



Welcome to the 2024-2025 school year! The TCE Parent Handbook contains information to help successfully navigate the school year. If at any time you have questions, please contact the school at 980-343-0695. We look forward to an exciting and rewarding year!

Arrival:

Student arrival is from 8:00-8:30 AM. Students may not be dropped off prior to 8:00 AM. The instructional day begins at 8:30 AM. It is important that students are in their classroom and ready to learn by 8:30 AM. For the safety of our students and staff, no visitors are allowed in the building during morning arrival. Students arriving after 8:30 AM are considered tardy. Tardy students **MUST** be signed in by an adult in the front office.

Attendance

It is important for students to attend school regularly. All absences must be reported in writing or through the [Report an Absence](#) link located on the TCE webpage. If you have questions regarding attendance, please contact Ms. Steve (rebecca1.steve@cms.k12.nc.us). State law requires students to be in school unless there is a valid reason (sick, death in family, unforeseen circumstances, etc) that requires the child to stay home. Excessive unexcused absences will result in a phone call from the principal, home visits from the school counselor, and/or possible involvement from local agencies. Parents will receive attendance letters from the school when their child has reached 3, 6, and 10 days of unexcused absences.

Bell Times

Arrival Bell 8:00 AM

Tardy Bell 8:30 AM

Dismissal Bell 3:30 PM

Breakfast

CMS offers free breakfast to all students. **Walkers and car riders must arrive by 8:20** in order to eat breakfast and make it to class before the 8:30 bell. All students will eat breakfast in the cafeteria. Students will be provided a lunch/breakfast number. Please work with your child to learn their number.

Class Visitation

Parents are permitted to volunteer in the classroom if they have arranged this with the teacher. To ensure instructional time is not interrupted, drop in visits are not allowed. Classroom visitation must be scheduled with the teacher first and then with an administrator.

Code of Student Conduct

Torrence Creek will follow and enforce the expectations set forth by the [Code of Student Conduct](#). Please take the time to review this handbook to ensure you and your child understand the expectations and the consequences for not meeting these expectations.



Communication

Thursday is the school wide communication day for Torrence Creek. Communication folders will be sent home each Thursday containing information from the school and your child's teacher.

ParentSquare is our main communication tool. A weekly ParentSquare message will be sent from the administration Thursday evening. You can expect additional communication from your child's teacher throughout the week. If your phone number or email changes, please notify the school so your information can be updated. If there are any questions regarding ParentSquare, please call the front office.

Here is a video that will help you to get started with your ParentSquare account.

English: https://youtu.be/xOaxk_u0mqA

Spanish: <https://youtu.be/sakfLnbwiB8>

The classroom teacher is always the first point of contact for parents. Please direct questions regarding classroom assignments, grades, events in the classrooms, and all other questions regarding the happenings in the classroom to the classroom teacher. Parents will be asked to first speak with the classroom teacher before scheduling an appointment with an administrator. Parents showing up at school unannounced to hold a meeting with a teacher or administrator will be directed to email or call to schedule a meeting.

Dismissal

Dismissal procedures will begin at 3:20 PM. **Early dismissal will end at 2:30 PM.** If picking your child up early, please arrive prior to 2:30 PM. Any change to your child's transportation must be submitted in writing to the front office (claudia.buckley@cms.k12.nc.us) and the classroom teacher by 1:30 PM. This will ensure we are able to notify the teacher prior to dismissal. Transportation changes will not be accepted over the phone.

Dress Code

Student attire that causes a disruption to the learning environment for the individual student or others in the class will be addressed by the administration and a parent contact will be made. Students need to wear closed toe shoes for safety (sneakers are preferred). Students should not wear anything that shows their midriff, spaghetti straps, or is too short.

Grading Policy

Torrence Creek teachers will follow the CMS Grading Policy. Click [HERE](#) for More Information

Lunch

Students can bring their own lunch or purchase a lunch from the cafeteria for \$2.75. Additional items can be purchased a la carte. Three tables are reserved in the cafeteria for students who have a documented food allergy. For qualifying families, lunch is offered free or at a reduced cost. To apply for Free or Reduced-Price Lunch click [HERE](#). [Torrence Creek Menu](#)

Lunch Visits

Parents are permitted to eat lunch with their child beginning **Monday, October 7th**. The first month of school, we like for our students to get acquainted with the procedures in the cafeteria prior to parents visiting. Parents will need to sign-in at the front office with a valid driver's license or state ID and receive a visitor sticker before going to the cafeteria. At the conclusion of lunch, parents must checkout in the front office. Parents are asked to **NOT** bring items such as balloons, flowers, and gifts to lunch. Cookies, cupcakes, etc can be brought as a treat for birthdays and need to be pre-arranged with the teacher. If bringing a class treat, **it must be store bought and contain no nuts**.

Medication

All medication **must** be administered through the health room at Torrence Creek. Students **are not allowed** to bring any medication to school with them, including inhalers. All medication orders must go through the Health Room. If you need a medication form or have questions regarding medications, please reach out to Nurse Mary by calling the school or you can email her at mary1.rafferty@cms.k12.nc.us. You can also find important information about school health, here <https://www.cmsk12.org/Page/7271>

Phones and Personal Devices

Students are permitted to bring phones to school but they must be turned off and kept in their bookbag throughout the day. Watches that can be used to communicate are permitted but are not allowed to be used throughout the day and need to be turned off during the school day. If the phone or watch is used during the school day or becomes a distraction to the student or others, a verbal warning will be given to the student and the parent contacted. The second incident will result in the student giving the device to the office and a parent must come to the school to pick it up. Any student found using a device to record another student or students during the school day or on the bus will be disciplined according to the CMS Code of Student Conduct.



PowerSchool

Parental involvement is critical to a child's education. That's why CMS has provided a user-friendly web application to help parents and families become more involved in education. Parents can check their child's homework assignments, attendance reports, grades and other items from any computer, any time using PowerSchool. Click [HERE](#) for more information. Your child's PIN number will be sent home during the second week of September.

Safety

All visitors must report to the front office to sign in using the Lobby Guard System. A valid Driver License or State ID is required to sign in. **Visitors will not be able to volunteer or enter the school without a valid ID.** Visitors are required to wear a visitors pass at all times. All volunteers must be registered through the CMS volunteer system. Click [HERE](#) to register.

Technology

Transportation

- **Car Rider Information**

All students will receive a car rider tag during the first few days of school. If you pick your child up in the afternoon, please display the tag in the front window. Your child will be called to the front of the school when you arrive. Please stay in your car, one of the TCE staff members will assist your child into the car.

- **Walker/Bike Information**

All Rosedale and Cobblestone students who walk/bike to and/or from school must have a permission slip on file. Please click [HERE](#) to complete the walker form. Rosedale parents can meet their child at the rear gate for afternoon dismissal. Cobblestone parents can meet their child on the sidewalk leading to the school near the end of B hallway. Staff will be positioned at each location to help with dismissal. Bike Racks are available for students.

- **Bus Information**

Only registered bus riders will be allowed to ride the bus to and from school. Students are only permitted to ride the bus they are assigned to. Parents are encouraged to download the [Here Comes the Bus](#) app to have real-time location of their child's bus. Our school's code is **73877**. The North transportation office number is 980-343-3838. <https://www.cmsk12.org/buses>

- Here Comes The Bus app: Track bus location and schedule in real-time
- AlphaPortal: Parents can sign up for an account to review and print their child's boarding pass
- Email: Contact CMS Transportation at transportation@cms.k12.nc.us for direct assistance
- Phone: Call 980-343-6715 for bus information and over-the-phone support

Helpful Links

[CMS Calendar](#)

[Torrence Creek Website](#)

[Torrence Creek PTA Website](#)

[CMS Website](#)

[CMS Handbook and Forms](#)