



FAMILY HANDBOOK

HIGHLAND CREEK ELEMENTARY SCHOOL

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SCHOOL HOURS

7:30 – 8:00 AM..... Student Arrival

Students CAN NOT be dropped off at school before 7:30 AM
Students are not allowed to enter until 7:30 (per CMS School Board Policy).

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

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

ENROLLMENT REQUIREMENTS

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

KINDERGARTEN

- 5 DTP/DTPaP doses: 4 doses if last dose on or after 4th birthday.
- 4 Polio doses: 4th dose on or after the 4th birthday (as of 7/1/15)
- 3 Hep B: 3rd dose must be given after 24 weeks of age. Exact date of first is required; “at birth” or “hospital” is not sufficient.
- 3-4 Hib: Not required after age 5.
- 2 MMR: 1st dose on or after the 1st birthday.
- 2 Varicella: (for students entering school for the 1st time after 7/1/15).
- Kindergarten Health Assessment – **Done no more than 12 months prior to the date of school entry.**

****Health Assessments are required for students enrolled for the first time in a North Carolina Public School ****

Curriculum, Instruction and Assessment Framework

“**Curriculum** refers to the specific blueprint for learning derived from...content and performance standards. Curriculum takes content and shapes it into a plan for how to conduct effective and engaging teaching and learning.” (Wiggins and McTighe, 2005)

“**Instruction** refers to the process of using various techniques and strategies to guide the learner toward an expected outcome.” (Saxton, 2010)

“**Assessment** is the giving and using of feedback against standards to enable improvement and the meeting of goals.” (Wiggins and McTighe, 2005)

As we align practices, systems, and processes to increase student achievement, we will adhere to the following:

1. Build meaningful and productive relationships with students and families with the goal of increasing student engagement. Our words and deeds demonstrate Highland Creek Elementary C.A.R.E.S. (Character. Academic Rigor. Embrace Students). Failure is not an option.
2. Curriculum units aligned to the North Carolina Standard Course of Study. With the end in mind, we organize curriculum units into logical sequences so that they are *goals-based, thematic, or project based*.
3. Administer pre- and post- assessments to measure what students know, can do, and need to know more. Students will also complete one refined writing task per quarter. Each team determines mastery expectation.
4. Collaboratively plan and implement lessons to include high expectations for rigor and student engagement.
5. Report student grades (aligned to effective grading practices) that accurately reflect each student's mastery of content.
6. Incorporate Highland Creek's "Essential 10" (p. 22). In doing so, we embed components of 21st Century learning outcomes.
7. Frequent analysis of student work to determine (by individual student) who has achieved mastery and who needs additional support. In response, use the data to plan enrichment, remediation, or intervention for each student.
8. Provide re-testing opportunities (after remediation or intervention) to determine student growth.
9. Collaborate with colleagues, reflect on teaching practices, and make effective decisions about teaching and learning to ensure each student has equal access to learning.
10. Create a welcoming environment that promotes student voice while implementing social-emotional learning to address the "whole child."

CAR RIDER PROCEDURES (Yellow highlights denotes frequent circumstances that occur)

Morning Drop-Off: According to CMS Board Policy, students “should **not** be dropped off on campus prior to the designated starting time.” Our official arrival start time is 7:30 AM. When dropping a student off in the car line:

- *Parents are asked to form one line
- *Pull up as far as possible to the car in front
- *Drop off their student(s)

Students should get out of the vehicle safely and quickly. **We ask that drivers remain in their vehicles at all times.** Parents will need to park the car, in a designated parking space, if the driver needs to get out. **For safety reasons, students may not be dropped off in the parking lot or at the crosswalk on Highland Creek Parkway.** Parents are welcomed to park and walk students to the front door of the school building.

Afternoon Pick-up: When picking up a student in the car line, families are asked to:

- Form a line in the right-hand lane.
- Display the car tag from the rearview mirror so that the student’s name is visible from the curbside.
- Family members without a car tag must park and have their identity verified.
- Students are called by name and assigned a cone number to stand and wait by.
- Your child should be standing where your car stops.
- Please always remain in your vehicle.
- Pull over into a parking space if you need to strap in a child or place something in the trunk.
- Parents must be inside a vehicle to pick up students from the car rider lane.

Parents are welcomed to park and pick up their child from the walker exit on the far right of the school. All changes in dismissal routines must be communicated to the teacher in advance of dismissal.

BUS RIDER EXPECTATIONS

Be sure that your student(s) knows his/her morning bus number and afternoon SLOT number. Students are not permitted to ride any other bus other than what they are assigned. Families are responsible for reviewing the Bus Safety Rules as outlined in the Charlotte-Mecklenburg Schools Code of Student Conduct Handbook 2021 – 2022, page 6:

[CMS Code of Conduct 2021 - 2022](#)

Bus transportation request for alternate and/or unsafe stops **must** be submitted online at: [Alternate Stop Request Form](#)

It is important for students to follow all bus rules so that the driver may concentrate on driving.

Our School Bus rules:

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

CONSEQUENCES FOR INFRACTIONS OF BUS RULES

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

3rd PARTY AFTER SCHOOL PICK UP

Please notify the teacher in writing if your child attends a 3rd party after school care center and uses their transportation. CMS bus transportation to third party after school providers only occurs if the location is within the students' attending boundary. Third party pick up vans with three (3) instances of late arrivals will no longer be permitted to pick up from the bus lot.

WALKERS & BIKE RIDERS

Students who walk home must return a "*Permission to Walk Home*" form. (Located at the back section of this handbook). On the form, please indicate if the child can walk home alone or only when accompanied by an adult. Students will meet their parent/guardian at the right side exit of the school building. Please avoid parking on side streets in the neighborhood to meet your child. **Illegally double parking on Highland Creek Parkway will result in ticketing by the police.** Students who walk to a car are not considered walkers. It is recommended that only upper grade students ride bikes to school. Students who ride their bikes to school must have written parent permission and must wear a helmet to and from school.

TRANSPORTATION CHANGES

Transportation changes must be in written form and submitted to the teacher the morning the change is to occur. Notes regarding transportation changes must include the date, teacher's name and students' first and last name, and the requested change (i.e. car rider instead of bus rider). **Please be advised that emails regarding a transportation change, after the start of the instructional day, may not be received in time. In such emergency cases, send an email AND call**

the office to notify us of the change. Students cannot ride home with another student on a bus he/she is not assigned to. If a student is scheduled to go home with another student, the parents must arrange to pick up the children in the car rider line.

STUDENT ABSENCES

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

Each child must bring a written excuse from the parent/guardian stating the reason for absence upon his/her return to school. The absence will be marked as unexcused until a note is received. You can report an absence online by clicking on this link: [Absence Reporting](#). Links are accessible on Parent Square and the HCE school website. Missing the school bus or oversleeping cannot be coded as an excused absence. Each student who accumulates more than 5 unexcused absences will be mailed a notice from the principal (required by the state law) outlining the negative impact of student absences in school. Each student who accumulates 10 or more absences will receive a letter from the principal outlining a truancy violation that may be pursued by law enforcement.

Each student absence is recorded in the North Carolina Department of Education's (DPI) Power School application. Power School only provides five (5) codes to excuse an absence:

- 1A – Illness or injury**
- 1B – medical or dental**
- 1C – Death in family**
- 1F – Religious observance**
- 1G – Educational opportunity**

All other reasons must be coded as unexcused.

EDUCATIONAL LEAVE

The request for educational leave form must be submitted a minimum of two weeks prior to the date of the requested leave. **Please make sure you submit the form and secure approval five days prior to going on a trip.** Please include the following on the form:

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

Educational leave approval is dependent upon completion of all items listed above. The North Carolina Common Core Standards can be accessed at [NC DPI](#). The project must connect the experience with the student's grade level learning standards.

RELIGIOUS LEAVE

The *Religious Obligation: Request for Excused Absence* form must be completed for consideration of an excused absence from school under Board Policy [ACD](#). All requests should be submitted to the school at least **two weeks in advance of the requested absence**. Students are responsible for making up all missed class work and homework. The form to request excused absence for a religious obligation can be accessed here: [Religious Obligation: Request for Excused Absence](#)

TARDINESS

Students have 30 minutes (7:30 – 8:00) to arrive at school on time. A parent must sign in students who arrive to school after 8:00 AM. Once signed in, the student will receive a tardy pass and will report to his/her classroom without a parent. Tardy passes are issued to ensure each child is marked present for the day. Students must be across the door's threshold by 8:00 AM or they will be counted tardy. **In order to be counted present for the day, students are required to attend 210 minutes per day (per NC DPI policy).** **Children arriving after 11:30 AM will be counted absent for the day.**

GRADING PROCEDURES

The school year is divided into four grading periods of nine weeks per quarter. Mid-quarter progress reports are also sent home to inform parents of their child's academic progress and behavior.

The grading scale for Kindergarten – Second Grade is as follows:

Not all standards are evaluated each quarter. Standards not evaluated are indicated with "N/I." Each indicator a student earns shall reflect the grade level expectation for each standards using the following scale:

Exemplary Mastery = Exceeds Expectations

M = Expands Grade Level Standards

P = Progressing

D = Developing

N/I = No indicator at this time

The grading scale for Third – Fifth Grade is as follows:

100 – 90	=	A Exceeds Mastery
89 – 80	=	B Mastery
79 – 70	=	C Partial Mastery
69 – 60	=	D Non-Mastery
Below 60	=	F Not Demonstrated

COMMUNICATION

ParentSquare is our primary communication platform between home and school. After completing your child's registration, you will receive an email to register for ParentSquare. This can be completed manually at https://www.mystudentsquare.com/join_school/new. Through ParentSquare ([view this one minute video presentation](#)) you will receive updated weekly communication from your child's teacher. Please also provide your child's teacher with your most current email if applicable). The updates will keep you informed with important information. Moreover, parent-teacher-student conferences are required by the end of the first quarter. Additional conferences are required for students not meeting end of quarter benchmarks (or by parent request). Telephone conferences and virtual conferences are available if needed. The teacher's primary responsibility is to supervise and instruct children; therefore, teachers are unable to conduct unannounced "drop-in" conferences during school hours. ParentSquare or email communication are reliable methods of communication between home and school. Teachers check ParentSquare and e-mail messages daily and will respond within 24 hours of receiving it. We adhere to a "3-ply" communication rule: If an email warrants a third reply, ask to schedule conference either via phone or in person. For such circumstances, email may not be the most effective method of communication. **E-mail communication**

alone should never be used for last minute transportation changes. Please also call the office if an emergency occurs. Handwritten notes must be sent to the school via your child anytime there is a change with a child's dismissal transportation.

PARENT PORTAL IN POWER SCHOOL

Parent Portal is an internet-based program that allows parents access to important information about their child in grades 3-5. To access the Parent Portal you should do the following:

1. Log on to the internet at <http://cms.powerschool.com/public>
2. When accessing the information for the first time, an account must be set up. Click on the **Create Account** button.
3. Enter the information in the boxes at the top correctly and accurately; create your password.
4. In the bottom section, enter the **student's first name and last name, Access ID and Access Password** as found on the letter that you received from your child's homeroom teacher.
5. Choose the relationship in the dropdown box. **HINT:** You are _____ to the student entered on the same line.
6. If you have multiple students to add to the account, enter each on the next line with all the necessary information. Each student will have a unique Access ID and Passwords, which must be entered in order to add him/her to the parent account.
7. Click the Enter button.

The **Grades and Attendance tab** will allow you to check assignments and scores by clicking on the blue percentage across from a class. To email the teacher a question or concern, please click the blue teacher's name link.

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

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

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

****Parents of students in grades 3-5 can update demographic information in PowerSchool****

SCHOOL VISITORS

The safety of students is the responsibility of the school during the official start and end times of 8:00AM – 3:00PM. The Charlotte-Mecklenburg Board of Education has directed all schools to implement a visitor identification system as well as establish a policy and procedures for visitors on school property. The primary purpose for the regulation is to ensure the safety of all

students and staff. In order to comply with this regulation, every visit must be scheduled and all visitors must report to the front office. Visitors **must have a photo ID or driver's license**. If visitors are issued a "visitor pass", please ensure the pass is easily viewable. **Unscheduled visits to the classroom are not permitted**. Parents that need to drop off items for students and/or teachers must leave them at the office counter. **Parents should not attempt "drop-in" teacher conferences at any time**. Parents are welcome to schedule a conference with the teacher or administrator. The visit is subject to supervision by an administrator. A minimum of forty-eight (48) hour advance notice is required. Families are also welcomed to schedule a lunch date with a student. Lunch dates must be scheduled forty-eight (48) hour in advance and visitors must be registered as a volunteer. The parent center and courtyards are designated spaces for lunch dates. Parents are not permitted to move beyond the lobby area.

CLASSROOM OBSERVATIONS

Parents interested in observing their child's classroom must first discuss concerns with the principal (or designee). Parent can call the office to schedule an appointment. If agreed, the administrator and parent will schedule the observation and conduct it together. The maximum duration for an observation is 45 minutes. Observations are conducted from the tutor room viewing windows only.

MEDIA CENTER

Students are scheduled for Media to support classroom instruction and research. Books may be checked out for one/two weeks and renewed for one additional week. Teachers may also request special research time.

ART, MUSIC AND PHYSICAL EDUCATION

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

COMPUTER LAB

K-2 students attend computer instruction once a week. Students in grades 3rd – 5th are not scheduled for the computer lab.

FIELD TRIPS

Teachers schedule field trips that are extensions of the curriculum. Parental permission forms are sent home before each field trip. Non-required field

trips may have a student cost included; however, parents will be notified well in advance of the cost. Parents are welcome to volunteer as a chaperone and attend the field trip with the class (if applicable). Preschoolers/siblings are not allowed to accompany parent chaperones. Supervision of students is the highest priority. Parents that accompany children on field trips must register as a CMS volunteer in advance. To register as a volunteer, click on the link: <https://www.cmsvolunteers.com/>
Parents of students with behavioral concerns may be required to attend field trips for safety reasons.

SPECIAL PROGRAMS

Highland Creek Elementary children participate in a variety of school performances including seasonal concerts, Art Expo, and musical plays. It is Highland Creek's policy that siblings remain in their classrooms for instruction during programs due to academic reasons and space seating issues.

PARENT VOLUNTEERS

Parents are always welcome to volunteer at Highland Creek Elementary! **Parent must complete the CMS Volunteer application every school year prior to volunteering.** Volunteer registration expires at the end of each school year. To register to volunteer, click on the link: <https://www.cmsvolunteers.com/>

PARENT TEACHER ASSOCIATION (PTA)

The Parent Teacher Association wants and needs your special expertise and encourages you to join the PTA. Membership dues are collected all year. Volunteers are always welcome! Please contact volunteers@hcepta.org if you are able to volunteer for upcoming events.

EARLY DISMISSALS

Written requests for permission to leave early must be sent to the teacher by no later than the morning of the early dismissal. **Children signed out before 11:30 AM will be counted absent for the day.** As a safety precaution, students will not be dismissed to a parent from the classroom without being notified from the office. Parents must report to the office, sign the student out, and wait for the student in the office. **Parents are not permitted to pick up students from areas within the school without notification from the office.** No child will be dismissed to anyone other than a parent/guardian without written permission. Children cannot be ready and waiting for parents in the office, even if a note was provided ahead of time. He/she will not be called for early dismissal until a parent physically arrives at the office and signs the student out. **Children will not be called for early dismissal after 2:30 PM.**

SICKNESS AND ACCIDENTS

If a child becomes sick at school, every effort will be made to contact the parent. In case of an accident, first aid will be administered. The school does not have the facilities to keep a sick child in the health room for an extended period. Parents should be sure that home, business and emergency phone numbers are current so that they can be reached in the case of an emergency. Parents will be called to pick up their child if the child vomits or has a fever of at least 100.4 degrees. If a child has had a fever of 100.4 degrees or above, or has vomited within the past 24 hours, he/she must be free of these symptoms for at least 24 hours upon returning to school.

MAKE-UP WORK REQUESTS FOR SICK CHILDREN

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

SCHOOL NURSE

The school nurse is on campus on designated school days. The nurse screens for health problems, which may interfere with learning or problems that could potentially become a handicap. The nurse also monitors immunization records and communicable diseases. When a student is referred to the nurse for a health problem, the nurse can assist parents in finding the proper medical resource.

MEDICATIONS

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

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

BREAKFAST & LUNCH

Breakfast and lunch are served daily in our cafeteria. CMS Board of Education adopted a Universal Breakfast program where all students can eat breakfast free. **Students who would like to eat breakfast must be in the cafeteria no later than 8:00 AM.** Lunch costs \$2.75 for elementary students. Lunch may be paid for in cash or check payable to “Highland Creek Cafeteria”. Payment can also be made at www.PayPams.com. Free and reduced price lunch rates are available if you qualify. If your child is not buying lunch in the cafeteria, his/her lunch should be sent with him/her in the morning. Students must have money on their account or an approved meal application on file, to make meal purchases. The cashier will let the student know when his/her account balance is getting low. Students without available money will be allowed to purchase a lunch and their accounts will be charged accordingly. A student with a negative cafeteria balance will receive automated reminder phone calls and could be subject to the withholding of report cards. For more information, access the child nutrition website at:

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

Lunchtime provides a pleasant break from the classroom routines and a chance to socialize. Each class has an assigned time for lunch. Children may celebrate their birthdays with their class at lunch. Parents may send in store bought items for each child on the class roster. The treat must have a label and list of ingredients. Balloons, gift bags, or individual gifts are prohibited.

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

SCHOOL PARTIES

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

STUDENT DRESS CODE

Although there is not a strict dress code, each child’s clothing and shoes should be appropriate for all activities throughout the day. Sneakers should be worn on Physical Education days. Since we want the children to be aware of what their appearance conveys, children are not allowed to wear clothing

with words, symbols, or pictures that distract from a positive learning environment. Parents are responsible for monitoring their student's clothing for appropriate length and fit. Tank tops, halter-tops, bicycle shorts, short shorts are not appropriate attire inside the school building. Be aware that Kindergarten and 1st grade students can have difficulty with belts and buckles which can sometimes lead to bathroom accidents. Flip flops do create concerns and difficulty for running or walking during recess. Parents will be called to bring a change of clothing if deemed necessary.

STUDENT PROPERTY

Valuable possessions should be left at home. The school cannot and will not be responsible for items lost, broken, or stolen. Trading items often creates conflicts and distracts from educational time. Students are not permitted to trade or sell items at school. Our school's BYOT (Bring Your Own Technology) plan allow for students to bring devices for instructional purposes at their own risk after submitting the required signed agreement (next page).

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

LOST AND FOUND

All belongings (e.g., clothing, lunch boxes, etc.) should be clearly labeled with the child's name. Belongings with names can be returned to the owners. All unclaimed items are kept in the lost and found in the media center and unclaimed items are donated to charitable organizations on a quarterly basis (October, January, March, & June).

STUDENT PHONE USE

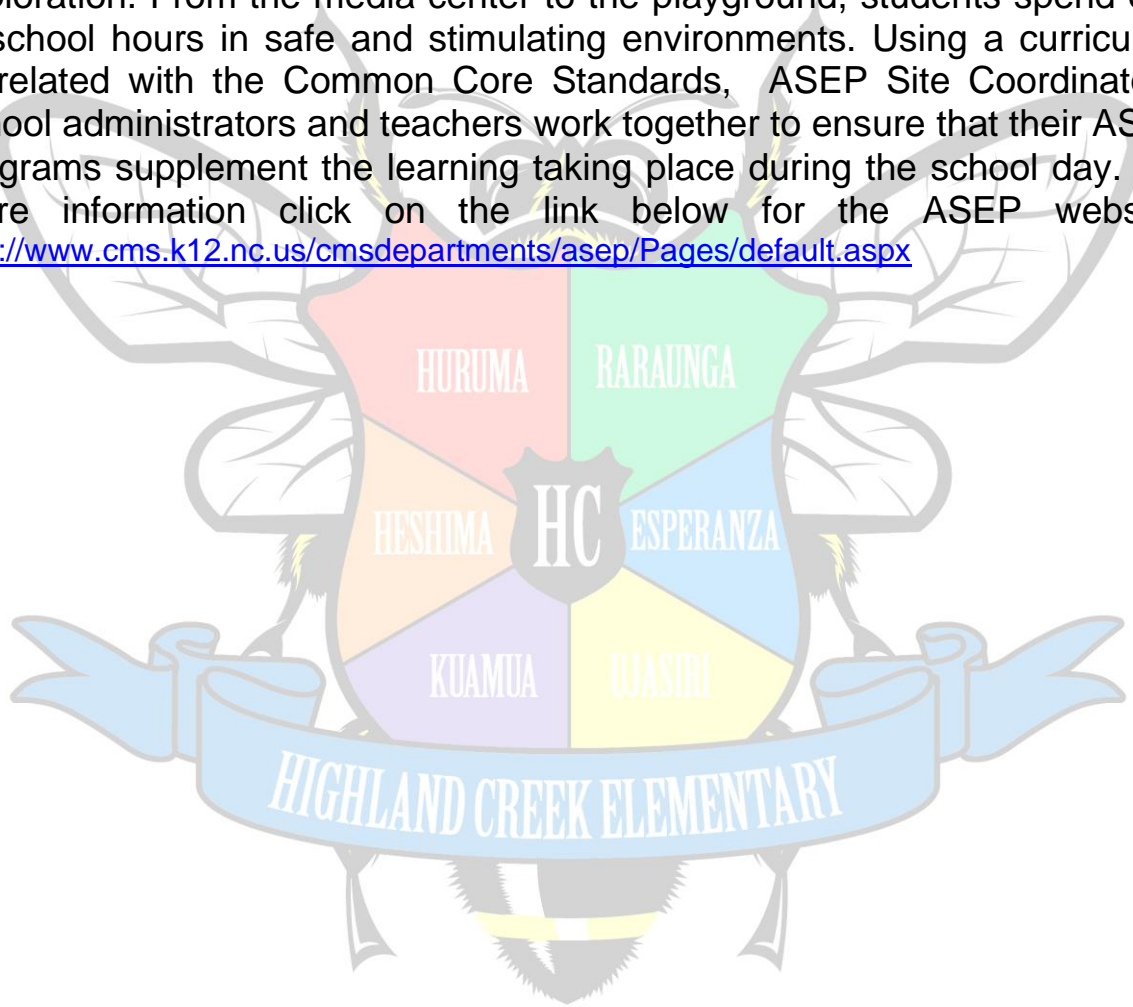
At school, each student's primary responsibility is full engagement during learning. Therefore, students are prohibited from using personal phones during school hours. In true emergencies students must have administrative approval prior to the usage. Although leaving a book or homework at home is important, it is not an emergency. Cell phones must be turned off during the instructional day. Inappropriate use of a cell phone will result in confiscation until a parent can come to the school and retrieve the device.

PETS

NO pets of any kind are allowed on school property. This is extremely important during the carpool/walker dismissal and arrival.

AFTER-SCHOOL ENRICHMENT PROGRAM

The After School Enrichment Program provides a warm, caring environment beyond school hours where your children have the opportunity to play with school friends and get homework out of the way before the family sits down to dinner. ASEP offers exciting activities, which stimulate children to be healthier and happier, including sports, art activities and computer exploration. From the media center to the playground, students spend out-of-school hours in safe and stimulating environments. Using a curriculum correlated with the Common Core Standards, ASEP Site Coordinators, school administrators and teachers work together to ensure that their ASEP programs supplement the learning taking place during the school day. For more information click on the link below for the ASEP website: <http://www.cms.k12.nc.us/cmsdepartments/asep/Pages/default.aspx>



EARLY RELEASE DAYS

There are four early dismissal days on the school calendar. Our school will still start at the normal time of 8:00 AM and end at 12:00 PM. Our teachers will use the remainder of the day to participate in professional development and workshops that will further strengthen their knowledge and skills. The professional development will add value to each students' learning experience. Our buses will complete their end-of-day routes and parents/guardians will be able to pick up car riders by 12 noon. If you plan to pick up a student on an early release day, please be in the car rider line no later than 12:00 PM. We encourage you to notify your day-care providers or other appropriate parties of these early dismissal dates. If your student is in our After School Enrichment Program (ASEP), there is no need to take action. If your student is not enrolled in ASEP and you need assistance, you must contact the ASEP site coordinator two weeks prior to the early release date to make payment arrangements. This assistance will be provided on a first come, first serve basis.

EMERGENCY CLOSINGS

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

SAFETY PLAN

Every school in CMS has a safety plan in place to ensure a safe environment. Elements of our plan include locked doors after 8:00, visitor identification, student nametags, practice drills, and CMS safety audits. We are asking that all parents say good-bye to their children at the entrance of the school. This helps build student independence and ensures that Highland Creek Elementary continues its high standard of safety.

FIRE DRILLS

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

LOCKDOWN

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

WITHDRAWING AND TRANSFER OF RECORDS

When withdrawing, please notify the school one-week in advance of the date of your move if possible. Provide the name and address of the new school so that your child's records can be transferred. All books and materials must be returned to the school before the students' last day. Parents must pay appropriate fees for lost or damaged items. Please notify the school as soon as possible if you change your address. Two proofs of address will be required.

STUDENT RECORDS

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

SCHOOL CLIMATE AND DISCIPLINE

The Discipline Framework of HCE was partly adapted from Osceola County Discipline Philosophy and "The First Days of School" (Wong and Wong 2001). Effective teachers present rules clearly and provide reasonable explanations of the need for them:

- **Rules** govern conduct and are authoritative principles set forth to guide behavior or action (Code of Student Conduct).
- **Procedures** are established or correct methods of doing something.
- **Routines** are a rehearsed set of movements, actions, etc.

All students are expected to follow the established **POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)** (see below) model and school-wide rules, procedures, and routines by adhering to the following:

- BEE Safe
- BEE Respectful
- BEE Responsible
- BEE Polite

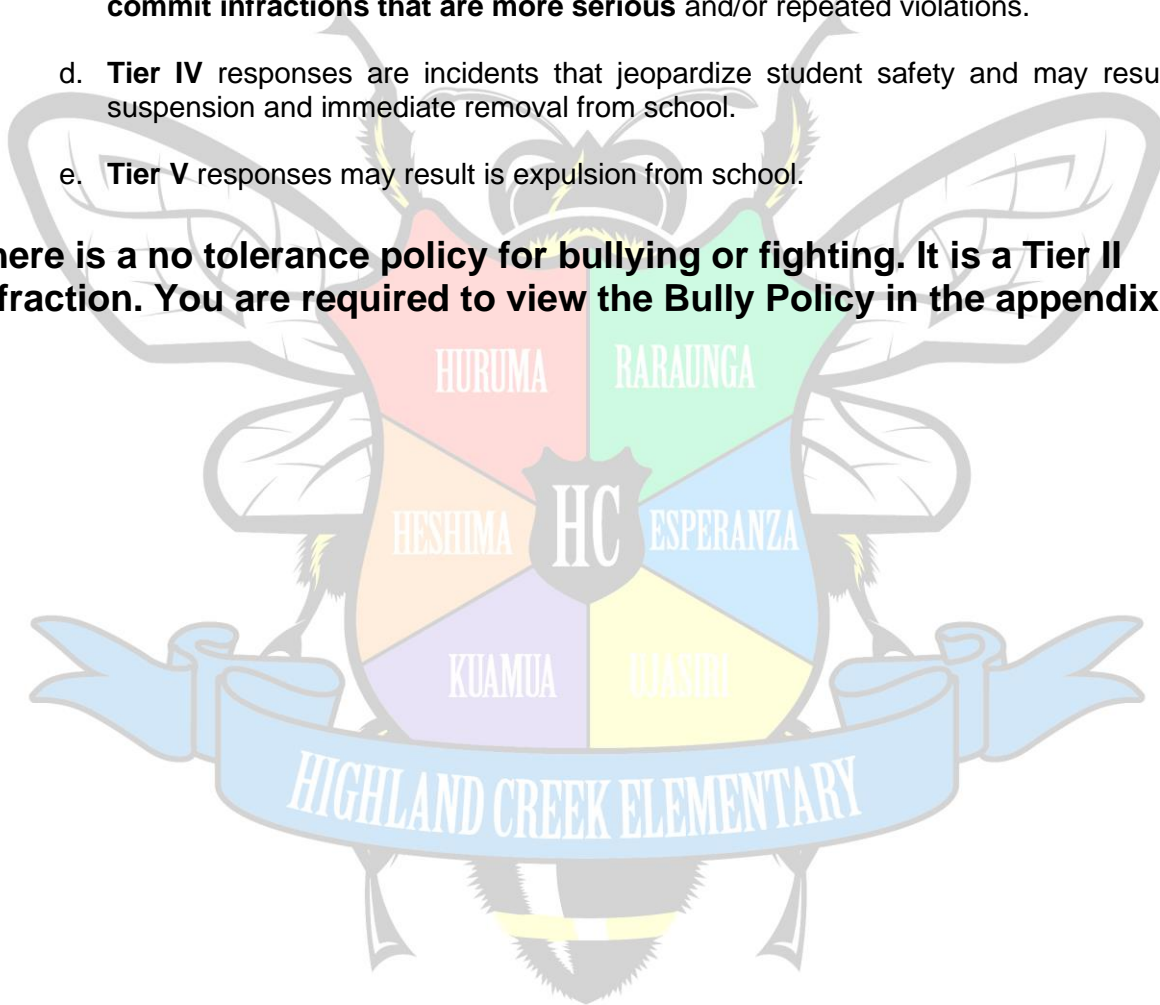
- **BEES**
Students are rewarded for following our school rules and expectations. Staff members give out bees daily. The teacher adds the bee to their total classroom count.
- **BEE Hives**
Each teacher keeps track of their class bees with a bee hive. This will also be a competition among Bee Hives. We will have a Bee Hive winner each quarter.
- **Cafeteria BEES**
Lunch monitors give classes bees for positive behavior in the cafeteria. If a class earns a bee every day, that class will receive a green bee. You can count the green lunch bee in your bee counts as well.
- **Special Area BEES**
Students receive bees for following rules and expectations during special area classes. Special area teacher do not punish the whole class for one student's off task behavior.
- **Optional classroom incentives for earning green BEES (per class/quarter) may include (but are not limited to):**
 - Hat day
 - Pajama day
 - Wacky hair & classroom incentive
 - Sports jersey day
 - 10 additional minutes of physical activity time
 - Class choice reward

DISCIPLINE

HCE is committed to improve discipline and safety. The **Code of Student Conduct** is the Board approved discipline policy and can be accessed here: [CMS Code of Conduct](#). We review this information with students on day one. Access to the handbook is available online and families are required to review it, sign a document as verification, and send in the signed document to the classroom teacher. The Highland Creek PBIS Matrix outlines behavior expectations for every student, at every grade level, in every area. There is no tolerance for intentional defiant and aggressive behavior that jeopardizes the safety of others (students assigned to a specialized behavior program are held accountable according to the expectations set forth by that program). Discipline concerns will be handled according to the tiered levels outlined below. At all times, responses to discipline concerns must inform the students of how their behavior did not reflect the character expectations of the Highland Creek Code PBIS Matrix. Corporal punishment is not permitted as an option for disciplining students. Protocol for addressing discipline issues is as follows:

- a. **Tier I** responses to discipline infractions are for students who commit minor infractions on an infrequent basis (page 9 of Code of Student Conduct). Violations are handled in alignment with the recommended responses outlined in the student handbook. Remember to remind the student of his/her responsibilities and relate back to the character traits outlined on pages 4-5.
- b. **Tier II** responses to discipline infractions are for students who commit repeated and/or major violations. Any response recommended on page 9 of the Code of Student Conduct is appropriate. A conduct contract may be an option prior to out of school suspension.
- c. **Tier III responses provide interventions and consequences for students who commit infractions that are more serious and/or repeated violations.**
- d. **Tier IV** responses are incidents that jeopardize student safety and may result in suspension and immediate removal from school.
- e. **Tier V** responses may result is expulsion from school.

There is a no tolerance policy for bullying or fighting. It is a Tier II infraction. You are required to view the Bully Policy in the appendix.



Administrative and Support Team Contact Info

<p style="text-align: center;">Ernest Saxton, III <u>Principal</u></p> <p style="text-align: center;"><u>ernest.saxton@cms.k12.nc.us</u></p> <ul style="list-style-type: none"> • Grading Procedures • School Improvement Plan • Student Placement • Auto-call Messages • New Parent Orientation • Family Handbook • Student Placement • Curriculum, Instruction, Assessment, & Intervention • Discipline 	<p style="text-align: center;">Margie Brice <u>Assistant Principal</u></p> <p style="text-align: center;"><u>m.brice@cms.k12.nc.us</u></p> <ul style="list-style-type: none"> • ASEP Contact • Cafeteria Contact • Testing Coordinator • Auto-call Messages • School Improvement Plan Process Manager • Curriculum, Instruction, Assessment, & Intervention • Discipline 	<p style="text-align: center;">Sean Anderson <u>Dean of Students</u></p> <p style="text-align: center;"><u>sean.anderson@cms.k12.nc.us</u></p> <ul style="list-style-type: none"> • Behavioral Prevention • Special Events Coordinator • Bus Transportation Coordinator • Community Partners • Curriculum, Instruction, Assessment, & Intervention • Discipline
<p style="text-align: center;">LaTasha Stinson Literacy Facilitator</p> <p style="text-align: center;"><u>latasha.stinson@cms.k12.nc.us</u></p> <ul style="list-style-type: none"> • Literacy Coach • Reading Challenge Coordinator • Spelling Bee Coordinator • Safety Rep Coordinator • Summer School Coordinator 	<p style="text-align: center;">Catherine Fenton Academically Gifted Cord.</p> <p style="text-align: center;"><u>catherine.fenton@cms.k12.nc.us</u></p> <ul style="list-style-type: none"> • Talent Development (Academic Gifted) Coordinator 	<p style="text-align: center;">Stacy Kata School Counselor</p> <p style="text-align: center;"><u>stacey.kata@cms.k12.nc.us</u></p> <ul style="list-style-type: none"> • 504 Coordinator • Attendance Delinquency Plans • Bully Prevention • Emotional Support (Student) • McKinney-Vento • Child Abuse, Neglect, or Dependency Training & Support • Tutor List Contact • Social Media Contact
<p style="text-align: center;">Mary Lou Cartagena Senior Administrative Secretary</p> <p style="text-align: center;"><u>maryl.cartagena@cms.k12.nc.us</u></p> <ul style="list-style-type: none"> • Community Use of Schools • Substitute Contact & Resource • Financial Administration & Audits • Picture Day Coordinator • Payroll Coordinator 	<p style="text-align: center;">Debbie Wheaton School Registrar/Attendance</p> <p style="text-align: center;"><u>deborah.wheaton@cms.k12.nc.us</u></p> <ul style="list-style-type: none"> • Student Records • Immunizations (PowerSchool) • Student Registrations • Attendance Manager (PowerSchool) • Marquee (via volunteer) • ParentSquare Administrator • Volunteer Coordinator 	<p style="text-align: center;">Rachael Benson Technology Services</p> <p style="text-align: center;"><u>rachaelz.benson@cms.k12.nc.us</u></p> <ul style="list-style-type: none"> • Technology Contact • Technology Inventory & Deployment • School Website Manager

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ESSENTIAL 10

1. SET HIGH EXPECTATIONS
2. TRACK THE SPEAKER
3. EYE CONTACT
4. STAND & RESPOND
5. ALWAYS TALK ABOUT LEARNING
6. PROVIDE OPPORTUNITIES FOR STUDENT MOVEMENT
7. EVERYONE CELEBRATES STUDENT SUCCESS
8. DEMONSTRATE ENERGY AND PASSION INTO LESSONS
9. INCORPORATE TEACHER MOVEMENT
10. INTEGRATE CHANTS/MUSIC

