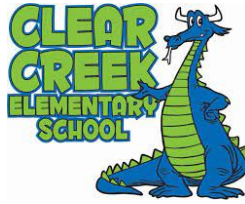


# Clear Creek Elementary Parent & Student Handbook



**Vision:** Clear Creek Elementary creates an environment that promotes success for all students by developing the intellectual, social-emotional, and physical attributes of every child.

**Mission Statement:** Every child, reading, writing, listening and speaking every day!

*Dear Clear Creek Families and Students:*

*Welcome to the 2024-2025 school year at Clear Creek Elementary!*

*This handbook is filled with important information regarding Clear Creek's policies and procedures. Please take time to review the contents with your child/children together. If you have questions that remain unanswered after reading the handbook, we will be glad to answer those personally.*

*We look forward to working with you and your child this school year.*

*Educationally Yours,  
The Clear Creek Administrative Team*

## **Absences and Tardies**

School attendance is essential to student success. Parents and guardians are responsible for seeing that their children attend school each day it is in session, according to Charlotte-Mecklenburg Board of Education Policy JHBB and the NC Compulsory Attendance Law (N.C. G.S.-§115C-378). All absences and tardies will be addressed on an individual basis.

Students are encouraged to be in their classrooms by 7:45 a.m. with instruction beginning at 7:45 a.m. **Students arriving after 7:45am will be counted tardy.** Parents must accompany the student into the school to sign them in at the Main Office when they are tardy and escort students to class after signing them in at the Main Office. School tardies will be monitored by our office staff and notifications will be sent to the student's parent or guardian in the event of excessive tardies.

All students are expected to be in attendance each day school is in session. Following any absence, a student is required to present written documentation from their parent or guardian stating the reason for the absence. Written documentation must be presented within three school days after the student returns to school; otherwise, the absence will be recorded as unexcused. If the student is absent for three or more consecutive days, the school requests a doctor's note for the absence. After 3, 6, and 10 unexcused absences the school will send notification to the student's parent or guardian. Absences are excused for the

following: Illness or Injury, Death in the Immediate Family, Medical or Dental Appointments, Quarantine, Religious Observances, Military Deployment for Immediate Family, Educational Opportunities as approved by the principal, or Court Proceedings.

### Additional Information















Parents are responsible for referencing the Charlotte-Mecklenburg School Parent Student Handbook and the Charlotte-Mecklenburg School Rights and Responsibilities Handbook for further information about the Charlotte-Mecklenburg School District's policies. The 2023-2024 Rights and Responsibilities Handbook is available online at <https://www.cms.k12.nc.us/families/resources/Pages/HandbooksForm.aspx>

### After School Enrichment Program

Clear Creek offers an After School Enrichment Program (ASEP) for students in K-5 grades. This program is fee based and is open every school day. Registration is required. Fees include programming on all school days and all day on teacher workdays. ASEP also offers optional programming on days that are not school holidays during winter break and spring break. For information on weekly fee rates and hours of these programs, please reach out to the site coordinator, Ashley Mason at [ashley.mason@cms.k12.nc.us](mailto:ashley.mason@cms.k12.nc.us)

### Behavior Expectations

Clear Creek has a school-wide discipline policy and matrix. Each grade level will provide the expected criteria for that grade. Clear Creek rules will be posted throughout the school.

Clear Creek Elementary			
Dragons will be	Respectful	Responsible	Safe
<b>Classroom</b>	<ul style="list-style-type: none"> <li>Follow directions the first time</li> <li>Raise your hand</li> <li>Use kind, friendly words</li> <li>Be an active listener</li> </ul>	<ul style="list-style-type: none"> <li>Bring materials (pencil, books, backpack, etc.)</li> <li>Keep areas clean and organized</li> <li>Complete work in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>Use walking feet</li> <li>Keep your hands, feet, and objects to yourself</li> <li>Stay in assigned areas</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>Keep your hands at your side</li> <li>Walk quietly</li> <li>Walk in an orderly line</li> </ul> 	<ul style="list-style-type: none"> <li>Keep our hallways clean and clear</li> <li>Use walking feet</li> </ul> 	<ul style="list-style-type: none"> <li>Face forward and eyes to the front</li> <li>Stay with your class or partner</li> <li>Stay on the right side</li> </ul> 
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>Honor the privacy of others by keeping eyes forward</li> <li>Keep your hands and feet to self</li> </ul> 	<ul style="list-style-type: none"> <li>Use only what we need</li> <li>Keep your voice off</li> <li>Keep our bathrooms clean by throwing away trash and flushing the toilet</li> </ul> 	<ul style="list-style-type: none"> <li>Wash your hands</li> <li>Only flush toilet paper</li> <li>Keep your feet on the floor</li> </ul> 
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Use kind words and tone of voice</li> <li>Stand in line silently and patiently</li> <li>Eat your own food</li> <li>Use napkins and utensils appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Keep the table and floor in your area clean</li> <li>Raise your hand if you need help</li> </ul> 	<ul style="list-style-type: none"> <li>Keep your hands, feet, objects, and food to yourselves</li> <li>Remain in your seat and talk to the people around you</li> <li>Use walking feet</li> </ul> 
<b>Bus</b>	<ul style="list-style-type: none"> <li>Listen to the bus driver's directions</li> <li>Use kind words and tone of voice</li> <li>Keep hands, feet, and objects to yourselves</li> </ul>	<ul style="list-style-type: none"> <li>Stay in our assigned seat at all times</li> <li>Speak quietly to the people next to you</li> <li>Get on and off the bus at your assigned stop</li> </ul>	<ul style="list-style-type: none"> <li>Sit with your back against the seat</li> <li>Keep the aisle clear</li> <li>Keep body parts and objects inside the bus</li> </ul> 
<b>Assembly</b>	<ul style="list-style-type: none"> <li>Keep your voices off during presentation</li> <li>Look at the speaker</li> <li>Sit on your bottom</li> </ul>	<ul style="list-style-type: none"> <li>Keep your hands and feet to yourselves</li> <li>Stay with your class</li> </ul> 	<ul style="list-style-type: none"> <li>Watch and listen for teacher directions</li> <li>Enter and exit with our voices off</li> </ul>
<b>Car Line</b>	<ul style="list-style-type: none"> <li>Keep your voices off</li> <li>Sit on our bottoms</li> </ul>	<ul style="list-style-type: none"> <li>Keep your hands, feet, and objects to yourselves.</li> <li>Stay in assigned area</li> <li>Listen closely for your name</li> </ul> 	<ul style="list-style-type: none"> <li>Use walking feet</li> <li>Wait for the adult to open car door</li> </ul> 
<b>Office</b>	<ul style="list-style-type: none"> <li>Enter and exit quietly</li> <li>Wait for an adult for assistance</li> <li>Wait patiently and quietly</li> </ul> 	<ul style="list-style-type: none"> <li>Have a pass or a note</li> <li>Speak clearly to the adults</li> </ul>	<ul style="list-style-type: none"> <li>Use walking feet</li> <li>Keep your hands and feet to self</li> </ul> 

Every Child Reading, Writing, Listening, and Speaking Everyday!

According to the discipline plan, the students will face specific consequences for each offense.

**First Offense:** Staff member will respond in the moment, positively redirect, re-teach appropriate behavior and/or address in class meeting

**Second Offense:** 1 on 1 Student/Teacher Conference- Possible Consequence: (Could include loss of privileges/fun activity, loss of technology, loss of flexible seating, etc.) Parents are informed about the consequences.

**Third Offense:** Parent Phone Call and/or Conference with parents

**Fourth Offense** -Create an Incentive Plan (with parent, student, counselor, administrator)

**Fifth Offense** -Office Referral

## Bullying Prevention and Character Education

Clear Creek Elementary supports the CMS district's initiatives for Bully Prevention and Character Education. Clear Creek diligently implements a social emotional learning curriculum known as "Caring School Communities". The goal of the curriculum is to help students become caring, responsible members of their school communities by:

- Building caring relationships
- Explicitly teaching social and emotional skills
- Creating calm, orderly learning environments through effective classroom management
- Helping students develop self-discipline through a teaching-and learning approach to discipline

In addition, classroom teachers' hold daily class meetings where social emotional learning is directly addressed and supported. Our Guidance Counselors help support staff and students by providing classroom guidance activities and school wide announcements dealing with conflict resolution, character education, and effective problem solving. In addition, small group counseling and individual counseling are provided on an as needed basis.

## Birthday Treats

On the occasion of a student's birthday, parents may bring in another product, please be sure it follows our Food Product Policy (listed in the Food Policy section). Each child should be offered a treat. These snacks may only be served at lunch time, towards the end of the lunch period after students have finished eating their lunch. Please let the student's teacher know in advance, as many of our students dietary needs preclude certain foods.

## Cafeteria Information

Clear Creek's Café welcomes your child to eat breakfast and lunch in our cafeteria. The Café serves at least two entrees plus vegetables daily, and the cold line is stocked with a variety of fruits. Bread, cakes and cookies are baked fresh daily, and Ice Cream is also available for purchase. You may pay for meals by the day, week or month. "PayPAMS" (Parent Account Management System) is a secure on-line payment system that parents can use to pay for food services. We also accept cash, or personal checks with a printed name, address, and home phone number; no business checks can be accepted. We also participate in the Federal Free/Reduced Lunch Program. Applications are available [here](#). All information is kept confidential. You may contact our cafeteria manager, Mrs. Branch, at 980-343-6922 if you have any questions.

Menus are posted on the school's website and in our front office. Special diet orders or allergy alerts require a doctor's note. Breakfast begins at 7:15 A.M.

Clear Creek's Café does have three requirements for students:

- Students must learn their lunch number by heart (we will help with this!)
- No talking while in the lunch line.
- Gather all utensils and condiments before sitting down.

## Classroom Parties

Two class celebrations have been scheduled during the school year. Winter Celebrations - Pre-K-2nd Grade will take place on Thursday, December 19, 2024 from 1:00-2:00pm. 3rd-5th Grade will take place on Friday, December 20, 2024 from 1:00-2:00pm. End of Year Class Parties – Pre-K-2nd Grade will take place on Thursday, June 5, 2025 from 1:00-2:00pm. 3rd-5th Grade will take place on Friday June 6, 2025 from 1:00-2:0pm.

**In accordance with the NC Division of Environmental Health, under no circumstances should schools allow the following food to be brought in from homes: ground beef products, venison, unpasteurized milk or juices (or food items made from unpasteurized milk), or food products made from peanuts and / or tree nuts. All products brought into the classroom must be commercially prepared, not made in a home.**

## Communication

Communication between the school and home is essential. *The official method for home-school communication will be ParentSquare.* It is imperative that the school office and your child's teacher have updated the current contact information on file should an emergency arise. ParentSquare is an effective communication tool that Clear Creek Elementary utilizes to inform parents of important events through your email addresses.

The following list specifies who you should contact at the school regarding specific issues.

Transportation –Mrs. [Linda-linda.kaman@cms.k12.nc.us](mailto:Linda-linda.kaman@cms.k12.nc.us)

Counseling concerns- Mrs. Zak-[stephaniel.zak@cms.k12.nc.us](mailto:stephaniel.zak@cms.k12.nc.us)

Media books – Dr. Stanley, Media Specialist- [rochelled.stanley@cms.k12.nc.us](mailto:rochelled.stanley@cms.k12.nc.us)

Student Medications – Nurse Ashley, School Nurse-[ashley1.hyatt@cms.k12.nc.us](mailto:ashley1.hyatt@cms.k12.nc.us)

After-School Enrichment Program - Ms. Mason, ASEP Site Coordinator-[ashley.mason@cms.k12.nc.us](mailto:ashley.mason@cms.k12.nc.us)

## Conferences

If you would like to schedule a conference, please arrange an appropriate day and time with the classroom teacher. Upon arriving at campus, please be sure to follow visitor's procedures. All visitors are required to sign in at the main office with identification such as a driver's license or a passport. If any problems arise, the first contact should be your child's teacher.

## Dismissal and Transportation

At the beginning of the school year, establish a transportation routine with your child. It is important for your student to know how they are getting to and from school each day. We understand that parents may need to occasionally change transportation. In any circumstance, a written note or a phone call to the main office **MUST** take place in order to make any changes in transportation. **Changes in transportation must be communicated prior to noon in order to ensure it is properly communicated.** In the morning, students may be dropped off at school in the car rider line between 7:15 a.m. and 7:40 a.m. Parents must remain in the carpool line at all times. There is no parking and walking into the building, unless there is a scheduled appointment. The students will then report to breakfast or their classrooms. Students who arrive after 7:45 a.m. must be escorted into the school by a parent. The parents will also be expected to walk their children to class after signing at the Main Office. It is important for students to be responsible for beginning their day as instructed.

Afternoon dismissal begins at 2:40 p.m. All students must be picked up by 3:00 p.m. Parents must remain in their cars at all times during afternoon pick up. **Bus transportation is a privilege available to our students.** Good behavior is required to retain the privilege, as stated in the Charlotte-Mecklenburg Rights and Responsibilities Handbook. Bus riders will only be released from the bus at the student's assigned bus stop for the safety of our students. Students may not ride a bus they are not assigned to for any reason.

Issues regarding bus routes or routing, assigned stops and stop times, and bus driver concerns should be addressed with the transportation office at 980-343-6970.

## Dress Code

Students should dress appropriately for the weather and classroom activities. Students should arrive at school neat and clean. The following dress is expected:

Shorts and skirts must be at or below mid thigh in length.

**Shoes must be safe for daily physical activity.** Crocs, flip flops, high heels, cleats, bedroom slippers or shoes with wheels are neither safe nor adequate for physical activity, as students will be expected to run and exercise every day.

Shirts must cover from shoulder to pant line with no midriff showing at any time. Straps should be at least 2 inches in width.

Clothing with obscene or inappropriate language or messages will not be tolerated (alcohol, drug, or tobacco-related slogans or inferences are not appropriate for school).

If a student is dressed inappropriately for school, the parents or guardian will be notified to bring suitable clothing.

## Early Dismissal

Students must be in attendance 3 hours and 30 minutes to be counted present for the day. Students may not be signed out of school after 2:00 p.m. Parents needing students for early dismissal should sign-out students before this time. All students must be signed out in the Main Office and office staff must call for the student to be dismissed from the classroom. Parents will be expected to pick students up from the classroom after the teacher has been notified.

## Emergency Procedures

In case of emergency, each student is required to have a Family Information sheet on file in the school office listing the people to notify. Please assist the school in keeping this source updated as changes may occur during the school year. We must always be able to contact at least one guardian in the event of emergencies.

## Field Trip Procedures/Policy

All students will be eligible to go on field trips related to the curriculum. The following criteria must be met:

All expenses must be paid.

A permission form must be signed by the parent/guardian.

Any student with disciplinary problems, as per the school policy, may be unable to participate in a field trip. The teacher and the principal will make this determination. If not allowed to attend, the student is required to attend school.

Field trips supplement a subject area being taught in the classroom. Field trips are lessons away from the classroom and all students are expected to attend. Teachers will notify parents as to the schedule and cost as far in advance as possible. Every effort is made to keep costs low, but costs include fuel, drivers and entry fees.

**All parents attending field trips must be approved by CMS to volunteer** and will be considered chaperones for that field trip. All chaperones are acting as agents of CMS and Clear Creek Elementary School, and bear responsibility for the children attending that trip. All chaperones will operate under the direct supervision of the coordination staff member for that particular trip. Trips are planned for each particular grade level. Siblings of students will not be permitted to go along on the trip even if the parents accompany them.

## Food Products Brought to School

Per the Charlotte-Mecklenburg School District Parent Student Handbook, the following cautions are to be followed in all schools in order to protect the health and safety of children and staff:

1. Any food shared in school must be from an inspected commercial facility and must be labeled with its contents. (Ex: Harris Teeter cupcakes, with a printed list of ingredients from the HT bakery, packaged crackers.)
2. Fresh fruit and vegetables may be shared, but must be thoroughly washed with friction and running water or a fruit cleaner. Fruits and vegetables which grow on the ground (melons) should also be washed thoroughly to prevent contamination when cutting. Utensils used for cutting or serving should be thoroughly washed and dried between uses. Avoid reusing a knife that has been used to cut sandwiches with cheese or meat. Cross contamination could lead to allergic reactions or food poisoning.
3. Products such as milk, cheese or fruit juice, which have not been pasteurized, may not be shared in the classroom or at school activities.
4. The special diet and healthcare needs of all students should be addressed in a confidential and supportive manner by all staff.
5. Peanut-free or other food-free tables should be designated for children diagnosed with severe airborne or contact allergies to those substances in the classroom and other learning environments where food products may be used. When such an area is designated, a child or staff member (not the child with the allergy) must clean the designated table with previously unused paper towels, soapy water and dry with a clean paper towel. That table must remain free of the allergen at all times. Cleaning should take place before each use.
6. It is the responsibility of the parent/guardian to provide information regarding a food allergy to the teacher, the school nurse and Child Nutrition Services. The school nurse will draft an Emergency Action Plan (EAP) with the parent and will educate staff about the special needs of the child with severe food allergies, after the parent has signed the EAP.
7. Foods brought to school to be shared should be checked for content. No foods with known allergens should be given to children who have previously been identified as having an allergy to any of its contents. When there is a doubt, the food should not be given unless the parent states it is safe for the child. Parents may supply "safe" alternatives and request that their child avoid handling any other food products.
8. A student with high risk allergy that cannot be avoided in the cafeteria may be allowed to remain in the classroom or a designated room with adult supervision while the other members of the class go to the cafeteria or the whole class may eat in the room, provided no allergens are brought into the classroom. Such special accommodations, as well as any additional safeguards required for an individual student, should be made in collaboration with school administrators, the school nurse and Child Nutrition Services. When appropriate a 504 plan will be developed by the team. Other ways to protect a student with a life-threatening food allergy are found in the new CMS regulation "Students with Food Allergies."
9. Riders on school buses, including the driver, must refrain from eating on the bus as a safeguard against choking and against allergic reactions of students with food allergies. It is important to note that deadly allergic reactions can be triggered by food particles in the air.
10. Whenever foods are brought to school for snacks or celebrations, choices that are low in sugar and fat content should be considered.

The following are some healthy snack suggestions:

- Pretzels, Crackers
- Vegetables such as carrot sticks
- Dried fruit, apple or banana slices
- Yogurt

*Safe and healthy nutrition needs to be taught by example in school and at home. Help all children be healthy and ready to learn.*

Regulations state that food may not be sold on campus at any time of day prior to the last child having lunch. Class rewards shall never replace lunch (e.g. pizza parties). All such rewards must be approved by the administration.

## Fundraisers

Clear Creek Elementary School and its PTA sponsors a variety of fundraisers during the school year. We encourage you to participate in these fundraisers as you are able. Profits from these events are used to enhance the learning experience of our students.

## Grading Scale

*Kindergarten through Second Grade:*

### K-2 Core Standards Scale

D – Developing - Student demonstrates basic level of understanding of standard with support. Intervention is in place to support the development in mastery of standard.

P – Progressing - Student demonstrates progress toward developing mastery of standard. Student applies limited understanding in familiar situations.

M – Mastering - Student demonstrates mastery of grade level standard multiple times and in multiple ways. Student applies understanding of standard in familiar and unfamiliar situations.

E – Exemplary Mastery - Student demonstrates advanced mastery of grade level standard. Student seeks to deepen understandings, engage in higher order thinking skills, and apply thinking to new and uncommon situations.

*Third-Fifth Grades:*

Clear Creek Elementary follows the CMS Grading Policy. Information can be found [here](#).

A	90-100	Excellent Performance
B	80-89	Very Good Performance
C	70-79	Satisfactory Performance
D	60-69	Low Performance
F	Below 60	Unsatisfactory Performance

## Homework Policy

Ensuring that homework is beneficial requires a balanced approach and clear communication between the student, the teacher and the family. Homework that is assigned should be purposeful, appropriate to the grade level of the students. Reasons for assigning homework include practicing new skills, applying previous learned skills in new contexts, and/or fostering productive study habits and independence. Homework has the additional benefit of helping students understand that learning happens everywhere, while also providing parents with information about our curriculum and opportunities to support students in their learning. Homework is not assigned for a grade and students cannot be punished or disciplined for not completing homework. Each grade level will assign homework based on the needs of the students.

## Illness at School

School personnel will notify parents and arrange for children to go home when they have the following symptoms:

- Fever of 100 or higher (CHILD SHOULD REMAIN AT HOME UNTIL FEVER FREE, WITHOUT FEVER REDUCING MEDICATION FOR 24 HOURS) with the following symptoms:
  1. nausea, vomiting, diarrhea, (frequent loose or watery stools), or abdominal pain,
  2. severe headache
  3. muscle aches
  4. sore throat
- Temperature of 101 or greater *with or without* other signs and symptoms.
- Above symptoms even without a fever.
- Head Lice-Students with live head lice will need to be picked up, if possible, and taken home to receive treatment. Once treatment is completed the parent/guardian must accompany the student to school the day after and the student's head will be checked by the school nurse or designee to determine the presence of live lice. **Parents, please notify the school nurse or front office staff at any time your child has been treated for lice.**

## Injuries at School

The principal, or a designee, will notify parents/guardians when a student accident or illness occurs at school or at school sponsored events as soon as possible. Parents are reminded to list cell, home and work telephone numbers as well as an emergency number. We must be able to reach a parent, guardian, or other adult authorized to make care decisions at all times. The principal or assistant principal or school nurse, will make the request if an ambulance is needed. The person designated to make the 911 call will give his/her name, location, the nature of injury, the number of injured or ill persons, and the local phone number. The principal or assistant principal will designate someone to direct EMS to the injured or ill person.

## Invitations

Invitations to birthday parties or other events held outside of school shall not be distributed during school hours or on the bus. These tend to cause unnecessary distractions and issues within the learning environment.

## Lost and Found

Parents are asked to label all coats, jackets, sweaters, book bags and lunch boxes **with the child's name** for easy identification. If items are found on the school campus, they will be placed in the Lost and Found storage area. The Lost and Found storage will be cleaned out every 60 days with remaining items being donated.

## Medication Procedures

- Any medication including non-prescription to be taken at school must have the medication form (in handbook or from the front office) filled out by a physician and signed by a parent/guardian.
- Medications to be given at school must be in the original container from the pharmacy, with complete label information (child's name, physician, dose, directions, and prescription date).
- Medications must be delivered to the school by the parent/guardian and picked up by the parent/guardian once they are no longer needed and/or at the end of the school year. If transportation problems occur, please speak with your child's teacher about other accommodations.
- The storage and use of self-administered medications (inhalers, Epi-pens, etc.) is determined by the principal in consultation with the parent and school nurse based on the nature of the medication, age and responsibility of the child, and the child's ability to maintain safe use, including a child keeping the medication on his/her person and not sharing medication with others.
- ***It is recommended that students in grade K-2, have an extra change of clothes in their backpack.***

## Money to School

Field Trip Refunds: Clear Creek field trips are non-refundable. Once Clear Creek has made the balance of the payment, the company has allocated a certain number of seats and will not refund.

Picture Money: The money for pictures is paid to the picture company not the school. The picture forms sent home by the student will tell you when to send the money and who the check will be made payable to.

## Office Hours

The school office is staffed from 7:30 a.m. to 3:30 p.m. Should you need to retrieve homework for your child due to illness, you should notify the office no later than 10:30 a.m. to allow sufficient time for the teacher to get the items together. You may retrieve the assignments in the front office from 2:45 p.m. to 3:30 p.m.

## Overdue, Lost or Damaged books

Students with overdue books are asked to return or renew the items before making additional checkouts. Books 45 days overdue are considered lost, and students are responsible for replacement costs. Refunds for lost books will be made if the student returns the lost book to the Media Center without damage. Fines may be imposed for defacing or damaging barcodes, labels, or call numbers.

## Parent-Student Lunches

Parents are invited to visit our school for the occasion of eating lunch with your student starting on **October 1, 2024**. **We encourage families to do this only for special occasions (birthdays)**. In order to accommodate those who wish to visit for such an occasion, the following guidelines are to be followed without exception:

- Parents **MUST** sign in at the front office first. (Parents should complete the CMS Volunteer form)
- Parents will meet their students in the entrance to the cafeteria. Do not go to the classroom. Please do not arrive more than five (5) minutes before the assigned lunch time.

- Visitors' seating will be available in a designated area of the cafeteria. Due to space limitations, sitting with your child's class is not possible.
- Visitor seating will be available on a first come, first serve basis. If seating is not available, we ask that parents try to delay their visit until a later date.
- Parents may not enter the cafeteria prior to their student's class to reserve seating.
- Parents will limit the time they spend with their student to the amount of time the student's class has in the lunchroom. Students will not be allowed to arrive early or stay late with parents.
- Parents sitting away from the class tables may only dine with their own child(ren); other students must remain with their assigned lunch table.
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## Parent-Teacher Partnerships

Clear Creek Elementary School is fortunate to have an active PTA that is incredibly supportive of the school. Families are encouraged to become PTA members and participate in the organization!

## Personal Technology Device

A personal technology device (PTD) is a portable Internet-accessing device that is not the property of the district that can be used to transmit communicates by voice, written characters, words or images, share information, record sounds, process words, and/or capture images. Examples include, but are not limited to, cell phones, smart watches, and tablets. A student may possess a PTD on school property, provided that **during school hours the PTD remains off and put away**. In accordance with Rule 5 of the Code of Student Conduct. Cell phones must be turned off and stored during instructional time and on the school bus. If a student is using a PTD during the day the teacher will confiscate the PTD and it will be turned in to the administration. Parents must report to the school to retrieve confiscated PTDs. The staff is not responsible for the loss, theft, damage or vandalism of any device that a student brings to school, on school transportation or to school sponsored events.

Please do NOT let children bring toys or other valuable personal items to school.

## Pets on Campus

No pets are permitted on school property in order to maintain safety and avoid any public health hazards.

## Report Cards

Report cards are issued at the end of every quarter. Progress reports are sent home at midterms for K-5 students. Parents should review reports with their child and send back the sign forms promptly. Parents of students in grades 3-5 are asked to view their student's midterm progress using [Power School](#). A teacher parent conference will be required at the end of first quarter. Parents will receive the report card at the conference. Additional conferences may be requested by parents or teachers throughout the school year.

## School Closing

The decision to close school is made by the Charlotte-Mecklenburg School District. In the event of a school closing, please watch the major television stations, check social media platforms and listen to local radio stations. Information will also be posted on the Charlotte-Mecklenburg School District website. Please do not call the school.

## School Schedule

Instructional time is invaluable to both students and teachers. Students and parents are to adhere to the following bell schedule to make the most of each instructional day:

7:15 Morning drop off begins

7:45 Tardy bell rings and instructional day begins

2:40 Dismissal bell rings

## School Visitors and Volunteers

All visitors and volunteers must report to the office, sign in using the LobbyGuard system, and be issued a dated visitor's pass that must be worn while on campus. All visitors must wear a visitor tag for the duration of their visit. Volunteers must also sign-in at the office and receive a visitor's tag. If visitors are on campus without a sticker, they will be directed to the main office. Failure to comply with this request will result in removal from campus, as it is for the safety of our students and faculty. Parents are always welcome. Please understand that instruction begins at 7:45. If you need to talk with a teacher please schedule an appointment. If your student leaves a needed item at home and you wish to bring it to school, please leave it in the office and our staff will make sure that your child receives it.

The Charlotte-Mecklenburg School District requires that each individual that wishes to volunteer at a school site to have an approved volunteer application on file with the school system. Approved status is required for volunteering in the classroom or chaperoning a field trip. **All volunteer applications must be completed online, by visiting the Charlotte-Mecklenburg Schools website: [www.cmsvolunteers.com](http://www.cmsvolunteers.com).**



## **Student ID Tags**

Students are required to wear a student ID at all times inside the school. The school will provide a picture ID for every student.

## **Student Recognition**

There are several programs at Clear Creek in which teachers recognize students that exceed above expectations. At Clear Creek, students are constantly praised and rewarded through classroom incentive programs for their efforts. In addition, teachers select a Terrific Kid each month to be recognized school-wide. Terrific Kids are Thoughtful, Enthusiastic, Respectful, Responsible, Inclusive, Friendly, Inquisitive and Capable. Each quarter we host Academic Award Assemblies for our 3-5 fifth graders to recognize honor roll students, students with perfect attendance and Rigorous Readers,

## **Student Supplies and Book Bags**

Students are provided a supply list for each grade level at the beginning of the year. Please make sure your child has the necessary supplies all year. Students will need to bring a book bag each day.

## **Talent Development (TD)**

The Talent Development (gifted program) students work closely with the school's TD teacher. All students are screened in the beginning of second grade. However, screening is offered throughout the year to eligible students. Second through fifth grade students work on various curriculum areas for challenge and enrichment throughout the school year.

## **Telephone Use**

Teachers are not able to take phone calls during the instructional day. If an emergency arises and you need to speak with your child's teacher, you may contact the front office, which will pass the message as quickly as possible. Otherwise, you may leave a message for the teacher to return your call. Most calls will not be returned until after dismissal and the teacher has been relieved of other after-school duties. Please be aware that the phones located in each of the classrooms are not capable of receiving or making phone calls outside of the school.

## **Textbooks**

Workbooks for Literacy and Math are issued for students in all grades. If workbooks are lost throughout the year, parents may be charged the cost of the workbook. .

# Clear Creek Elementary Parent and Student Handbook

I have received an electronic copy of the Clear Creek Elementary Parent and Student Handbook.

Student Name: \_\_\_\_\_  
(Print First and Last Name)

Parent Name: \_\_\_\_\_  
(Print First and Last Name)

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

Date \_\_\_\_\_

**We are... Clear Creek Proud!**

