

2024-2025 Cornelius Elementary Student & Family Handbook



Our Mission: *To inspire students to reach their potential as lifelong learners through a variety of learning experiences, where responsibility for teaching and learning is respectfully shared among students, parents, staff, and community.*

Our Vision: *Cornelius Elementary will be a collaborative community of excellence that fosters creative, self-directed, critical thinkers who are lifelong learners and community contributors.*

Dear Students and Parents:

On behalf of the faculty and staff at Cornelius Elementary School, I would like to welcome you to the 2024-2025 school year! Whether you and your child are joining Cornelius for the first time or you are a veteran parent with a child at CES, the beginning of the school year is a time filled with the excitement and anticipation of new teachers, new friends, and new opportunities for learning. This year's opening of school is certainly unlike any other.

As a Cornelius Elementary parent, you are a partner in your child's education. I encourage you to participate in your child's learning experience through school sponsored activities, classroom projects, and PTO events. Our goal is to provide you with ongoing information concerning your child's education. This handbook is designed to provide basic information that will be useful throughout the school year.

I want you to feel connected to our school and know that you are vital to the success of our students. I encourage your participation and look forward to building a relationship with you and your children. Go Cougars!

Respectfully,

Jessica Holbrook
Principal

Contact Us

Cornelius Elementary
21126 Catawba Avenue
Cornelius, North Carolina 28031

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Fax: 980-343-3907

Webpage: [Cornelius Elementary School](http://CorneliusElementarySchool.com)

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ATTENDANCE

Regular school attendance is a vital aspect of developing and maintaining a successful educational experience. There is strong evidence to support a direct correlation between good attendance and school achievement. Parents or guardians are responsible for seeing that their child(ren) attend school each day it is in session, according to the Charlotte-Mecklenburg Board of Education policy and the North Carolina Compulsory Attendance Law (GS-115C-378). **The parent is required to notify the school within three days of an absence from school. Failure to notify the school will result in the absence being coded as unexcused.**

To report an absence, please use the Report an Absence link on the school's website (preferred method). You may also report an absence by calling the front office at 980-343-3905.

Excused absences are for illness, death in the family, doctor's appointment, court or administrative proceedings, religious holiday, or a family emergency. According to the current CMS policy, family vacations are unexcused absences. Families do have the opportunity to complete an Educational Experience form and submit to Ms. Holbrook to have absences excused. When a child accumulates **three** unexcused absences, the parent will receive a letter of notification. Then, if a student reaches **six** and **ten** cumulative days of unexcused absences, the parent will be notified of the next steps according to the state attendance policy. Please do not be offended by the tone of the letter, as it was designed to make sure that students are not being marked for unexcused absences if they should not be. On days that children are absent, the family will receive an automated phone call at approximately 7:00 p.m. **A student must be in attendance for at least half of the school day to be counted present; a half-day at Cornelius Elementary is 12:15 p.m.**

We encourage you to take your child from school as little as possible. Students need the benefit of a full instructional day. Absences from school should be for illnesses and emergencies only. Students who are frequently absent, or tardy, or dismissed early miss the sequence of learning and can fall behind their peers.

Tardies: Students are encouraged to arrive at school on time as instruction begins as soon as the bell rings. Students arriving after the bell rings (8:45 a.m.) must be signed in by an adult. Late buses do not result in students being marked tardy. The office will notify the classroom teacher of tardy students and they will be escorted to class by an adult or student buddy.

BEFORE/AFTER SCHOOL PROGRAM (ASEP)

The ASEP 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. The ASEP will operate daily from 6:30 a.m. to 8:15 a.m. and from 3:45 p.m. to 6:00 p.m. Applications are available by calling the ASEP director at 980-343-3905. ASEP is also available online at asep@cms.k12.nc.us or by calling the ASEP central office at 980-343-5567.

More information can be found at the ASEP website on the CMS homepage.

ARRIVAL AT SCHOOL

We want to teach all of our students to become independent and responsible which allows teachers to begin classes promptly without interruption. **For those reasons, parents/guardians will not escort their child(ren) to class after the first week of school.** If you need to go to your child's classroom for any reason, you will need to sign in with your photo ID (drivers' license or passport) at the LobbyGuard kiosk in the lobby to receive a visitor's sticker. Students are expected to be in the classroom, seated, and ready for instruction when the tardy bell rings at 8:45 a.m. Parents may drop off students in the morning beginning at 8:15 a.m. Dropping off students before 8:15 a.m. is a safety concern and will not be allowed. Students who eat breakfast at school will go directly to the cafeteria at 8:15 a.m. Adults are on duty in the cafeteria and assigned areas to supervise students. Students entering the building after the bell rings must be accompanied by an adult and must be signed in at the front office.

CHILD CUSTODY

If there are special custody agreements for a student, the parent(s) must provide the school office a copy of the official court documentation. Otherwise, the school considers both parents (who are listed on the birth certificate) to have equal access to the child(ren).

BEHAVIOR

To promote a positive school climate for students, parents, and staff at Cornelius Elementary, we have a uniform, school-wide expectation plan. The purpose of the plan is to teach students to make appropriate choices, accept responsibility for their behavior, and understand that all behaviors have consequences.

- **White/Blue Cougar Paws:** Cougar Paws are used as both a reward and consequence. Students may be awarded **blue cougar paws** for demonstrating excellence in the following- *respect, responsibility, cooperation, citizenship, trustworthiness, and work ethic*. Students may be issued **white cougar paws** for demonstrating poor character or character that needs improvement. White cougar paws will need to be signed by a parent or guardian and returned to the teacher.
- **BIG 3:** *The Big Three* consists of the school-wide rules and expectations: *Be respectful. Be responsible. Be an active learner.* Violations of the **BIG 3** can result in an office referral.
- **Office Referral:** The following violations result in an automatic office referral:
 - **Weapon possession (actual or suspected)- School administrator is called immediately**
 - **Banned Substance**
 - **Physical Altercations**
 - **Slurs/Highly Offensive Language/ "Rated R" language**
 - **Vandalism**
 - **Threat to teacher or other student**
 - **Sexual assault or harassment**
- **Consequences:** Threats, slurs of any kind, and violent behaviors will not be tolerated. Any violations will result in the student being removed from the classroom for the remainder of the day. Parents will be called for a conference and/or take the student home.
- **The Code of Conduct** is published as a separate document by Charlotte-Mecklenburg Schools. Parents and students must review the CMS Code of Conduct online and return the acknowledgement and pledge form.
- **Parents Requesting Meetings:** Teachers will gladly meet with parents on an individual basis. Teachers will not arrange meetings among parents to discuss discipline concerns.



BIRTHDAYS

Parents may provide **store-bought** cake, cupcakes, or treats for the classroom to celebrate a student's birthday. Please make sure treats are ready and easy to distribute. Teachers should not have to cut cake, serve ice cream, or provide plates/cups etc. **Please make sure the teacher is aware of your plans in advance.** We also expect that all students in the class are included in the celebration. Do not bring or send balloons or other gifts to school. If you choose to do so, they will remain in the office until the end of the day. Balloons or other large items cannot be taken onto a bus. Birthday party invitations (hard copies) may not be distributed at school unless there is one for each student in the class. Teachers will not share evites with families.

BUS CONDUCT

Riding the school bus is a privilege. We know you share our concern for the safety of every student who rides a school bus. The staff at Cornelius Elementary School strongly urges parents to review these rules with their children to ensure the safety of all passengers. Students who fail to observe these rules are subject to immediate disciplinary action since their failure to do so may affect the safety of themselves and others. The bus driver will report a student who misbehaves to a school administrator. Disciplinary actions may include suspensions from the bus. If a student is suspended from the bus, the parent is responsible for providing transportation to and from school during the duration of the suspension. The parent should observe established arrival and dismissal schedules. Students who do not attend school during a bus suspension will be marked with an **unexcused** absence. Students suspended from the bus are not permitted to be at any Charlotte Mecklenburg School District bus stop or ride any school bus during their suspension.

Parents can help to support their child's appropriate behavior on the school bus by reviewing the following bus expectations with their child on a regular basis.

- **Students are only to get on and off the bus at their assigned bus stops.**
- Students and parents are advised that video cameras may be used to monitor behavior on the bus.
- Students are to sit in their assigned seats and are to remain seated until the bus comes to a complete stop at their bus stop or at the school.
- Students are permitted to talk quietly.
- Students are to obey the instructions of the bus driver promptly and consistently.
- Students are to refrain from eating, drinking, or chewing gum on the bus.
- Students are not permitted to use profane or inappropriate language while riding the bus.
- Students are not permitted to tamper with the emergency door, emergency windows, fire extinguishers, or first-aid supplies.
- Students are not to deface the bus in any way.
- Students are not permitted to take pets or other animals on the bus.

- **Students are not permitted to use personal technology devices such as cell phones, laptops, video games, tablets, etc. on the bus. All electronic devices must remain off and put away (stored in a backpack) while on the bus.**
- Parents/guardians are not permitted to board CMS buses.

CAFETERIA

Breakfast is free for all students and is served each morning from 8:15- 8:40 a.m.. Students' lunch times vary by grade level and class. The cost for lunch is \$2.75 per day. Parents are encouraged to pay for lunch by the week or month. All checks should be made payable to Cornelius Elementary Cafeteria. If you are interested in paying online, go to <http://www.paypams.com>.

The cafeteria does sell extra food items such as chips, ice cream, etc. We encourage parents to only allow one extra purchase a day and not allow students to buy multiple ice creams or snacks. We do not allow students to purchase treats for other students in the cafeteria. Please review these expectations with your child. As a parent, you can put restrictions on your child's lunch account. Please contact our cafeteria manager, Kevin Savino, at kevinf.savino@cms.k12.nc.us to discuss dietary and spending restrictions.

If your child forgets his/her lunch, you may bring it to the front office (make sure it is clearly labeled with your child's name and teacher). Classes may not be interrupted to deliver lunch, but the office staff will make sure it is delivered.

To apply for free or reduced lunch, School Nutrition Services encourages parents/guardians to apply online via the following link: <https://www.cmsk12.org/Domain/96>. Applications will also be sent home with students at the beginning of the year or upon enrollment.

LUNCH

Parents will have the opportunity to have lunch with their children. We will notify families when we are allowing lunch visitors. There will be a designated area for you to eat with your child only. We will not be able to alter lunch times to accommodate siblings to eat together.

Please be mindful of lunches delivered to the school during business hours. **Students should have a lunch packed at the start of each day or choose to get a lunch provided by our school cafeteria.** Please refrain from dropping off lunches yourself for your child and/or having lunches delivered to your child by a food delivery service. These deliveries are disruptive to the office staff and to your child's schedule.

COMMUNICATION

Regular communication and quality customer service is very important to us. The **school website** can be accessed at: <https://www.cmsk12.org/corneliusES>

ParentSquare is a two-way private communication platform. It provides a safe way for administrators, teachers, staff, groups, and parents to connect and communicate effectively. All school information will now be sent from one centralized place to your computer or mobile phone via email and/or text, or you can download the FREE App! Search CMS ParentSquare in your App Store. You can join by visiting <https://parentsquare.com/signin>

Our PTO website is another excellent resource for updates and information; this can be accessed at <https://corneliuspto.org/> .

Both Cornelius and Charlotte-Mecklenburg Schools use **an automated calling system** (ConnectEd) on occasion to notify parents/guardians of important information. For this reason, it is very important that you provide us with a current phone number and notify the front office immediately if this changes.

Teachers will have access to **email** communication as a tool to use with parents throughout the year. Our goal is to respond to all parent calls and communication in a timely manner, and we will make every effort to get in touch with you within 24 hours. Please stay in contact with us and make sure that all changes in phone numbers are given to teachers and office staff. We will send home **communication folders on Thursday of each week**. You can expect class work samples, important information, and/or class and school news within the folder.

CURRICULUM

Cornelius Elementary has implemented the North Carolina Standard Course of Study, a state-led initiative to establish a set of educational standards for kindergarten through 12th grade in English Language Arts and Mathematics. Essential State Standards are implemented for Science, Social Studies, Health, Physical Education, Music, Art, and Media.

These learning goals outline what a student should know and be able to do at the end of each grade. The standards are designed to ensure that students graduating from high school are prepared to enter college programs or enter the workforce. The standards are written to ensure that parents, teachers, and students have a clear understanding of the expectations in reading, writing, speaking, and listening language and mathematics.

DEVICES

Students' personal devices, cell phones, smart watches, tablets, etc., will need to be off and away when entering the school property. This includes while waiting at bus stops and while on the bus. Students in grades K-5 will need to have all personal devices secured in their book bags each day. Parents should not text or call their child or allow their child to text or call them during school hours. If there is an emergency or need to contact the parent, someone from our staff will call you. The school is not responsible for any lost, damaged, or stolen personal devices when brought on campus.

DRESS CODE

Student clothing should be comfortable and appropriate for the variety of activities that occur regularly during a school day. Any clothing, accessories, or outerwear that advertises alcohol or drugs will not be permitted. Likewise, any profanity, derogatory, or sexually suggestive clothing will not be allowed. If you are unsure if clothing is inappropriate, be cautious and choose something else. Below are some guidelines for school dress:

Shirts and Tops

- All tops should completely cover the abdomen and midriff.
- Undergarments must be covered at all times and shall not be seen through other garments.

Shorts, Skirts, and Dresses

- All shorts, skirts, and dresses must be worn at the waist.

Pants

- No saggy pants.
- Underwear must not be visible.

Footwear

- Students are required to participate in physical activity on a daily basis. We ask that you consider secure shoes for outdoor activities and PE.
- No shoes with wheels or cleats will be permitted.

General Expectations

- No costumes allowed at all unless prior approval from the teacher.
- Pajamas or other nightwear must not be worn at school.
- Attire that is considered disruptive or attire that is a health/safety concern will not be allowed.

Sending extra clothes with your student, especially younger students, is always a good idea in case of an accident. Parents will be contacted to bring appropriate clothing to school for students who are not dressed according to the dress code expectations.

EARLY DISMISSAL

Early dismissal for students is discouraged between 3:00-3:45 p.m. Students will remain in their classrooms until parents sign them out in the front office. If your child needs to leave early, please plan ahead to have your child signed out prior to 3:00 p.m.

EARLY RELEASE DAYS

Charlotte-Mecklenburg Schools has designated four Early Release Days in the 24-25 school year. On the following dates, students will be **dismissed at 12:45 p.m.**

September 25, 2024

October 30, 2024

February 26, 2025

April 2, 2025

EMERGENCY DISMISSAL

In the event of inclement weather or an emergency, students may be dismissed early. It is very important that you complete an emergency dismissal form for your child at the beginning of the school year. This form is at the end of this packet. Please notify the office if this vital information changes. Information regarding cancellation of school is broadcasted on television and radio shortly after 5:00 a.m. This information will also be listed on the CMS website www.cmsk12.org, and parents will receive a message through our ConnectEd automated phone system. **The school does not have this information in advance of this broadcast unless the announcement is made the previous evening.**

FIELD TRIPS

Field trips are extensions of the educational program that expand and reinforce concepts learned in class. Field trips vary by grade level. All field trips must be associated with an educational objective. Prior to students' taking the field trip, parents must complete a permission form. Chaperone opportunities will be included on the form as appropriate. Chaperones will be notified in writing prior to each event. Due to space, chaperone numbers may be limited. Chaperones should register as a CMS volunteer. [You can register here](https://www.cmsvolunteers.com/) or by visiting: <https://www.cmsvolunteers.com/>

Chaperones are expected to provide their own transportation unless otherwise notified and travel behind the buses to and from the field trips. Only students in the participating class/group may attend. Students attending field trips are expected to travel to and from the event with the school group. Parents who are not selected as chaperones to field trips at public venues, and choose to attend anyway, may only have access to their own children.

FOOD ALLERGIES

Although the school nutrition program no longer serves peanut products, there is not a CMS policy banning peanut products from the cafeteria or classrooms. If your child has a food allergy, we will make every effort to accommodate the student's needs. Please inform the teacher and the school nurse as soon as possible.

GRADING

• Kindergarten-2nd Grade: Standard Based Grading System

What is the goal of a Standard Based Report Card: The goal of the standard based report card is to provide clear communication to all stakeholders, the current progress of a student as related to a set of grade level standards. Grades are an informative reporting tool in order to determine specific student strengths and areas of growth, give opportunities for feedback, as well as determine next steps in learning.

How does the grading scale work? The grading scale is a descriptive letter-based scale that allows students to show growth in their learning over time. The standards are in 'I can' statements to help parents better understand what their student can or cannot yet do.

How is mastery measured? Mastery is measured in various ways in the classroom, including formal or informal assessments, performance tasks, or verbal responses.

Mastery is reported as the most recent representation of multiple points of data based on end-of-year grade level learning outcomes.

Mastery is measured on a growth scale ranging from **Developing, Progressing, Mastering**, to **Exemplary Mastery** (as noted on the below continuum).

No Indicator* (N/I) shows that evidence of mastery is still being collected, or the content has not been instructionally reached in the curriculum at this point.

D- Developing	P-Progressing	M-Mastering	E-Exemplary Mastery
Student demonstrates basic level of understanding of standard with support. Intervention is in place to support the development in mastery of standard.	Student demonstrates progress toward developing mastery of standard. Student applies limited understanding in familiar situations.	Student achieved mastery of the end of year grade-level standard. Student applies understanding in familiar situations.	Student exceeded mastery of the end of year grade-level of standard. Student applies understanding in familiar situations.
NI- No Indicator No indicator (N/I) indicates that evidence of mastery is still being collected, or content has not been instructionally reached in the curriculum at this point.			

3rd-5th Grade: Assignments will be aligned with content standards, including homework, classwork, projects, and tests. Grades from other activities, to be determined by the teacher, may also be used.

Type of Assignment:	Prepare/Rehearse-40%	Perform-60%
Definition:	Includes both: -Assignments that allow students to practice new learning with no risk for mistakes (<i>i.e. GLOs/Learning profiles/Executive Functions, homework, pre-assessments, checklists for learner behaviors</i>) -Assignments that provide feedback of students' progress leading up to demonstrating/assessing mastery of a standard(s) (<i>i.e. Components for EL Performance Tasks, exit tickets, entrance tickets, tasks with rubrics and performance tasks, checklists, quizzes</i>)	Culminating/formative assessments that measure mastery of one or more standards (<i>i.e. Formal/unit assessments, cycle assessments, common assessments, projects with rubrics</i>) <i>*Note: EL performance task are not given a formal grade</i>

Teachers shall ensure that grades reflect mastery of content and will record grades in PowerSchool every seven school days.

GRADING SCALE:

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

Homework expectations will be shared with you by the teacher. Homework may be assigned to enhance classroom instruction and varies by teacher and grade level.

Homework, which includes nightly reading, should not exceed the times:

Kindergarten – 10 minutes, Monday – Thursday

1st Grade – 15 minutes, Monday – Thursday

2nd Grade – 20 minutes, Monday – Thursday

3rd Grade – 30 minutes, Monday – Thursday

4th Grade – 40 minutes, Monday – Thursday

5th Grade – 50 minutes, Monday – Thursday

LOST AND FOUND

Lost and found items are placed in the main hallway to the right of the main office. It is clearly labeled "Lost and Found." Please make every effort to check lost and found regularly. It is recommended to write your child's name on all personal belongings.

Unclaimed items are removed and donated to local charities on a quarterly basis.

HEALTH ROOM- MEDICATIONS

All medications (both prescription and over the counter) must be presented to the school nurse by the parent/guardian in the original container with the student's name, date, and name of medication. **A medical authorization form completed by a doctor must be on file for any school personnel to administer medicine.** The prescribing doctor and parent must sign this form and return it to the school before medication can be given. This includes medicine for colds, allergies, upset stomach, headaches, etc.

More information and forms may be found at the

[Coordinated School Health website here.](https://www.cmsk12.org/Page/713) <https://www.cmsk12.org/Page/713>

HEALTH ROOM- POLICY ON CONTAGIOUS ILLNESSES OR CONDITIONS

CMS policy requires that students with infections or contagious illnesses must stay home until they have been fever free for 24 hours. Please inform the school if your child has any contagious illness.

PARENT CONFERENCES

Parents are encouraged to schedule parent conferences to discuss a student's academic performance, social behavior, and special needs. Parent/teacher conferences must be scheduled so that the instructional part of the day is not interrupted and should be arranged by appointment during the times set aside each day (which may include before or after school or during a teacher's planning period).

Teachers will not arrange meetings between/among parents or participate in meetings between/among parents.

PARENT TEACHER ORGANIZATION

It is through working together that we can best meet the needs of our students; therefore, all parents are encouraged to join the parent/teacher organization. Please visit our PTO webpage: <http://corneliuspto.org/>



PARENT VOLUNTEERS

Parents are welcome and encouraged to participate in school activities. In addition to visiting, there are many opportunities to be involved as a volunteer. Opportunities include: classroom helpers, media assistants, special event volunteers, etc. There are several “at-home” jobs that parents can assist with as well. **You do not have to be at our school to volunteer!** Please consider volunteering by contacting your child's teacher, the school office, or the PTO volunteer coordinator. **ALL volunteers must register prior to volunteering.** [You can register to volunteer here.](https://www.cmsvolunteers.com/) <https://www.cmsvolunteers.com/>

PHYSICAL EDUCATION

Students will receive 30 minutes daily of physical activity in addition to weekly PE class. Parents should ensure that their child is dressed appropriately.



PICTURES

***The following dates are tentative for school pictures:**

October 11, 2024: Fall Pictures (all student pictures are taken)

November 19, 2024: Picture Retakes

February 3, 2025: Clubs & 5th Panoramic

February 6, 2025: Class Group Photos

March 27, 2025: Spring Pictures (pictures taken of students who have placed prepaid orders)

POWERSCHOOL ONLINE GRADEBOOK

Parents of students in grades 3-5 will have computer access to their child's grades and attendance through the online grade book.

PROGRESS REPORTS

Progress reports will be sent home approximately four weeks after the start of the 9-weeks grading period. These reports are to be signed and returned to the school.

REPORT CARDS

Report cards will be sent home at the end of each 9-week grading period.

ASSESSMENTS

We use data from universal screeners to assess our core instruction and identify students potentially needing differentiated instruction and/or interventions. These assessments include Math and Reading i-READY assessments, DIBELS (Dynamic Indicators of Basic Early Literacy Skills), and Panorama. Students are assessed using these screeners three times per year (twice for Panorama), and data will be shared with parents after each assessment. Grades 3rd, 4th, and 5th will complete Benchmark Assessments in the Fall, Winter, and Spring and this data will also be shared with parents. State required standardized testing varies by grade level: 3rd grade students - Reading BOG3 (Beginning of Grade 3 Testing), Reading and Math EOGs (End of Grade Testing), 4th grade students - Reading and Math EOGs, 5th grade students - Reading, Math, and Science EOGs.



TRANSPORTATION

Afternoon Dismissal

- **Walkers:** *Only students who live in the CMS designated No Transportation Zone for Cornelius Elementary School may be walkers.* Students are dismissed from their classrooms and go directly to the Media Center. Once all walkers have arrived there, staff members will walk these students to the Crossing Guard/Crosswalk at Catawba Avenue.
- **Parent Pick-Up:** Students are dismissed from their classrooms and go directly to the Media Center. Parent Pick-Up numbers will be called by a staff member, and students will be released from the PTO Office Atrium Door.
****All parents must have a school-issued parent pick-up number visible. If the parent does not have the tag, he/she must come to the front office to sign out his/her child.***
- **Bus Riders:** Students are dismissed from their classrooms at designated times and will be placed on the bus.
- **Car Riders:** Students are dismissed at the bell and go directly to the designated locations. A staff member will call car rider numbers, and students will walk to their cars. Parents should remain in the cars throughout this process. Parents must not walk up to students in the car rider line for dismissal. All car rider traffic will enter the school using Smith Circle. Cars will not be allowed to turn off or onto Catawba Avenue. When exiting the school, police will direct drivers to turn right. Do not text or use your cell phone while driving through the car rider line. Safety is our number one priority.
****All cars must have a school-issued car rider number visible. If the parent does not have the tag, he/she must park and come to the front office to sign out his/her child.***
- **After School:** Students are dismissed at the bell and go directly to the ASEP location. Parents must not enter the back of the school for ASEP during afternoon dismissal.

Change in Transportation

Occasionally (not daily) you may need to change the way your child goes home. If a change is necessary:

- Send in written notification to your child's classroom teacher regarding changes on how your child will be leaving school. This includes a request for bus, day care van, or car pool changes.
- **If it is an emergency and a transportation change must be made, call the school prior to 3:00 PM (980-343-3905).** It can be very hectic in the office after this time and will be difficult to get the information to your child.
- **Do not email/message/text your child's teacher during the day with a transportation change for that day.**
- Early pick-up of students will not be allowed between 3:00-3:45 p.m.

Bus Transportation

Students riding the bus must adhere to safety and behavior guidelines. Students are expected to be at the stop 10 minutes prior to the assigned pick up time. Buses will not wait for students to walk to the stop as this impedes traffic flow and schedules. Students are expected to sit in assigned seats, talk quietly, and follow the driver's directions. Standing, yelling, making inappropriate comments, and any physical contact with others are violations of bus guidelines. Students who do not adhere to bus guidelines will be disciplined as follows:

1st offense- conference with student and verbal warning

2nd offense-written warning sent home or phone call made to parent

3rd offense-possible bus suspension for 1-3 days

(For more serious offenses, such as fighting, a student may be suspended from the bus immediately.) Notices regarding bus behavior are required to be signed by the parent and returned to school the following day.

Please speak to your child about bus safety and the importance of practicing good bus behavior both to and from school.

Frequently Asked Transportation Questions

Q: What if I need to have my stop changed?

A: In order to change a bus stop or request a new one, you must go to the CMS website and complete the Alternate Stop, Unsafe Stop, or Change in Request form. The site is <https://www.cmsk12.org/buses>. Look for the transportation link at the bottom of the site. Depending on the time of year, this could take several days to two weeks to be approved before he/she can actually be assigned to the bus and begin riding. Once you have submitted the change of information, please contact the school after 3 days to verify if it has been approved by CMS Transportation.

Q: What if I need my child to ride to a daycare center that is served via a CMS bus?

A: If you have registered your child at a daycare service that CMS provides transportation to, you will need to go online at the CMS website and request that stop in the section titled **Alternate Stop**. Your child's daycare service cannot do this for you. This only applies to daycare services that CMS provides bus transportation for, not daycare vans. Failure to request the daycare stop will mandate that the driver take your child to the assigned home stop. The sooner this is completed, the sooner your child will be able to ride the bus to that daycare.

The following pages include forms/documents which you must review, sign, and return to your child's teacher. [All CMS forms and handbooks can be accessed here.](https://www.cmsk12.org/domain/36)

<https://www.cmsk12.org/domain/36>

- Emergency Dismissal
- Student Technology Use Agreement
- CMS Photo & Video Release
- Student/Family Handbook Agreement
- CMS Physical Education Participation
- One Access Opt-Out Form (only return if you want to opt-out your student from using this resource)

Cornelius Elementary School 2024-2025
Emergency Dismissal Form

In the event of an emergency, act of God, or any other condition requiring the termination or early dismissal of classes, the Superintendent of Charlotte-Mecklenburg Schools may suspend the operation of the school day. In the event that school is dismissed early FOR ANY REASON, my child is to:

_____ **Ride the bus, as usual**

_____ **Ride in car, as usual**

_____ **Parent Pick Up, as usual**

_____ **Walker, as usual**

_____ **Alternative Plan (Please indicate)**

Student's Name _____

Parent's Name _____

Teacher's Name _____

Address _____

Home Phone Number _____

Work Phone Number _____

Mobile Phone Number _____

Email Address _____

Other Emergency Contact Information:

Name _____

Phone Number _____

Note: If school dismisses early because of adverse weather conditions, all After School Enrichment Programs will be canceled, as well.

Parent's Signature

Date



PHOTO AND VIDEO RELEASE FORM

I grant Charlotte-Mecklenburg Schools the unlimited right to use and/or reproduce photographs*, likenesses or the voice of my child in any legal manner and for the internal or external promotional and informational activities of Charlotte-Mecklenburg Schools. I also agree to allow my child to be interviewed and/or photographed* by representatives of the external news media, school staff and CMS Communications Services in relation to any and all coverage of Charlotte-Mecklenburg Schools in which he/she is involved. I also agree to allow my child's work and/or photograph* to be published in any CMS communication, including web and intranet sites, social and broadcast media channels and print and electronic publications. I further understand that by signing this release, I waive any and all present or future compensation rights to the use of the above stated material(s) including, print, electronic and online media.

School name: _____

Student's name: _____ Homeroom teacher: _____

Parent/Guardian signature: _____ Date: _____

Parent/Guardian name (Print): _____

Parent/Guardian address: _____

** "Photograph" in this Release Form is intended to only refer to photos and videos of your child alone. Group photographs and videos (two or more children), with no additional identifying information, are considered Directory Information. Please review the FERPA information sheet in the Parent-Student Handbook.*

This information to be completed by school officials only.

Your Name: _____ Date: _____

Type of Material

- ☐ Photograph
- ☐ Slide
- ☐ Videotape
- ☐ Other (please specify) _____

Use of Material

(Please provide additional information such as name of news outlet, brochure, purpose of presentation, etc.)

- ☐ News outlet _____
- ☐ CMS website/Intranet site _____
- ☐ Brochure _____
- ☐ PowerPoint presentation _____



PARTICIPATION IN PHYSICAL EDUCATION (GRADES K-12)

All students shall participate in physical education. No student shall be permitted to waive or substitute other classes for the physical education requirement except as follows: Suitably adapted physical education shall be included as part of the Individualized Education Program for students with a chronic health problem, other disabling conditions, or other special needs that preclude following the Physical Education portion of the Essential Standards: IDEA: <http://goo.gl/1Tuike>.

Name of student: _____

Teacher: _____ Grade: _____

School: _____

Please Check One:

- ☐ My child is able to fully participate in physical education
- ☐ I would like the physical education teacher to be aware of the following health concerns (e.g., diabetes, allergic reactions, asthma, heart conditions) that may require modifications or a specially designed physical education program:

Parent/Guardian signature: _____ Date: _____



STUDENT TECHNOLOGY AGREEMENT

Before students are given access to the Internet from CMS computers or otherwise allowed to use the CMS network, they must accept the terms of the "Student Internet Use Agreement." This Agreement defines the educational objectives and guidelines for use, informs student users that their online activities are subject to monitoring, and sets forth unacceptable uses that may lead to revocation of access and possible legal action. Parents of students younger than age 18 who do not want their children to use the CMS network and/or to access the Internet at school must notify the school in writing. (S-SINT)

CMS STUDENT INTERNET USE AGREEMENT
<i>Students must accept this Agreement before they can log on to a CMS computer that is connected to the CMS Network.</i>
I understand that my school has computers and the Internet so I can learn more about what I am studying in my classroom. Students at my school also use a computer to check out books from the Media Center.
There are rules in the Student Handbook I must follow if I want to use the Internet at school. My teacher explained these rules to me, and I understand them. If I do not follow the rules and the directions of my teacher when using the Internet, I may not be allowed to use the Internet at school. Not following these rules may also mean I have broken the rules in the Code of Student Conduct. I could be disciplined or be suspended from school for not following the rules and the directions of my teacher.

STUDENT RULES FOR USING THE CMS NETWORK OR INTERNET			
Violating the rules for using the Internet or the CMS Network is a serious matter. Students who do not follow the "Netiquette Rules" or do any activities that are "Unacceptable Uses" are violating the CMS Code of Student Conduct and may also be breaking the laws of the United States or North Carolina.			
The following list is summarized from Regulation S-SINT/R "Student Internet Use and Network Access" and policy S-SINT, "Student Internet Use," which contains a more detailed statement of these rules. The regulation is reprinted in the Parent-Student Handbook and is available online at www.cms.k12.nc.us .			
Unacceptable Uses: <ul style="list-style-type: none"> • Disrupting the CMS network • Introducing (or attempting to introduce) viruses into the network • Hacking • Asking other people to do things that are illegal • Looking at material that is threatening or pornographic • Using profanity, words that hurt or threaten other people • Sending messages or images about sex • Copying the work of other people/plagiarism • Selling things • Working for a political candidate • Sending chain letters or asking for money (phishing) • Posting pictures of a student or schoolwork without permission • Giving out personal information about other students or staff without their permission • Forwarding e-mail without the permission of the author • Giving out information that belongs to a company without permission 			
CONSEQUENCES FOR UNACCEPTABLE USES (Code of Conduct Rule)			
LEVEL 1: Conference	LEVEL 2: Intervention	LEVEL 3: Suspension for 1–5 days	LEVEL 4: Suspension for 6–10 days



STUDENT TECHNOLOGY AGREEMENT

CONTINUED

PARENT/GUARDIAN and STUDENT NOTIFICATION

STUDENT LAST NAME	STUDENT FIRST NAME	GRADE	STUDENT ID
PARENT/GUARDIAN LAST NAME	PARENT/GUARDIAN FIRST NAME	DATE	

I am being issued a Charlotte-Mecklenburg Schools (CMS) device and charger. I agree to keep these items safe and well maintained. I will follow the guidelines for care of the device as explained below.

DEVICE FEES	
<i>Students and parents/guardians are responsible for the cost of repairing devices that have been damaged, lost, or stolen while in their possession.</i>	
FEE SCHEDULE	EXAMPLES INCLUDE
\$10 for chargers	Lost or Damaged: Chromebook Chargers, iPad Chargers
\$15 damaged device	Keyboard damage, screen damage, headphone jack/charging port damage, cracked casing
\$50 lost and stolen or total replacement	Lost, stolen or damaged beyond repair: Chromebooks, iPads, hotspots
\$5 miscellaneous	Missing keyboard keys, missing asset tags, stickers or written markings

RULES AND REGULATIONS

SECURITY

- I agree to keep track of where my assigned device is at all times.
- I will never leave my assigned device unattended. It must be properly secured when not in use.
- I understand that I am not permitted to loan my assigned device to anyone under any circumstances.
- I acknowledge that the assigned device is equipped with security features for tracking purposes and that my usage will be monitored.
- I will prioritize my personal safety and exercise discretion when using the device, avoiding actions that may attract unwanted attention.

CARE

- I will take measures to prevent scratches on the screen of my assigned device.
- I will ensure that food and beverages are kept away from my assigned device to prevent any damage.
- I will refrain from marking, drawing, writing, or placing unapproved stickers on the device or its case.
- I understand that any attempt to disassemble or repair any part of my assigned device is not permitted, and I agree not to undertake such actions.
- In the event of damage, including but not limited to scratches, cracks, or dents, I will promptly report the damage to the school administration within 24 hours.
- If my assigned device is stolen or vandalized, I will file a police report and promptly notify the school administration within 24 hours.

USAGE

- I will follow the CMS Acceptable Use Policy (AUP) for use of the CMS devices and network systems.
- I will not reformat the device, tamper with security settings, or change its operating system.
- I will adhere to all applicable copyright and software license agreements that forbid downloading of media and software that has not been legally acquired.
- I will not engage in any harassment or acts of intimidation (cyber-bullying) to harm other people using my assigned device or any other electronic device ([S-DISC/R](#)).

RESPONSIBILITY

- I understand that my assigned device is subject to inspection by any staff member, teacher or administrator at the school, at any time and without notice. I further understand that the device remains the property of CMS.
- I agree to return the device and charger in good working condition immediately upon request by CMS.
- I will return the assigned device to my school upon request, if I withdraw, am expelled, or terminate enrollment at my school for any reason.
- I will complete the Digital Citizenship lessons.



STUDENT TECHNOLOGY AGREEMENT

CONTINUED

Responsibility for Student-Assigned Loaned Devices

This notice outlines your legal responsibilities regarding the device and charger that Charlotte-Mecklenburg Schools (CMS) is loaning to your child.

CMS may hold a parent or guardian liable for any minor who willfully defaces, damages, or fails to return any CMS property ([S-DISC/R](#)).

- I agree to the *Security, Care, Usage, and Responsibility* conditions listed in the *Rules and Regulations* on the previous page. I understand that if my child fails to abide by these *Rules and Regulations*, resulting in damage or loss of their assigned device, I am responsible to pay the fees associated with the damage or loss.
- The student-assigned device is the property of Charlotte-Mecklenburg Schools, with the sole intended use for the student whom it has been assigned.
- I further agree to abide by Charlotte-Mecklenburg Schools' Acceptable Use Policy for use of computer equipment and Charlotte-Mecklenburg Schools' Student Internet Use Agreement.

Print Student Name (Last, First): _____

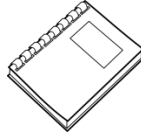
Student Signature: _____ Date: _____

Print Parent (Guardian) Name: _____

Parent (Guardian) Signature: _____ Date: _____

Cornelius Elementary School 2024-2025

Student and Parent Handbook Contract



This handbook is designed to provide students and parents with important school information, which will be useful throughout the school year. **All information should be reviewed carefully.** We look forward to making our school a positive community, sharing our creativity, and making long lasting relationships in the 2024-2025 school year.

Please sign this contract and return it to your child's classroom teacher.

I read and understand the expectations outlined in the Student & Parent Handbook.

Student Name: _____

Parent Name: _____

Parent Signature: _____ Date: _____



CHARLOTTE MECKLENBURG LIBRARY ONE ACCESS PARENT OPT-OUT FORM



Charlotte-Mecklenburg Schools and Charlotte Mecklenburg Library are partnering to support students' ongoing education. We share the belief that a love of books and learning is a strong foundation for student success, and it is with these shared goals in mind that we are working together to ensure that every CMS student will have access to books and resources found at their public library.

Through this partnership, CMS students can use their Student ID number to access and check out public library resources. We call this initiative **ONE Access**, because *one* number (a CMS student ID number) is all that a student needs. Visit cmllibrary.org/oneaccess

ONE Access Parent Opt-Out Form

If you would like your student to participate in ONE Access in the 2024-2025 academic year, then you do not need to do anything. Your student will automatically be enrolled.

If you **do not** want your student to participate, then please complete this parent opt-out form and return it to any Charlotte Mecklenburg Library branch.

Student's Name (Please print)

School

Grade

Student ID Number

Parent or Guardian's Name (Print)

Phone Number

By signing this form, I understand my student will **not** have a ONE Access library account. I also understand that by signing this form my student will not be able to participate in classroom use of library resources unless they have a Charlotte Mecklenburg Library card and know the full card number and PIN.

Parent/Guardian Signature

Date