

FAMILY HANDBOOK

2024-2025



STONEY CREEK ELEMENTARY SCHOOL

Karen Dozier

Principal

14015 Mallard Roost Rd.

Charlotte, North Carolina 28262

Phone (980) 344-1030

FAX (980) 343-1833

Assistant Principal.....Saunjeanetta Fertil
Dean of Students and AcademicsDr. Sonya Hill

Dear Stoney Creek Families,

Welcome to the 2024-2025 school year at Stoney Creek Elementary School, in Performance Area E! Our school team is excited about supporting your child this year and is looking forward to helping them reach their full potential!

It is an absolute privilege and honor to serve as Principal of Stoney Creek Elementary! I am excited about forging relationships with families, staff, students, and the community.

The leadership team's priorities with regards to learning are that every teacher provides rigorous, engaging, and fun academic opportunities for every student and that each scholar is supported in an environment that is physically and emotionally safe. We believe in the importance of empowering students to take ownership of their own learning by creating goals, monitoring their progress, and celebrating successes.

Our school is a community, and we rely on many important partnerships to make Stoney Creek Elementary a success. You will see staff, students and parents working together to create an effective learning environment.

We continue to build relationships with families through our School Leadership Team (SIT), Parent Teacher Association (PTA) and volunteer opportunities. Please consider joining our PTA and volunteering at the school. Parents and teachers serve on our School Improvement Team (SIT) and work together to make decisions about issues such as student achievement, climate, and other school - wide initiatives.

Please read the information this booklet contains carefully and thoroughly. It holds most of the policies and procedures that govern our school. It is important that everyone follows the information presented here to ensure the overall success and safety of the school.

This family handbook is designed to act as a tool to answer questions you may have about Stoney Creek Elementary. We hope it helps familiarize families with our priorities, procedures, programs, and services. If you have any questions or concerns about the information in this handbook, please contact the school office at 980-344-1030. We will provide additional clarification as needed. It is our goal to work as a team with our community so that our scholars can experience huge successes at Stoney Creek!

We welcome feedback about how we can make Stoney Creek the best elementary school possible for you and your family. We look forward to getting to know you and your family in the upcoming school year!

In Service and With Gratitude,

Karen Dozier
Principal

Stoney Creek Elementary School opened in 2008 and serves students in grades Kindergarten through 5th with a strong emphasis on community. We are situated in the University Area of Charlotte in the Mallard Lake neighborhood. Many of our students either walk or carpool to school. Many of our buses service just one neighborhood.

We have a diverse student body representing many nationalities. Our school is dedicated and committed to providing an excellent educational experience for all students. We take great pride in our school and continue our journey of learning! We are committed to “Building on Success”, as we impart knowledge and skills to our scholars that prepare them for global competitiveness. Our staff knows and works hard to see that we are responsive, dedicated, and committed to providing scholars with an education that will truly “Empower them for Academic Success”!

Stoney Creek Elementary School Mission

Provide a nurturing learning environment which promotes educational excellence for all while removing barriers and igniting intellectual curiosity so that all students reach their highest potential

Stoney Creek Elementary School Vision

Activate life-long learning that is student centered and equips and empowers scholars to compete and positively contribute to society

Our Essential 5

At Stoney Creek, we are **respectful, positive, courageous, scholars**, who bring our **best selves** each and every day.

Stoney Creek Is a PBIS School

We are a **Positive Behavior Intervention and Support school (PBIS)**. PBIS is a data-driven school-wide initiative for improving social competence and academic achievement for all students. As a PBIS school we focus on character education, universal expectations across the school for student procedures and behavior and rewarding positive behavior. We utilize a House system for students and staff to earn points for their house for exhibiting our Essential 5 behavioral competencies.

Colors: Red, White, and Black

Mascot: Cardinal

TOP TEN things every Stoney Creek family should know...



Families should read the handbook in its entirety.

1. Parking Lot Safety

Student safety is of the utmost importance. Please use extreme caution when driving through our parking lot and adhere to our sign in/ out processes. Refrain from driving at speeds higher than 5 MPH.

2. Arrival

- Students may arrive on campus and proceed to their classrooms ***no earlier*** than 7:30 am. Students may not be left on campus or access the campus prior to 7:30 am. This includes the parking lot, playground, and in front of the school.
- If your child will be eating breakfast in the school cafeteria, they should arrive before 7:45 a.m. so they have time to pick up Grab and Go breakfast.
- Beginning at 8:00 a.m., students will walk to class after being signed in by a parent or guardian. Refrain from dropping off students without signing them in as this presents safety concerns.
- Parents of students in grades 1st-5th may escort students to their classrooms through August 27. **August 28 is Independence Day for students in grades 1st-5th grade.** Parents of students in kindergarten may escort students to their classrooms through September 3. **Kindergarten Independence Day is Wednesday, September 4, 2024.** Staff will be stationed in the halls to assist students who need help each morning.

3. Dismissal

- **Anyone** picking up a student must be listed as a pickup person by parent/ guardian and must bring in a Government issued **picture ID** to present to staff in the office. Copies of photo IDs are not acceptable as the Lobbyguard system requires the actual ID. This includes parents who frequent the school often. We want to ensure the safety of students at all times.
- To minimize disruptions at the end of the day, students will not be released for early dismissal after 2:00 pm.
- Our dismissal bell rings at 3:00 pm. Our car riders are dismissed first and are released **into cars**. **Please do not walk up to or into the building to retrieve your child as you will be directed back to your vehicle to go through the carpool lane.** The car rider line is lengthy and is very long during the first ten days of school as bus transportation is coordinated and settled by the Transportation Department. Please exercise patience, communicate respectfully to staff and proceed cautiously at all times. Students are expected to demonstrate respectful and safe behavior as walkers.
- Walkers are dismissed out the side door (Salome Church Rd. side) and must have a signed permission form. Walkers must live in our designated school walk-zone and our staff escorts walkers from the school building to the bottom of the parking lot.
- Non-walkers will not be released to meet parents in the parking lot or outside the parking lot.

- Parents of students who ride bicycles must complete a signed waiver and submit it to the office prior to the student riding a bicycle. Bicycle riders must wear a helmet each day, possess a bike lock and know how to secure their bicycle. The school will not be held responsible for stolen, damaged, or lost bicycles or related equipment. Students must walk their bicycle down the walkway with walkers.

4. Attendance: In order to be successful, students need to arrive on time and attend school every day unless they are ill. Excessive absences, tardies, and early dismissals negatively impact student performance and may result in truancy charges for the parent. Students are considered chronically absent if they attend less than 90% of instructional days. This includes excused and unexcused absences. When students are not in school, they can't learn the content which impacts achievement.

5. Emergency information must be returned to school within one week of the first day of school. Updates and changes to phone numbers and addresses are essential and should be communicated in writing. School staff will not make changes to phone numbers and addresses over the phone for the protection of scholars. Please keep the school notified of changes in telephone numbers, addresses, workplaces, and emergency contacts.

6. Transportation changes

- To make a change to your child's method of transportation (i.e., a bus rider needing to be picked up by car), the request must be made **in writing by the parent by 1:00 p.m.** The request must be sent via email and must include all of the following recipients:
 - child's homeroom teacher as well as the school's Data Manager at sharese1.cox@cms.k12.nc.us.
 - Alternatively, parents and guardians may email the front office staff with changes. A picture ID of the parent/guardian should be included with transportation requests emailed. Do not leave a message about transportation changes on the voice mail.
 - Planning ahead is critical as teachers may not see emails while teaching.
- Routine Changes: If you have transportation changes on a routine basis, a note must be sent **EVERY** time the change occurs. For example: if your bus - riding child is a car rider every Friday, then a note must be sent every Friday. Bus changes: Please refer to the CMS Transportation page. Students may only ride the bus to which they are assigned. Routines with transportation lessen the likelihood of a mistake being made with end of day transportation therefore changes should be limited.

7. School Visitation

- Stoney Creek is a closed campus. Parents and visitors are not allowed to visit the cafeteria to have lunch or breakfast with students. The school hosts 3 quarterly family lunch days throughout the year. More information will be provided.
- Each parent/ visitor/ volunteer must sign in at the front office using a government issued ID or license. CMS uses the Lobbyguard system for volunteer/visitor sign ins. Visitors must wear the name badge that is printed. The name badge must be worn so that it is easily visible while on campus.
- **Classroom visits are not permitted unless a visit has been pre-arranged and scheduled with an administrator at least 48 hours in advance.** We encourage parents to become volunteers for school events and classroom assistance. The parent or guardian must be a registered CMS volunteer. Please visit the CMS website and contact the school's social worker or Bilingual translator once the registration has been completed.

8. Student Attire

- Students are expected to arrive at school clean and neatly dressed. Choice of clothing rests primarily with you and should in no way interfere with learning. Clothing should be clean and properly fitted. More detailed information about attire is included in this handbook.
- **Hoods and hats are not permitted indoors.**

9. Snacks, food, parties, and lunch

- The school will not accept snacks, candies, cookies, donuts, cupcakes, chips, and/or other snack items or goodies from individuals wishing to share them with children other than their own.
- The school engages in two observed parties or celebrations. They are winter parties and end of year parties. The school will not accept birthday cakes, cupcakes, gifts, party bags, or other related party items from individuals wishing to share them with children other than their own.
- The school will not accept food orders from delivery companies (i.e Uber Eats, Doordash, or the like) for students during the school day.

10. Communication

- Communication between parents, guardians, caregivers, and school is essential to student success. Please make sure your contact information is updated with the school whenever there is a change.
- Parent Square and Connect Ed messages sent by the school and district are linked only to the primary phone number listed in Power School. Please contact our registrar if you need to update your contact information. Note that changes to contact information will be completed in person for the protection of scholars.
- Please check your child's backpack and/ or binder each night and check the Thursday folder each week for important communication from the school. The school will send home a Communication folder on Thursdays that contains classroom news, requests for supplies, field trip dates, and curriculum announcements. If you have any questions about class news, please contact your classroom teacher. Other communication from the district or school will also be sent home in this folder as it is received.

2024-2025 Teacher/Staff Holiday and Workday Calendar

Teacher Workdays	August 16, 19 - 23, 2024
First day of school	August 26, 2024
Labor Day Holiday	September 2, 2024
Early Release Day	September 25, 2024
Teacher Workdays	October 3 - 4, 2024
Early Release Day	October 30, 2024
Teacher Workday s	November 4 - 5, 2024
Veterans Day Holiday	November 11, 2024
Annual Leave Day	November 27, 2024
Thanksgiving Holiday	November 28-29, 2024
Winter Break	Dec. 23, 2024 - Jan. 3, 2025
Annual Leave Day	December 23, 2024
Holidays	December 24-25, 2024
Annual Leave Days	December 26-27, 30, 2024
Holidays	December 31, 2024
Holidays	January 1, 2025
Teacher Workdays	January 2 - 3, 2025
Martin Luther King, Jr. Holiday	January 20, 2025
Teacher Workday	January 24, 2025
Teacher Workday	February 17, 2025
Early Release Day	February 26, 2025
Teacher Workday	March 31, 2025
Early Release Day	April 2, 2025
Spring Break April 14 - 21, 2025	
Annual Leave Days	April 14-17, 2025
Holidays	April 18, 2025
Annual Leave Day	April 21, 2025
Memorial Day Holiday	May 26, 2025

Last day of school
Teacher Workdays

June 10, 2023
June 11-12, 2025

School will not be in session for students on the holidays, breaks and teacher workdays listed above unless a make-up day is scheduled.

Make-up Days:

1. January 3, 2025
2. January 2, 2025
3. February 17, 2025
4. June 11, 2025
5. January 24, 2025
6. March 31, 2025

In compliance with federal law, Charlotte-Mecklenburg Schools administers all education programs, employment activities, and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.

[Charlotte Mecklenburg School Calendars 2024-2025](#)

SCHOOL HOURS

7:30 – 7:55 am

Students Arrive

Students CAN NOT be dropped off at school before 7:30 AM.

Students who arrive before 7:30 AM are not allowed to enter the building or be left on school campus until 7:30. (Per CMS Policy).

8:00 am
3:00 pm

Instruction Begins
School Day Ends

ARRIVAL AND DISMISSAL

Arrival

Students may arrive on campus and proceed directly to classrooms no earlier than 7:30 am. After 8:00 am students must be escorted to the office and signed - in by an adult. Before school care is not available through the ASEP program. Student safety is of the utmost importance. Each time a child arrives late or leaves early, the instructional program is interrupted for all students in the class. Parents who frequently bring their children to school late or pick them up early are sending a very strong message to their children that education is not important. We expect children to be in school from 8:00 until 3:00, except in the case of an emergency.

Dismissal of Students during School Hours

Please do not take students from school during school hours unless it is absolutely necessary. There might be times when your child will need to attend medical appointments. Please send a written note to the teacher so that he/ she can adequately prepare to have your child ready for dismissal. All students are dismissed from the office. The office staff will call the classroom when you arrive, and you will sign the student out from the office. If you need your child for an afternoon appointment, please arrange for an early dismissal prior to 2:00. To minimize disruptions at the end of the day, the school staff will not call students to the office for dismissal after 2:00. For safety reasons, staff will not dismiss students from the classrooms unless there is a school - wide dismissal due to inclement weather. If you are changing dismissal plans for any reason, you must do so in writing. Students need a signed note authorizing them to be a car - rider if their normal mode of transportation is the bus, also, if your child is riding home with another student, we will need a signed note from BOTH families in order to approve the change.

ENROLLMENT REQUIREMENTS

North Carolina state law requires that all children enrolling for the first time or transferring must present an original 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. Students must turn 5 by August 30 to enter Kindergarten per NC state law. Forms for assessments are 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. Once the thirty (30) days are exhausted, the student is not legally enrolled and must be suspended until all records are in order. The immunizations required for school enrollment are:

KINDERGARTEN

- 5 DTP/DTPaP doses: 4 doses if last doses on or after 4th birthday.
- 4 Polio doses: 4th dose on or after the 4th birthday
- 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 entry.**

Immunizations

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of diseases, the Board of Education requires all students to be immunized against poliomyelitis, roseola, diphtheria, rubella (German Measles), pertussis, tetanus, and mumps unless the student qualifies for a medical or bona fide religious exemption.

Withdrawals

The parent or guardian of any school leaving CMS should notify the office a week in advance so that the necessary transfer and release forms may be completed. It is important to know the date of withdrawal, the new address, and the name of the new school the student will be attending. Parents need to visit the office to sign withdrawal forms, return school - owed books and resolve any fees. A photo ID from the parent listed in Power School is also required to withdraw a student. Necessary documents will be mailed to the new school.

Curriculum, Instruction and Assessment Framework

“Snapshot”

“**Curriculum** refers to the specific blueprint for learning that is 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, parents/guardians, and staff with the hope of increasing student engagement and ownership for learning. Our words and deeds must demonstrate that SCES CARES because student failure is not an option!
2. Design and/or organize curriculum units aligned to Common Core State Standards and/or North Carolina Standards for Science and Social Studies within an instructional cycle (scope and sequence). With the end in mind, organize curriculum units in logical sequences so that they are *goals-based, thematically approached, or project based*.
3. Develop/revise pre- and post- benchmark assessments to measure what students know and are able to do. At least one performance task per quarter will be administered (i.e., extended writing response). Each team must predetermine expectations for achieving mastery.
4. Determine grading procedures (aligned to effective grading practices) that accurately report a student's mastery of content.
5. Plan and implement lessons to include setting high expectations for rigor and student engagement while incorporating the Essential 10. In doing so, components of 21st Century learning outcomes are incorporated and embedded by default.
6. Weekly data analysis of assessment results, student work, etc., to determine (by objective, by student) who has achieved mastery and who has not. Use real time data to plan instruction for enrichment and/or remediation that meets each student's academic need.
7. Provide reassessment opportunities for students (after remediation or intervention), in order to determine a student's current level of mastery.
8. Collaborate with colleagues, reflect on teaching practices, and make decisions about teaching and learning, (supported by sound reasoning), to ensure each student (regardless of risk factors) has equal opportunities to grow academically.

Transportation

A bus stop and transportation are provided for most students. However, if you decide that you would like to drive your child or children to school, please make sure your child arrives and is picked up ON TIME (3:00 pm) and please take note of the information found below.

Arrival

- Enter the parking lot and proceed through the car line queue.
- Pull all the way forward to the first available forward facing space so we may unload as many children as possible.
- Per CMS guidelines, your child must exit the vehicle from the right side (passenger side) once you reach the front of the school (between the purple and green cones).
- Please have your hugs and kisses completed as well as having lunch money stowed and papers signed before arriving in the carpool line.
- Be observant and patient, so as to set the best example for our children. Arrival begins at 7:30 am. Students cannot be dropped off before 7:30 am because we cannot provide for their safety.
- Students wishing to eat breakfast need to arrive by 7:45 am so that they can eat and get to class on time. Parents may escort their students to class **during the first two days of school ONLY.** Independence Day for students in grades 1st-5th is Wednesday, August 28. Independence Day for students in kindergarten is Tuesday, September 3. On and after Independence Day, students will walk to class without parents escorting them. Staff members positioned in the hall will support students. **Parents will not be allowed to walk students to class on or after Independence Day.**
- School begins promptly at 8:00 am.
- Morning student drop-off on the bus lot will not be permitted.

Dismissal

- Dismissal will begin for car riders at 3:00 p.m.
- Please display your carpool number in the front window of your vehicle so that it can be seen by the staff.
- Please enter the parking lot from the far entrance of the parking lot and proceed through the car line queue.
- For the safety of all of the students at Stoney Creek Elementary School, **please remain in your car and proceed through the car line.** This will help keep the traffic moving.
- Students riding in a car or assigned van will only be dismissed through the carpool line.
- Please pull all the way forward so we may load as many students as possible.
- Student pick up or drop off on the bus lot will not be permitted.

Bus Rider Information

Procedures have been formulated with the intention of providing maximum safety for our students. Students must be registered as bus riders by parent or guardians prior to them riding a school bus. A student will not be allowed to take a bus other than the normally scheduled. Be sure that your student(s) knows his/her morning bus number and afternoon **SLOT** number. Also, the bus driver will refuse to release a student at another stop other than that scheduled for the student. Per bus regulations every student is expected to maintain good conduct on the bus. The driver needs to direct all attention to the bus and traffic. Any violation of good behavior on the bus, or at bus stops, may result in revoking the privilege of riding the bus for a period of time. Students denied bus privileges for disciplinary reasons are expected to be in school as usual.

Transportation of students who have had bus privileges suspended is the responsibility of the parent/guardian. Absence from school due to a bus suspension is not a legal excuse and is considered truancy. Parents should also become familiar with the school district's Transportations Safety which can be found at: [CMS Transportation Website](https://www.cms.k12.nc.us/cmsdepartments/transportation/Pages/default.aspx)

Bus transportation request for alternate and/or unsafe stops **must** be submitted online at:

<https://www.cms.k12.nc.us/cmsdepartments/transportation/Pages/default.aspx>

Buses leave campus within ten to fifteen minutes of dismissal. ***Please know during the first few weeks of school, scholars may arrive home later than usual or be picked up earlier than scheduled times as the buses work through their routes.*** Students should be at the bus stop at least twenty minutes ahead of the scheduled time.

Bus Procedures and Expectations

Students are expected to observe the following rules for safety and courtesy on the bus and at the bus stop.

At the Bus Stop

- Arrive at the assigned stop five to ten minutes before bus pickup
- Stand on the sidewalk or the edge of the street by the curb
- Stay off private property
- Do not stand on the traveled part of the road
- Be respectful and watchful of traffic
- Wait quietly and orderly
- Leave balls at home as this poses a safety issue.

When the Bus Arrives

- Allow the bus to come to a complete stop
- Board bus in a quiet manner

On the Bus

- Cooperate with the driver and practice orderly conduct
- Always remain seated in assigned seat
- Use inside quiet voices when speaking
- No profanity or obscene behavior
- Keep all food and drinks in backpacks or book bags
- No vandalism
- Keep all body parts inside seat
- No balls, radios, tapes, or electronic audio/video devices
- No live animals
- No unsafe objects or weapons
- No throwing items from the bus or on the bus

Leaving the Bus

- Remain seated until the bus comes to a complete stop
- Leave in an orderly manner
- Leave at your assigned bus stop
- Cross in front of the bus

Consequences for Infractions of Bus Rules

The bus driver will write a bus referral and give it to the designated Behavior Modification Technician (BMT) or school administrator. The parent will be 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 depending on the severity of the infraction and/or for repeated infractions.

Daycare After School Pick Up

Please notify the teacher in writing if your child attends a day care center and uses the center's transportation. CMS bus transportation to daycares will be provided only within the student's attending boundary. A list of daycares within the school attendance boundary is located at:

<http://www.cms.k12.nc.us/CMSDEPARTMENTS/TRANSPORTATION/Pages/default.aspx>

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, grade, and student's first and last name, contact number, 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 to the teacher AND to the secretaries in the office in order to notify us of the change.** Emergency communication should be sent no later than 12:00 pm. For the safety of our students, please be prepared to provide verifiable information to the office staff when contacted about the change. **Students cannot ride home with another student on a bus he/she is not assigned to.** If a student is scheduled to come home with another student, the parents of both students must plan to pick up the children in the car rider line.

COVID Protocols

Anyone showing symptoms of COVID-19 or who may have been exposed to COVID-19 should not be at school.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills (Per CDC guidelines, a fever is a temperature with a measurement of 100.4 °F or higher.)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

ATTENDANCE

In order to have the best opportunity to do well in school, all scholars are expected to attend school daily. We understand that when students are ill, they may be required to occasionally miss some days of school. If your child is out more than three consecutive days, the teacher will contact you to check in and establish procedures for making up missed work. When scholars arrive late, they miss a vital part of the

curriculum. Having them at school daily will ensure engagement in instruction needed to give them the academic gains necessary for grade level success. 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. Federal legislation requires close monitoring of school attendance to ensure that schools maintain an average daily attendance of 95%. In order to comply with this law, requests for absences will be carefully reviewed.

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. Please note that some absences per attendance policies are considered unexcused even with a note.

Missing the school bus or oversleeping cannot be coded as an excused absence. Each student who accumulates more than 3 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 (required by the state law) outlining a truancy violation that may be pursued by law enforcement.

After three, six, and ten unexcused absences, parents will receive a letter from the principal and the CMS legal department. Home visits by school administrators and/or support personnel may occur as well. Students with chronic absences may, on the authority of the principal, be denied promotion. Additionally, verification that the student still lives in the school's boundaries may be requested and verified.

EARLY DISMISSAL

Dental and medical appointments should be scheduled after the regular school day. When it is necessary for a child to be dismissed early, the parent is asked to send a note to the teacher explaining the reason and the time the child will be picked up. Parents must sign a child out in the office before 2:00 in order for the child to be released. PLEASE DO NOT GO TO THE CLASSROOM.

Excused Absence Excused absences come under the following categories:

- Illness/ Accident
- Death of a relative
- Observance of Religious Holidays

Such good cause as may be acceptable to the principal Excused absences allow work to be made up. While work can be made up, in - class instruction cannot be made up on a one-to-one basis.

EDUCATIONAL LEAVE

Educational leave requests are subject to the approval of the principal. Please submit the form well ahead of the time you wish for consideration of the request. Each request is considered on a case-by-case basis. The request for educational leave can be found [HERE](#). Please make sure you submit the form and secure approval five days prior to going on a trip. The form must be submitted 5 days in advance) ****Approval is not guaranteed.**

Please include the following on the form:

1. List the student's grade level
2. North Carolina State Standard(s) that the trip is connected to *(see below)
3. 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
4. Submission of the completed project to the principal no later than one week upon return to school
5. Educational leave approval is dependent upon completion of all items listed above.

*The North Carolina Common Core Standards can be accessed [HERE](#)

The project must connect the experience with the student's grade level learning standards.

GRADING PROCEDURES

The school year is divided into four grading periods of nine weeks each. 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:

Each indicator a student earns shall reflect the grade level expectation for each standard 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

Progress Reports

The goal of progress reports is to let students and parents know how each student is performing mid-way through each quarter. This is an opportunity for teachers to communicate how each child is doing academically and socially in the classroom. Report Cards - Students in all grades receive report cards at the end of each nine - week period/ grading quarter. Parents are asked to review these reports carefully with their children.

Communication

You should receive updated regular communication from your child's teacher through Parent Square, Charlotte Mecklenburg's universal platform for communication. Please provide your child's teacher with your most current phone number and email if applicable. The information will keep you updated with relevant information. Because the teacher's primary responsibility is to supervise and instruct children, teachers are unable to conduct unannounced "drop-in" conferences during school hours. E-mail communication is a reliable method of communication between home and school. Teachers check emails daily and will respond within one working day of receiving it. We adhere to a "3-ply" email rule": If an email warrants a third reply, ask to schedule a conference either via phone or in person. For such circumstances, email may not be the most effective method of communication. **Email communication should never be used for last minute transportation changes. Please call the office if an emergency occurs.** Handwritten notes must be sent to the school via your child anytime there is a change in a child's usual transportation.

Conferences

A vital part of any school is the communication between parents and teachers. For this reason, specific times are set aside for conferences.

- Teachers will notify parents/ guardians of the date and conference time.
- A conference may be held with a teacher or the Principal, Assistant Principals at any time by calling the office for an appointment.

- Reporting to the school without an appointment will not guarantee an administrator will be able to participate in a meeting or conference.
- If you wish to give input into your child's program or you have some other concerns, please do not hesitate to call. Remember, no concern is too small to be addressed and resolved.

Conferences are an integral part of the parent communication process. Parent-teacher conferences are required for all students by the end of the first quarter marking period. Additional conferences are required for students not meeting quarter end benchmarks or by parent request. Telephone conferences are also available if needed. Teachers are expected to keep a Parent Communication Log for each student. Best practices suggest meeting face to face conferences as the ideal arrangement, however during the COVID-19 emergency, conferences may be conducted and offered virtually or by phone. There will be at least one student-led conference held during the school year so that students have an opportunity to experience and display pride and ownership of their progress.

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.

SCHOOL VISITORS

The safety of students is the responsibility of the school during the official start and end times of 8:00 am – 3:00 pm. 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. Visitors are required to scan a Government issued ID through the Lobbyguard system.

VISITS DURING COVID 19 AND OTHER HEALTH EMERGENCIES

During the COVID 19 and/or other health emergencies deemed by the Federal Government and/or the state of NC, visits to classrooms, mobiles, cafeteria and/or other areas of the school for any reason will be suspended in order to ensure the safety and wellbeing of students and staff.

VISITS OUTSIDE OF COVID EMERGENCY AND OTHER HEALTH EMERGENCIES

If, and/or when the event that the COVID 19 and/or any other health emergency has resolved, the following guidelines will be followed.

On and after Student Independence Day, visitors are NOT allowed to go directly to classrooms at any time. Unscheduled visits to the classroom are not permitted. Parents who 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.** Unscheduled conferences are disruptive to the learning environment and jeopardize the supervision of students.

Visitations to school can be a valuable experience for parents. The purpose may vary. It may be to observe a child during an academic or social activity. It may be to observe the routines of the child. It may also be to develop an understanding of a grade level curriculum. From time to time, school personnel may request for a parent to visit. Parents may initiate a visit as well. In order to make the visit meaningful for the parent and provide the least disruption to the educational process, the following guidelines have been established. Parents of record and guardians are welcome to visit classrooms on a pre-arranged visit by the teacher and approved by an administrator. This visit is subject to supervision by a member of the Instructional Leadership Team. A minimum of a 1-week notice is required in advance to the visit. The following guidelines will be in place for visits:

1. Parents will contact the teacher to set up a visitation time one week in advance of the desired date.
2. The teacher will submit the request to a member of the Administrative Team for approval.
3. **Use of recording devices (i.e., tape recorders/video camera/photo cameras, voice transcription systems) are not permitted in the classroom areas during normal instruction times.**
4. Additional siblings/children nor family/friends are not allowed.
5. A member of the Administrative Team will accompany to ensure questions are addressed regarding the learning environment.
6. Classroom visits should be brief as to not disrupt the class environment limiting the time to **not more than 30 minutes.**
7. Observations will be conducted from an area that is away from the general learning area of students so as not to create a disruption to the overall learning environment.
8. Parents will not be allowed to engage with students including their own during visits as doing so would interrupt instruction.
9. If applicable parents must agree to sign a confidentiality agreement due to special circumstances in classrooms.

CAFETERIA VISITS

Stoney Creek strives to provide the safest possible environment for students and staff. For the safety of students and staff, visits to the cafeteria are not permitted **outside** of 3 quarterly days identified on the school calendar. This includes during breakfast and/or lunch. During quarterly lunch days, parents may visit to eat lunch with their child based on grade levels. For the safety of students, parents are not able to eat with children other than their own.

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.

SCIENCE LEARNING LAB

Students in each grade have scheduled days to visit the science learning lab each week to elaborate on science topics in alignment with the EL Curriculum and NC Standards. We want our scholars to see themselves as scientists while engaging in learning while in the lab and therefore would like each student to wear a white "lab" on the day they attend the science lab. **An oversized white oxford is appropriate.**

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 who wish to attend the field trip with the class (if applicable) provided that they have completed the CMS background check and have received clearance. Parents who have not received clearance should not plan to attend even if they would like to only support their child. This is because it is next to impossible to ensure other students will not be in the same area(s). Preschoolers/siblings are not allowed to accompany parent chaperones on field trips because supervision of students is the highest priority. Parents that accompany children on field trips must register as a CMS volunteer well in advance of the trip. In order to ensure adequate adult supervision is in place prior to the trip, background clearance from CMS must be received at least two weeks ahead of the field trip. To register as a volunteer, click on the link: <https://www.cmsvolunteers.com/> Parents that have students with behavioral concerns may be required to attend the field trips to ensure safety of all students.

SPECIAL PROGRAMS

Stoney Creek Elementary children participate in a variety of school performances including seasonal concerts, plays and musicals. It is Stoney Creek's policy that siblings remain in their classrooms for instruction during programs due to academic reasons and space seating issues. The fifth grade and kindergarten "Promotion" ceremonies are the exceptions to the rule.

PARENT VOLUNTEERS

VOLUNTEERING DURING COVID 19 AND OTHER HEALTH EMERGENCIES

During the COVID 19 and/or other health emergency, volunteerism will be suspended in order to ensure the safety and wellbeing of students and staff.

VOLUNTEERING OUTSIDE OF COVID EMERGENCY AND OTHER HEALTH EMERGENCIES

If, and/or when the event that the COVID 19 and/or any other health emergency has resolved, the following guidelines will be followed.

Parents are always welcome to volunteer at Stoney Creek Elementary when needs present that have been communicated by the school. (Provided there is no present health emergency such as COVID-19) **Parents must complete the CMS Volunteer application and receive background clearance prior to volunteering.** 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 members of the PTA for more information or reach out to the school's social worker, Mrs. Osborne.

STUDENT 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 11:00 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. The parent or guardian of record must present a valid photo ID for release of the student. **Children will not be called for early dismissal after 2:00 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/guardians 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. **Additionally, the child must be free of fever without the use of fever reducing agents.** Please reference all standing guidelines for COVID-19 listed in this handbook.

Serious injuries or illnesses will be given emergency care and parents/guardians will be notified immediately. If necessary, an ambulance will be called to transport the child to the hospital. Parental preference for hospital will be communicated to the ambulance driver; however, it will be the driver's decision as to which hospital the patient will be taken. Parents will be called to take the child home under the following conditions:

- Serious injury
- Abnormal temperature
- Nausea or diarrhea
- Unidentified rash
- Suspected contagious disease
- Suspected head lice
- Other signs or symptoms of illness

A child should be fever free (less than 100 without medication) for 24 hours before returning to school. A child diagnosed with strep throat must be on medication 24 hours before returning to school. A child recuperating from chicken pox should remain out of school until all blisters are dry (approximately 7 days from onset). All cases of communicable diseases must be reported to the school office. Please notify the school nurse if a child develops a chronic illness.

Health Records

Each child has a permanent Health Record on which pertinent health information is recorded. Please keep the school notified of any health problems. All information is held confidential. Contact the nurse to discuss any health concerns. Emergency Cards Emergency information must be returned to school within one week after school starts. Updates and changes of phone numbers are necessary for the safety and well - being of your child. Therefore, be sure to keep the school notified of changes in telephone numbers, addresses, workplaces, and emergency contacts.

WORK REQUESTS FOR SICK CHILDREN

We appreciate the fact that many 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 at least 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 once it is ready. Parents are not permitted to go directly to the classroom to request make-up work.

ISOLATION/CARE ROOM

There is currently no isolation/care room for the 2024-2025 school year. Decisions related to isolation areas are guided by the Mecklenburg Department of Health. Changes will be communicated. Students exhibiting any signs of COVID-19 must be picked up immediately to help prevent exposure to others.

SCHOOL NURSE

The school nurse is on campus most school days, depending on scheduling and staffing through Mecklenburg County. She screens for health problems, which may interfere with learning or may become a permanent handicap. The nurse also monitors immunization records and communicable diseases. When a student is referred for a health problem, the nurse assists parents in finding the proper medical resource. Our school nurse is Nurse Barnes.

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. Students are **not** allowed to carry commonly used items such as cough drops and throat lozenges on their person. 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. New forms are required each school year. Medication authorization forms are available online at:

[Charlotte Mecklenburg Schools Website](#)

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 doses.

BREAKFAST & LUNCH

Breakfast and lunch are served daily in our cafeteria. Stoney Creek takes part in the Community Eligibility Lunch Program, or CEP which allows students to be served breakfast and lunch at no cost. Per the program, students must take all components of breakfast and lunch including fruit items, vegetables, and milk. Parents may reference the CMS website below for more information about the Child Nutrition Program.

<https://www.cms.k12.nc.us/cmsdepartments/nutrition/Pages/FreeandReducedMeals.aspx>

School meals provide nutritionally balanced meals. Parents may send in an item or items for their own child for special occasions, but due to concerns around food allergies, restrictions in types of foods

allowed by families, safety, and other sensitivities, should refrain from sending in or bringing in items to share with the class. **Treats intended for the class will not be distributed or received in the front office.** Parents will not be allowed to take items to the classroom.

SCHOOL PARTIES

There are two planned parties per year for each class. Parents may volunteer to help organize and assist with winter and end of year parties if there is a need AND there is not a health emergency such as COVID 19. **All food served at parties must be store-bought and include a label containing a list of ingredients. Items must be individually wrapped.** Classroom parties that include food will not be scheduled during the COVID-19 emergency. Outside of the COVID 19 and/or other health emergencies, teachers may invite parents to attend parties if the teacher wishes; however, siblings are not allowed due to space and supervision concerns. The school will observe two school parties during the school year. (winter and end of year) Outside the two school parties, the school will not accept nor distribute snacks, treats, cakes, donuts, etc. Please refrain from bringing or sending them to school.

STUDENT DRESS CODE

Dress Code

Scholars are expected to dress in a manner that promotes positive learning, character development, and is reflective of the mission and vision of the school. Students are expected to arrive at school clean and neatly dressed. Choice of clothing rests primarily with you and should in no way interfere with learning. As a result, a student shall not dress, or by appearance present himself or herself, in a manner which presents a threat to the health or safety of that student or other persons, in a manner which causes interference with schoolwork or causes the disruption of a classroom or operation of the overall education process of the school. Clothing should be clean and properly fitted.

The following examples include, but are not limited to, items of clothing which are prohibited at the discretion of the administration of the Charlotte - Mecklenburg School District:

- **Hoods and hats are not permitted indoors.**
- Stoney Creek is **NOT** a uniform school. Parents may visit the [School Swag Store](#) to order newly designed school swag.
- Shirts should be tucked in, pants belted and, on the waist, and closed in shoes are to be worn daily. Athletic shoes should be worn on P.E. days.
- Any clothing, hairstyle, jewelry, chains, or attire that is distracting or causes a disruption or constitutes a safety issue will not be permitted at school.
- Shorts, skirts, dresses, and spirit wear must be of reasonable length, e.g., mid-thigh if they are to be worn at school.
- No undergarments of other tight clothing shall be worn as outer garments. This includes, but is not limited to tank tops, tube or halter tops, spandex or leotard garments, mesh shirts or midriff tops which cause inappropriate exposure of the skin of the student. Safe, appropriate footwear must also be worn.
- Shorts that are excessively short or tight, such as but not limited to, physical education type shorts, spandex or leotard type shorts, and cut - offs, etc. are not appropriate.
- Clothing such as skirts, pants, trousers, etc., must be worn at the waist. Clothing shall not be poorly fitted, oversized, or extremely baggy. Clothing that exposes underclothing or impedes walking will not be permitted. (Jeans, etc. with holes are not permitted.)
- Clothing must cover the midriff or middle of the stomach.
- Clothing and/or jewelry with words or symbols which are offensive, insulting, embarrassing, suggestive, obscene, or promote abusive behavior will not be permitted at school.
- Sunglasses, caps, hats, and other head-coverings such as bandanas and hoods will not be worn inside the school building.
- Footwear with attached wheels, "heelies", bedroom slippers, houseshoes, and FLIP FLOPS should not be worn as they pose safety concerns.

Clothing and shoes should be appropriate for all activities throughout the day. Flip flops, Crocs, bedroom slippers, and houseshoes create tripping concerns and difficulty for running or walking during recess and therefore are not ideal for school. Be aware that Kindergarten and 1st grade students can have difficulties with belts and buckles which can sometimes lead to bathroom accidents. 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, damaged, or stolen. Trading items often creates conflicts and distracts from educational time. Students are not permitted to trade or sell items at school. All students will have access to one-to-one devices during the 2024-2025 school year. Students should check the lost and found regularly for lost items. Lost and found items are donated at the end of each quarter as the school does not have space to accumulate items beyond one quarter.

TECHNOLOGY STUDENT/PARENT AGREEMENT

Accessibility: Students will be assigned a specific Chromebook or Ipad to use throughout the year..

Cell Phones: Any cell phones brought to school must be off and stored in student's book bags during the school day. **Phones will be confiscated if students are found to be using them throughout the day.** The parent or guardian will be notified to come to the school to retrieve the cell phone. **Parents should refrain from calling and texting students during the instructional day as this disrupts learning and teaching. Students will not be allowed to text or call back.**

Earbuds: Students are encouraged to bring their own earbuds that are compatible with Chromebooks and are bluetooth capable. This will eliminate any possible distractions and possible hygiene issues.

Technology Statement of Responsibility: We understand that instances of damage or loss of an assigned Chromebook may occur. Such instances are evaluated on a case-by-case basis. Incidents of gross negligence or repeated incidents may result in financial restitution from the family, up to the cost of the entire device. If there is damage beyond repair or lost, the cost of the replacement may be as high as \$50.00.

Student/guardian responsibilities for one to one device:

- Students must use the Chromebook responsibly by only visiting school appropriate websites and not for personal use.
- Repeated negative care for your Chromebook could result in having your take-home privilege revoked.
- Parents are responsible for immediately notifying a school administrator if the Chromebook is stolen or damaged while away from school.
- Students and parents understand that only a CMS issued Gmail account can be used to access the Chromebook.
- The CMS issued Chromebook and charging cord will be returned prior to the end of the current school year or upon withdrawal from Stoney Creek Elementary School.
- Repeated violations of CMS issued Chromebook could result in loss of take-home privilege. This includes but is not limited to: failure to bring the Chromebook to school, rep

Keeping Your Devices Safe:

- Do not leave your technology unattended.
- Do not eat or drink when using your technology.
- Do not leave your technology on the floor unattended.
- Do not place your technology on the edge of a desk or table.
- Do not stack objects on top of your technology.

Digital Citizenship:

- Students are responsible for good behavior/character online just like they are in our school building. Students are not permitted to use obscene, profane, threatening, or disrespectful language. Students should notify the teacher of anything inappropriate. Bullying will not be tolerated. Hacking is not permitted. (Google drive, Google Classroom, Canvas, and other teacher approved sites)
- Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If the user is unsure whether they can use it, they should request permission from the copyright owner.
- All use of these tools must be used in accordance with the Acceptable Use Policy of the District, even if you do the work outside of school on your own device.
- Students who are in violation of the above-mentioned digital citizenship expectations are subject to the CMS Code of Student Conduct Rule violations. Unauthorized Use of Technology Devices, which may result in a consequence of losing Chromebook privileges to suspension.

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 area. Unclaimed items are donated to charitable organizations on a quarterly basis at the end of each quarter.

STUDENT PHONE USE

Each student's primary focus at school is to fully engage in learning. Therefore, students are not allowed to utilize phones during instructional hours (8:00 am - 3:00 pm) while at school. Cell phones should also be stored during ASEP. This includes sending or receiving texts, engaging in phone calls, and/or utilizing it to access social media or other sites. Cell phones must be turned off and stored during instructional hours (8:00-3:00 pm) while at school. Students are not permitted to use the phone to change their dismissal routine or to go home with another student. This should be arranged with parents outside of school and prior to the student's arrival. As we work to teach students to assume responsibility for their work, students will not be allowed to call home to request homework or classwork left at home. In alignment with CMS's Code of Conduct, inappropriate use of cell phones or use of cell phones during the instructional day (8:00 am – 3:00 pm) will result in the phone being taken away until a parent or guardian can come to the school to pick it up.

PETS

NO pets of any kind are allowed on school property when students are present. This includes during after school hours when the school is utilized by the After School Enrichment Program, ASEP. 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 to access the CMS ASEP website.

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

STUDENT EARLY DISMISSAL 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 and support personnel will use the remainder of the day to participate in professional development workshops that will further strengthen their knowledge and skills. Professional development will go a long way toward adding value to your student's learning experience during the school year. Our buses will still complete their end-of-day routes and parents/guardians will still be able to pick up students who are car riders. If you plan to pick up a student, please be in the car rider line no later than 11:50 am. We encourage you to notify your day-care providers or other appropriate parties of these early dismissal dates. If your student is already enrolled in an After-School Enrichment Program (ASEP), there is no need to take any action. If your student is not enrolled in ASEP and you need assistance, you must contact the SCE ASEP site coordinator. You may also contact the ASEP department at 980-343-3810 two weeks prior to the date to make payment arrangements. This assistance will be provided on a first come, first serve basis. The ASEP coordinator, Mrs. Simmons is available to answer questions.

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. Completion of an emergency form is required for each student.

EMERGENCY CONTACT INFORMATION

Each student will be given an emergency contact form to take home and have completed. The form should be returned within 48 hours of receipt to ensure the school has proper contact information should an emergency arise. The form allows parents to identify the plan they would like enacted should schools close early or there is an emergency. Parents will not be notified to ask what the school should do in the event of an emergency. Instead, the school will enact the written directions of parents. Parents/guardians should complete a new form if the plan changes, so the school has the most up to date information.

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 AM, visitor identification and registration protocols, student name tags, practice drills, and CMS safety audits. We are asking that all parents say good-bye to their children at the outside entrance of the school. Not only will this build independence in the children, but it will also help Stoney Creek continue its high standard of safety. Parents will be asked to remain in front of the office if they desire to enter the school to see their child off. **Parents are asked to wait for their child in the car rider line if picking up a child at dismissal.**

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. If you should arrive at Stoney Creek during a drill, you may have to return to your car. If you are inside the school building during a drill, you will be required to exit the building.

LOCKDOWN

Students and staff participate in processes and routines in the event of a lockdown. School personnel are unable to receive visitors during lockdowns.

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 your departure. School owned technology must also be returned before departure. The replacement fee for Chromebook or I pads begins at \$250. Parents must pay appropriate fees for lost or damaged items and clear lunch balances. Please notify the school as soon as possible if you change your address. Two proofs of address will be required. Cumulative folders which contain student records remain the property of the school district and are not released to parents. The receiving school must submit a request for records in order to gain access to withdrawn or transferring students.

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.

HOMEWORK

Homework can be useful and add value to a student's learning experience. According to CMS policy (see Policy IKB-R in appendix), *"Homework, assessment and grading procedures must be clearly defined."* All students have daily reading as part of their homework. All assigned homework should be at the student's independent instructional level. If major projects or contracts are used, establish a way to frequently communicate with your child's teacher regarding your student's progress.

DISCIPLINE

Stoney Creek Elementary School endorses a developmental model of student discipline that supports student growth in a caring classroom environment. The CMS Code of Student Conduct outlines the basic rights and responsibilities of the Board of Education, parents/ guardians, students, teachers, and administrators. It also lists behavioral violations and level of disciplinary action that may be taken for each violation. You may access handbooks [here](#).

As members of a learning community, students are expected to learn and follow classroom and school - wide rules in order to gain the skills necessary for functioning as contributing members of a democratic society. We support the use of conflict resolution and Positive Discipline. Teachers, along with students, should develop specific procedures, positive reinforcement, and consequences for the classroom. Students need a clean start every day. Consequences should not be cumulative from one day to the next. If a student continues to break the same rule(s) day after day, acceleration of the consequences for that particular rule(s) is appropriate or an individual behavior plan needs to be developed. When visiting Stoney Creek, visitors will observe these school wide expectations: We are **respectful, positive, courageous, scholars** who bring our **best selves** each and every day.

Stoney Creek is committed to improving discipline and safety. The Code of Student Conduct is the Board approved discipline policy. Please reference the [district's website](#) for the latest version of the Parent/Student Handbook and Code of Conduct booklet. Please review these resources with your child.

We review this information with students regularly. 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. There is no tolerance for intentional defiant and aggressive behavior that jeopardizes the safety of others (students assigned to a specialized behavior program will be handled 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 Stoney Creek. 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. 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 in the handbook.
- b. **Tier II** responses to discipline infractions are for students who commit repeated and/or major violations. Violations are handled in alignment with the recommended responses outlined in the student handbook. 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 in expulsion from school.

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 no toy guns (such as water pistols and cap guns), matches, caps, firecrackers and anything that could shoot as a projectile object. Principals are required to confiscate these objects and notify the police immediately.

We hope you found the information in the family handbook helpful. Please contact the school with questions or concerns.

In Service and With Gratitude,

Karen Dozier

Principal

