begins - Social Emotional

4:15 Dismissal procedures begin

4:30 All students must be picked up

4:45 School Office closes

School Improvement Team

School improvement planning at the school level involves the collaboration of the School Improvement Team; members include parents, staff members, community members, and CMS executive staff. You are encouraged

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to be a part of this process. The School Improvement Team (SIT) meets once a month. Meeting dates and times are posted on our school website.

To review our School Improvement Plan, please visit <http://www.indistar.org/> and use the following information to log in: Username: guestS7080 / Password: guestS7080

Student Accountability/ Testing Programs

In Charlotte-Mecklenburg Schools, students participate in a Balanced Assessment System that consists of local and state assessments. A description of this system and the assessments are listed below. CMS and NCDPI may add, remove, or change testing throughout the year. If this happens, families will be made aware as soon as possible. Please ensure you review the monthly newsletter (The Jaguar Edition), our social media sites, & our website for assessment dates/updates/information throughout the year.

- **Universal Screeners** are used to give a broad view of the overall health of core instruction for all students.
 - MAP Growth (6-8) – Literacy
 - MAP Growth (6-8) – Math
- **Diagnostic Assessments** are used to provide information about how much a student knows about a standard, skill, or specific topic.
- **Classroom Assessments** are used to collect detailed information that educators use to monitor progress towards and proficiency of learning goals and NC Standards and/or may be used for grades.
- **Benchmark / Interim Assessments** are used to evaluate student proficiency against specific grade level standards and learning goals so that educators can adapt instructional approaches to meet the individual learning needs of each

student.

- **Summative Assessments** are used to evaluate learning progress and achievement at the conclusion of a specific instructional period
 - NC EOG (6-8) – ELA & Math
 - NC EOG (8) – Science

In addition...

- Students who list a language other than English on the Home Language Survey when enrolling may complete the WAP-T and ACCESS testing
- If Eastway is selected, 7th grade students may participate in the NAEP assessment

For more information about the NC testing programs, visit <http://www.dpi.state.nc.us/>.

Tardy and Early Sign-Out Policies

The bell rings at 9:15 am and dismissal is at 4:15 pm. We ask that every effort be made to have your child in the classroom prior to 9:15 am and that they remain through dismissal. Late arrivals and early sign-outs are disruptive to the learning environment that is already in session. Additionally, late arrival and early dismissal hinder your child's progress as a result of missed instruction. To support your child's academic success, please ensure they are in attendance daily, for the entire school day.

Students who arrive after 9:15 a.m. are tardy.

Parents/Guardians must come into the building and sign-in their child. Please park and come into the office after 9:15 a.m. Children are counted absent for the day if they arrive at school after 12:45 p.m. or if they leave school before 12:45 p.m. The school staff and parents are accountable for student achievement. Consistent attendance (arrival at school on time daily and staying through dismissal) is a leading indicator in student success; therefore, consistent attendance is required for all students.

If your child has a dental or physician appointment that requires early dismissal, please sign them out before 3:45 p.m. so there is no disruption to our regular dismissal proceedings. Due to the safety of all students, our dismissal proceedings take priority over any early dismissal. Keep in mind, missing this instructional opportunity hinders your child's progress and performance. In addition, the end of the day is extremely busy for students and staff members so to ensure the safety of all students, dismissal between 3:45-4:15 will not occur without administrative approval.

Only a parent or guardian may sign-out a child from school early. Secretaries must have your permission in advance and in writing if any other person is picking up your child from Eastway. ***Every parent/legal guardian, approved person with parental/guardianship***

permission, and anyone approved by the parent/guardian will be required to show a Photo I.D. in order for Eastway staff to release a child from school.

Students are only permitted to be dismissed from school through the front office. When you arrive at the school, call the front office by ringing the doorbell, state your name, your child's name, and the reason for the early check out (medical or dental appointment). **You must show a Photo I.D.** in order for us to release a student. This policy is in place to protect students who are in our

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care and under our supervision. One of the secretaries will call the classroom for your child to be sent to the office for dismissal. **Students will not be permitted to wait in the office for you at any time, even if you send a note requesting the child's release at a specific time of the day; we will call students for dismissal once you arrive and call the school.**

If you have special court documents that restrict persons from contact with your child at school, contact the principal immediately to ensure the protection of your child and to avoid any unwanted situations. A copy of any custody papers and/or restraining orders must be on file in the school office in order for the school to prevent the release of a student to a non-custodial parent. In the absence of such legal documentation, the school must release a child to either parent listed on the birth certificate and/or in the PowerSchool system.

NOTE: A written note or email from the parent/legal guardian is the only acceptable manner in which a child's usual dismissal procedure will be changed (Ex: the child usually rides the bus after school, but you need to pick them up in the car rider line). **For the safety of our students, we will not approve transportation changes over the phone.**

In addition, all changes must be made prior to 3:30 to ensure the teacher is made aware of the transportation change.

Transportation Information and Procedures

At the beginning of the year, parents must provide the classroom teacher with dismissal information so the teacher and school staff know how a child will be dismissed each day.

NOTE: If a child's transportation needs to change for any reason (permanently, periodically, one time, etc.), the request for the transportation change must be received in writing. To protect our students, we will **NOT** make transportation changes over the telephone.

Changes to Transportation

To change a child's mode of transportation, you must send a written note, message or email to your child's teacher and/or the front office secretary prior to 3:30 on the day of the change. Transportation changes after 3:30 will not be guaranteed.

*If sending a message or email on the day of the change, make certain the teacher and/or the front office secretary confirms that he/she has received the message or email and is making the transportation change. If you do not hear from the teacher or front office secretary, you **MUST** call the front office prior to 3:45 pm to ensure the message was delivered—the secretary will confirm receipt of the message or email with the teacher once you call. Again, changes to transportation after 3:30 are not guaranteed.*

We will not take transportation changes over the phone for the safety of our students.

Students will not be permitted to go home on a different bus due to limited seating and CMS transportation policies.

Please Note: **In order to avoid confusion and ensure safety, please limit changes to your child's regular routine.**

Arrival

Staff members arrive at 8:30 am and all staff members are on supervisory duty at 8:40. Staff members are **not** available to confer with parents/guardians during this time period as they are assigned to properly and appropriately supervise students to ensure safety. If this is the only time of day in which you are available to meet, you must make prior arrangements with a school administrator so we may ensure proper coverage and supervision is secured for the teacher and/or staff member.

The instructional day begins promptly at 9:15 am. Your child should be in class, ready to learn, prior to the ringing of the tardy bell.

Every car rider and walker who is late for school (after 9:15) must be accompanied by a parent/guardian; the parent/guardian must stay with their child until an Eastway staff member provides you with the late sign-in document.

Arrival - Car Rider Procedures

Please cooperate with the Eastway staff members who are on duty assisting with car riders and watch closely for their signals.

1. Student drop-off is **in the front of the school only** and it begins at 8:45 am. Students are not permitted to be

dropped off prior to 8:45 because staff members are not on supervisory duty. Dropping off your child and leaving before our arrival bell rings puts your child at risk.

2. Drop-Off is from 8:45-9:15. After 9:15, students are marked "tardy" in PowerSchool. Parents/Guardians of students who are marked tardy may have to conference with a school administrator to arrange a different arrival plan for students. *Please Note: Staff members are not on arrival duty after 9:15 so families must ring the bell for assistance.*

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3. **All families must follow the Car Rider line to the front of the building**—this is a safety measure put in place to protect our students.
4. **No students may be dropped-off in a parking space; all families must follow the Car Rider line to the front of the building**—this is a safety measure put in place to protect our students.
5. All drivers must follow the directive of the Eastway staff members on Car Rider duty to ensure the safety of our students.
6. When you arrive in the morning, pull up as far as you can so we may unload as many students as possible in an efficient and safe manner.
7. Families must remain in the car at all times. Getting out of the car while in the line is very unsafe for everyone, especially our students. Additionally, getting out of the car holds up the process for other families. Our team will ensure students safely get out of the car; however, if your child needs your assistance, you must park in a visitor spot & ensure it is safe before getting out of the vehicle to assist.
8. Please speak to the staff member assisting your child in the car rider line if you are delivering medicine or other items to the office. Our team will ensure the items are delivered.

Dismissal - Car Rider Procedures

Please cooperate with the Eastway staff members who are on duty assisting with car riders and watch closely for their signals.

1. Student pick-up is **in the front of the school only** and it begins at 4:15 pm. Students must be picked up by 4:45, at the latest, because staff members are not on supervisory duty after that time.
2. Pick-Up is from 4:15-4:45. After 4:45, families are late. Parents/Guardians of students who are picked up late may have to conference with a school administrator to arrange a different dismissal plan for students. *Please Note: Staff members are not on dismissal duty after 4:45 so families must ring the bell for assistance. Keep in mind that leaving your child on campus beyond the school day may be deemed negligent.*
3. Students **will not be permitted** to get into cars on any

street surrounding our school or in the parking lot near the gym—**all families must follow the Car Rider line to the front of the building to ensure safe pick-up for all students.** Failure to adhere to this requirement poses a **severe** safety risk for our students; both those who are walking home and those who might get into a car with someone who is not authorized for pick-up. If you wish to pick-up your child, you must use the Car Rider line--this is a safety measure put in place to protect every student.

4. All drivers must follow the directive of the Eastway staff members on Car Rider duty to ensure the safety of our students.
5. When you arrive in the afternoon, pull up as far as you can so we may load as many students as possible in an efficient and safe manner.
6. Families must remain in the car at all times. Getting out of the car while in the line is very unsafe for everyone, especially our students. Additionally, getting out of the car holds up the process for other families. Our team will ensure students safely get into the car; however, if your child needs your assistance, you must park in a visitor spot & ensure it is safe before getting out of the vehicle to assist.
7. Families may not sign-out a student after 3:45 pm to avoid the dismissal procedures because this interrupts the instructional day for **all** students in the class.
8. Families are responsible for ensuring that their child(ren) are aware of who they should and should not leave campus with each day.
9. The teacher must have a written note if your child will depart from school in the afternoon in a manner that is different from what is indicated on his/her Student Information Sheet. Without a written note, students will be dismissed in their usual manner.
10. Please be prompt in picking up your child. Staff members are on duty until 4:45 pm and have personal obligations beyond their working day. To ensure you are here on time to pick-up your child, please be in the Car Rider line at 4:15 when our bell rings.
11. Students will NOT be released to families who "walk up" to the car rider area. **Anyone who walks to the car rider area must wait until all cars have left campus before we will be able to assist you** because all adults are on supervisory duty to ensure the safety of our students awaiting pick up. **Families must go through the line in a car. Again, students will not be dismissed from the lobby door or patio area by walking up until our car rider dismissal concludes.** Attempting to pick-up students from the lobby doors or patio area poses a severe safety risk for all children and distracts school staff members from their supervisory responsibilities. Safety and supervision of students supersedes everything we do.

NOTE: When the last car arrives, any remaining students will be taken into the office and parents will be called.

Once you arrive, you must ring the bell to call the front office to notify us of your late arrival so the child may be brought to you. You must present a Photo ID that matches the information we have on record in the PowerSchool system when picking up a student. If a student is consistently picked up after 4:45, the parent/guardian will be contacted for an administrative conference. **Keep in mind that leaving your child on campus beyond the school day may be deemed negligent.**

Dismissal - Walker Procedures

1. **Only** students who live within the boundaries of the designated **Eastway Walk Zone** are permitted to be

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walkers. If a parent/guardian indicates their child is a walker, the student's address will be reviewed in the PowerSchool system. *Students with addresses not located within the boundaries of the designated Eastway Walk Zone, will be placed on their assigned bus at dismissal each day, unless the parent/guardian alerts the teacher that the student will be a car rider.*

2. Students are **not permitted** to meet a parent/guardian in a car on **any** street for pick-up because this poses a **severe safety risk** to those students who are walkers and those who might get into a car with someone who is not authorized for pick-up. *If you wish to pick-up your child, you must use the Car Rider line.*

3. **If you do not want your child to walk home without a parent/guardian**, you must be at the edge of our campus to meet your child(ren) at 4:15 pm when the dismissal bell rings. Otherwise, students **will** walk home on their own.

District Provided Transportation - Buses

According to NC state guidelines, bus drivers follow all required safety directives.

Riding the school bus is a **privilege** that CMS offers to all students who live within the transportation area of the school they attend. Students must follow **ALL** bus rules to ensure safety and in order to continue riding the bus. Safe transport of our students is a shared responsibility between the transportation department, the school, our students, and their families.

All students will be provided with a bus tag that will indicate their designated bus stop and homeroom teacher's name. This will help us avoid any issues with students boarding an unassigned bus, and it will allow us to quickly contact the child's teacher for information and/or if an issue with transportation occurs.

If you have any questions regarding bus transportation, please contact the CMS Transportation Department at **980-343-6715**.

The school does not manage anything related to bus routes, including but not limited to the time in which students are picked up in the morning, the time in which they are dropped off in the afternoon, the bus not arriving in the morning, et cetera. **School staff members will not be able to resolve any transportation issues or concerns outside of those related to student behavior; therefore, you must contact the CMS Transportation Department at 980-343-6715.**

Please review the following expectations with your child, express the importance of appropriate bus riding and bus stop behavior, and hold your child accountable for adhering to the expectations...

Behavior on the School Bus or at the Bus Stop So the school district can provide safe transportation for all students, the following guidelines **must** be observed:

1. Follow the directive of the bus driver at all times.
2. Stand off the roadway while waiting for the bus.
3. Be at the bus stop at least ten (10) minutes prior to a scheduled stop time.
4. If you must cross the roadway, do so several steps in front of the bus.
5. Ride only on your assigned bus.
6. Board and depart only at the assigned bus stop.
7. Behave appropriately while waiting for the bus.
8. Give your proper name when requested by the bus driver and/or monitor.
9. Remain seated at all times when the bus is moving.
10. Remain silent when the dome lights are on.
11. Remain silent at railroad crossings.
12. No food or drink is permitted to be eaten on the bus at any time.
13. Refrain from displaying derogatory or inappropriate signs/gestures while on the bus.
14. Refrain from using profane language or gestures.
15. Refrain from acts of vandalism.
16. Do not throw objects on the bus or from the windows of the bus.
17. Refrain from all conduct or behavior that interferes with the orderly, safe and expeditious transportation of bus riders.
18. Refrain from using cellular telephones and other electronic devices while on the bus.
19. Sit only in your assigned seat on the bus.

Video cameras have been installed on most buses. Students may be filmed while on the bus. Violations of the CMS Code of Student Conduct or any behavior which substantially distracts the driver and causes, or has the potential to cause, a safety hazard on a moving bus may be the basis for suspension from bus and/or school, and it could result in expulsion from all bus-riding privileges.

Visitors & Volunteers

Anyone wishing to volunteer at Eastway Middle School must be registered and approved through the CMS Volunteer Registry. Anyone wishing to visit a classroom must contact a school administrator for scheduling so we may ensure the visit will not cause a disruption to the instructional day.

To register as a volunteer:

- Visit <https://www.cmsvolunteers.com/>
- Click on the **New Volunteer** button
- Follow the directions to register

If you have questions about/need assistance with the registration process for volunteers or you would like more information about how you can get involved at Eastway, please contact Marie McCall, Senior Administrative Secretary.