

Shamrock Gardens Elementary School Administrative Team Welcome 2011-2012



Dear Shamrock Gardens Elementary School Families:

Greetings! Welcome to the 2011-2012 School Year at Shamrock Gardens Elementary School. We are pleased to invite new families to our community and continue our strong relationship with returning Shamrock Families.

This handbook provides information that will help you learn about Shamrock Gardens. Please take time to review the handbook with your child, so you become familiar with the many resources available to help your child succeed at Shamrock Gardens.

The Shamrock Gardens staff is proud to welcome you and to have the opportunity to contribute to your child's future success.

Sincerely,

The Administrative Team

SCHOOL CONTACT INFORMATION



Address: 3301 Country Club Drive Charlotte, NC28205

<u>Telephone</u>: 980-343-6440 Fax: 980-343-6513

Principal's Email: angela.grant@cms.k12.nc.us

School Website: http://pages.cms.k12.nc.us/shamrock/

School Hours

8:15 AM-3:15 PM

Office Hours

8:00 am. - 4:15 pm.



STUDENT & PARENT RESPONSIBILITIES

Responsibilities of Shamrock students include, but are not limited to the following:

- A Putting forth hard work and effort to master knowledge and skills in each class/subject.
- * Remembering to take home, complete and return their assignments as directed.
- Completing their assignments neatly and to the best of their ability.
- Understanding the consequences of not completing their assignments.
- * Taking the responsibility to ask questions, in class, if unclear about assignments.

Responsibilities of Shamrock parents include, but are not limited to the following:

- A Partnering with teachers and school staff to ensure your child receives a high quality education
- * Establishing success in school as a priority for your child.
- * Establishing a daily study time, a quiet place to work, and needed supplies at home
- A Ensuring that their child completes his/her own homework. Providing help and guidance only after the child has made a reasonable "independent" attempt.
- Contacting the teacher if your child has continued challenges with mastering knowledge and skills
- Provide the school with a list of names of all adults who have permission to pick up your child at school. *(Emergency/Early Release Information Form will be sent home in the first day packet.)
- * Providing the school with current and up to date phone numbers for the school to contact if needed for any emergency.



PARENT INVOLVEMENT

Parent Visitors During the School Day

Parents/guardians are ALWAYS welcome at our school and are encouraged to actively participate in your child's education. As required by law, parents/guardians or other family members must first report to the office to sign-in and to get a Visitor's Badge. <u>Please do not go directly to your child's classroom</u>. If you need to talk to the teacher, please let the teacher know that you wish to schedule a conference. The teacher will then work with you to schedule a convenient conference time.

- All visitors must report to the office, sign the visitor's log, obtain a visitor's badge, and travel to your destination.
- Please do not interrupt classroom instruction to discuss your child's performance. You may schedule a parent teacher conference for specific information about your child.
- Parents are always welcome to join your child for lunch or breakfast. We also invite parents to special cafeteria events such as Bring Your Family to Breakfast, Thanksgiving Family Lunch, and PTA Family Dinner.

Parent Volunteers

Parental involvement is crucial to the success of every Shamrock's student, and we welcome your involvement. Children whose parents are involved in school value education more because they see that their greatest role models, their parents, value education. Parent volunteers may serve as:

- Room Parents
- Chaperones for field trips
- Assist with teacher administrative tasks (copying, bulletin boards, etc.)
- Proctors for State Testing
- Reading Buddies
- Tutors

Special Celebrations

Thank you for sharing special occasions with your child at school. Please be informed that special treats (cupcakes, cookies, etc.) can only be provided for the whole class at lunch. Treats must be store-bought due to potential student allergies and health concerns.

<u>Conferences:</u> The Shamrock Gardens Elementary School staff understands the importance of strong communication between school and home. At ShamrockGardens we expect all parents to attend parent-teacher conferences during the month of October. You will be contacted by your child's teacher to schedule a conference in October. Parent-Teacher conferences are held before, during and after school. At the conference your child's teacher will also discuss the Shamrock Gardens Elementary School Learning Compact.

Shamrock Gardens Learning Compact Agreement

At Shamrock Gardens Elementary School we believe that our students do their best through the teamwork of parents, families, students and school staff. We are asking that every parent/guardian read, sign, and promise to support our Shamrock Gardens Learning Compact. Through this compact students, teachers, parents and administrators promise to work together to make sure every student is academically successful. Please sign the Learning Compact and return to your child's teacher immediately. The compact will be sent home during the first month of school.

Earn Compact Points

ShamrockGardens parents/guardians/students earn Compact Points by attending school conferences, workshops, PTA meetings and other school events. In June we will hold our Annual Compact Party for Shamrock Families who have earned enough Compact Points during the school year. Begin today earning your Compact Points!

GETTING A MESSAGE TO YOUR CHILD



Please make all necessary plans for your child before he/she leaves home in the morning. In case of an *emergency*, call the school office before 3:00 pm. each day, (980-343-6440) and the message will be delivered to your child.





HOME/SCHOOL COMMUNICATION



Communication with parents is crucial for student academic success. Phone calls, notes, progress reports, team newsletters, connect-Ed messages, emails, student agendas, and report cards are tools that we use to communicate with our parents and school community.

Agendas

All Kindergarten through Fifth grade students at Shamrock Gardens will receive an agenda to record daily assignments. The agendas are used to send daily messages between parents/guardians and the classroom teacher. In addition the agendas will communicate daily a record of your child's behavior with our school wide PBIS information. Please review your child's agenda and sign it every evening. Loss of the agenda will result in a \$3 replacement fee.

Thursday Folders

These folders will be sent home each Thursday (or the last school day of the week) with graded student work samples and pertinent school/classroom information. Please return the folders on the following Monday morning.

Mid-quarter Progress Reports

Teachers will send out a mid-quarter progress each quarter. These progress reports will inform you of your child's grades, and conduct. The teacher will also write any personal notes to you, if necessary. Be sure to review these reports carefully and contact your child's teacher if your child needs assistance.

Report Cards

An official system report card will be sent home after each quarter ends. Parents are also required to attend the first quarter conferences beginning in October. Please feel free to communicate with your child's teacher frequently. Report Cards will go home:

- * November 10, 2011
- February 2, 2012
- April 17, 2012
- ♣ June 8, 2012





MORNING ARRIVAL PROCEDURES

Student Arrival Time

Students can enter the building and report to the cafeteria at 7:45 a.m. (Please do not drop off your children before 7:45 a.m.) Breakfast is served from 7:45 a.m. until 8:10 a.m. Class begins at 8:15 a.m. Students arriving after 8:15a.m. are considered tardy and <u>must</u> be checked-in by a parent/guardian at the main office before going to class.

Note: You may enroll your student in the before school program if supervision is needed before 7:45. The hours of the before school program are 7:00 am - 7:45 am. The hours of the after school program are 3:30 pm. - 6:00 pm. If you need additional information about either of these programs please contact the Shamrock ASEP department at 343-6440 or visit the CMS ASEP website: http://www.cms.kiz.nc.us/cmsdepartments/asep/Pages/default.aspx

Car Riders	If your child arrives at school by car in the morning, please drop your child off at the back entrance traffic circle outside the cafeteria. Staff members are on duty
	beginning at 7:45 a.m. to welcome your child. Students will be able to enter the cafeteria for breakfast at 7:45 a.m.
Walkers	Students walking to school are to go directly to the school cafeteria beginning at 7:45
	a.m. Students arriving after 7:45 a.m. may report directly to their classroom.
Bus/Van	Students arriving at school by Day Care Van or Bus may report directly to the
Riders	school cafeteria or to their classroom at 7:45 a.m.

REMEMBER: No adult supervision is provided for students before 7:45 a.m. each day.



AFTERNOON DISMISSAL PROCEDURES

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Car Riders	• Parents: Cars will line up at the drop off circle at the back of the school.
	 Students will line up near the drop-off circle on Shamrock Drive. Assigned staff members will be present to assist students/parents and to make sure the line moves as quickly as possible. Parents/Guardians, please do NOT park across the street from the school (at Pikes Pharmacy or along Anne Street) and cut across the school driveways to walk your child to your car. This poses a safety hazard. Shamrock Car ID: we provide for the safety of car riders by requiring parents of
	afternoon car riders to complete a car rider registration form that is sent home on the first day of school. Upon completion of the registration a Shamrock Gardens Car ID will be provided. This Shamrock Car ID tag should be displayed in the car window when picking up your child.
Walkers	• Students walking home will be escorted outside to the stop sign at Anne Street. A crossing guard is available to escort students across Shamrock Drive in the morning and afternoon.
Day Care	• Students being picked up by day care vans will be escorted to the front lobby. As the day care vans arrive, students will be escorted to their vans. All daycare vans are expected to pick up all students by 3:20 p.m.
Bus Riders	Students riding a school bus home will be escorted to the bus lot by their classroom teacher.
ASEP	Students attending the After School Enrichment Program will be escorted to the cafeteria by their classroom teachers. After school program hours are 3:30 p.m. – 6:00 p.m.

Change InTransportation

We take the responsibility of keeping your children safe at all times very seriously. At dismissal time, it is very important that we know how **you**, the parent/guardian, want your child transported home. Therefore, teachers will follow the regular afternoon transportation plan that you have set in place for your child unless they receive an advanced WRITTEN notice from a parent/guardian.

- We can not change transportation plans by telephone.
- * The school will only release students to a parent or to the person(s) listed on the Blue Emergency Location and Health Survey Card and the Emergency/Early Release Information Sheet.
- * The school has the right to ask for picture identification before we release a child.
- A PARENTS please complete the emergency information form for the front office to file listing all people authorized to pick up your children from school. This form will come home in the first day packet with children.



ATTENDANCE REQUIRMENTS



Attendance is Required

Students are required to attend school everyday, arrive on time at 8:15a.m. and stay until the dismissal at 3:15 a.m. A student of compulsory school age who does not attend school is in violation of the law and the student and his/her parent(s)/guardian(s) are subject to its penalties. Efforts will be made to communicate with parents of absent and truant students.

No Child Left Behind

As part of the No Child Left Behind mandate, schools must meet strict attendance requirements in order the meet Adequate Yearly Progress (AYP). For example, if all students at Shamrock Gardens score on grade level in reading and math but do not maintain at least 90% attendance, the school does not meet AYP. Please see that your child comes to school every day, arrives on time, and remains in school until the 3:15 p.m. dismissal.

Excused Absences

Absences from school will be excused for illness of student, religious holidays, death in the immediate family and educational opportunities (prior principal approval required). When a child returns to school following an absence, the parent is <u>required</u> to send a note stating the reason for the absence. Please notify the school if your child will be absent three or more days in a row. Parents/guardians are responsible for securing missed work from the teacher.

Tardies

It is very important for your child to arrive at school on time – 8:15 a.m. Our daily instruction begins at 8:15 a.m. Students who arrive at school after the bell rings at 8:15 a.m. should report directly to the office. Parents need to sign all tardy students in. The office secretary will then give the student a late pass.

Avoid Early Dismissal

Please avoid checking your child out for early dismissal. Our instructional day ends at 3:15 p.m. Early dismissal results in your child missing important classroom instruction.

Emergency

In the case of an emergency and your child needs to leave school early, you should first come to the office and tell the secretary that you need to sign your child out early. The secretary will give you the child's sign in/out office card for your signature and will then call the teacher to tell him/her to send your child to the office. If your child will return on the same day, please take your child back to the office to have the secretary sign him/her back into school.

CAFETERIA INFORMATION



School-wide Cafeteria Manners

Not only will you see a more pleasant environment for your children, but new school-wide cafeteria manners have been implemented! Visit our cafeteria at any time to see how well our students follow our new cafeteria procedures:

- Enter the cafeteria without talking and in a single line.
- Select utensils and place food order.
- ♣ Walk to your assigned table without talking.
- Enjoy your meal using quiet inside voices.

Cafeteria Account

The CMS Child Nutrition Program is focused on providing nutritious meals to all students. A child or parent can put money into the cafeteria account at any time during regular cafeteria hours. Parents can put whatever amount of money they desire into a child's cafeteria account. This may also be completed on line with the PayPams account. Information about PayPams will be sent home on the first day of school.

Breakfast Hours

Breakfast is served from 7:45 a.m. - 8:10 a.m. Students arriving to school on a late bus will be allowed to eat when the bus arrives.

Cafeteria Menu

Students choose from a variety of hot vegetables and meats, salads, fruits, bread and milk. Monthly menus are sent home. Free and Reduced Meal Applications are sent home the first day of school.

Meal Costs

You may apply for free or reduced lunch anytime during the school year. You may pay for meals daily, weekly, monthly or yearly. The cost for breakfast is \$1.25 (\$.30 reduced price) and lunch is \$2.00 (\$.40 reduced price) for students. Adult Lunch prices are a la carte .50¢.

CHANGE OF ADDRESS/TELEPHONE NUMBER



Blue Card - Emergency Location and Health Survey Card

Be sure to complete the Emergency and Blue Health Card Information Sheet that is sent home on the first day of school. Let the teacher know immediately if your address, home or work number changes. This information is vital in case of an emergency at school that involves your child.

CHARACTER EDUCATION



Character Education At Shamrock Gardens

At Shamrock Gardens we implement a school-wide Character Education program. Each month we will teach and model one character trait. In addition, each of our hallways has been named after a Character Trait. For example, the school Principal's office is located on Honesty Avenue. We are expecting every Shamrock Gardens student to learn what each trait means and to model the trait each day. The traits for the year are:

September	RESPECT	February	CITIZENSHIP
October	RESPONSIBILITY	March	COURAGE
November	HONESTY	April	PERSERVERANCE
December	CARING	May	HOPE
January	JUSTICE & FAIRNESS		



CMS RIGHTS AND RESPONSIBILITIES HANDBOOK



At Shamrock Gardens Elementary we believe in teaching children to be responsible for their actions. We work everyday to teach children how to make the right decision. Please help your child by reviewing the CMS Students Rights, Responsibility and Character Development Handbook, so he/she understands the school district rules. It is important for ALL children to follow school, classroom and bus rules as outlined in the CMS Student Rights and Responsibilities Handbook. In dealing with students who misbehave, we will follow guidelines as outlined in the CMS Student Rights and Responsibilities Handbook. Parents will be called upon to support our efforts to address inappropriate behavior. Please review the guidelines in the CMS Student Rights and Responsibilities Handbook frequently with your child.

COMPUTERS



Teachers use classroom computers to help students meet instructional objectives and to provide acceleration for students who are ready for more challenging material. Students begin using computers in kindergarten. In addition, students receive weekly instruction in our school's computer lab.

EMERGENCY DRILLS



The staff and students of Shamrock Gardens practice emergency drills on a regular basis. First, we conduct a practice fire drill each month. Second, we also practice emergency procedures in case of a tornado. Finally, Staff members and students practice "lockdown" procedures in case an unfriendly visitor comes on the school grounds.

EMERGENCY EARLY DISMISSAL



If the entire school day is canceled or opening is delayed, notification will be made available through local radio and television stations by 5:00 a.m. or scheduled air time. If school is canceled, all other planned student activities for that day will be canceled also.

If school has to close early after students have arrived, local radio stations will make an announcement regarding early dismissal. It is important that parents complete the Emergency/Early Release Information Form which will go home in the first day packet. This form requires parents to provide information on your child's transportation in case school is closed during the school day. Working parents should make emergency arrangements for childcare on days when school is forced to close early. In an emergency event that forces school to close early, children will be dismissed from school according to what is listed on the Emergency/Early Release Information Form. Please remember that during such an emergency, the school may not be able to contact parents or to receive incoming calls from parents.



Field trips are planned to be an extension of the instructional program and support instructional objectives. When a field trip is planned for your child, you will receive necessary information from the teacher which gives the purpose, place, date and time. Please sign this form and return to the teacher, so your child will be able to participate in the field trip. Parents are always welcome to serve as field trip chaperones.



HEALTH ROOM OPERATION



Shamrock Gardens Elementary School has been assigned a school nurse. The school must have an emergency contact phone number for each child, in case of such an emergency on the <u>Blue Emergency Location and Health Survey Card</u>. Please make sure that the school nurse knows if your child has a chronic health problem like diabetes, seizures, asthma, etc. If a student gets sick during school hours, a parent will be called to come to pick up the child or to make arrangements for the child to be taken home.

IMPROTANT NOTE: The parent/guardian is responsible for providing the school with current and up to date phone numbers for the school to contact if needed for any emergency.



HOMEWORK POLICY





Homework strengthens skills, develop a better understanding of concepts and provide opportunity for students to practice. Homework also builds a sense of responsibility and self-discipline as well as nurturing independent study habits. Parents should provide time, space and materials for homework as needed. Homework assignments should help a student develop responsibility and independent study skills. Students are expected to complete all homework assignments. In addition to homework, all students are expected to read or to be read to each night for 30 minutes. Remember, the regular completion of homework positively affects student achievement.



INSTRUCTIONAL SCHEDULE



Students receive instruction in reading, writing, math, science, and social studies. Blocks of time are allotted for reading, writing and math instruction. Additionally, when appropriate, content areas are integrated to make learning more meaningful for students. Students receive instruction in Physical Education/Health, Media, Music, Art and Computer on a weekly basis.

SCHOOL-WIDE TITLE ONE GUIDELINES



Shamrock Gardens is a school wide Title One school utilizing Title One funds to benefit all students. We offer many educational activities with our Title One funds. We will have updated information to share with our families during the annual Title One Parent Night in September.

LABEL PERSONAL ITEMS



Please write your child's name in all personal items, especially coats. Remember that toys, electronic games, radios and sports equipment should not be brought to school.

LOST AND FOUND



Our Lost and Found closet is located on the stage. Items such as lost coats, sweaters, hats and lunch boxes are placed in a metal cabinet. Please check this cabinet if your child has lost a personal item. The closet is cleaned out at the end of each quarter and materials will be donated.

MEDICATION PROCEDURES



In order for your child to be given medicine at school, we must have an Authorization for Medication Form completed and signed by your doctor. Students can only take medicine at school that has been prescribed by a doctor. This form is available in the office. All medication will be stored in the health room and given to students by our nurse. By law, children cannot transport medication to and from school. Medicine must be brought to and taken home from school by an adult.

SAFE SCHOOL PROCEDURES



All Visitors Report To the Office

All visitors to Shamrock Gardens Elementary School are required to report to the main office to sign-in and receive a **Visitor's Pass**. Wearing the **Visitor's Pass** signals that you have permission to be on campus. To ensure your child's safety, our staff members are trained to stop all visitors with out a pass and to refer them to the main office.

Locked Outside Entrances

In order to ensure your child's safety, many of our outside entrances are locked. Please report to the front office if you need to speak to a staff member. Please support our efforts to eliminate unwelcome guests by following these procedures.



Positive Behavior Intervention Support (PBIS)

Shamrock Gardens Behavior Plan

PBIS is a school wide behavior program that Shamrock Gardens will follow for the 2011-2012 school year. Our school will teach students 3 simple behavior expectations which are to be followed throughout the building. These behavior expectations are:

- 1. Be Prepared
- 2. Be Cooperative
- 3. Be Respectful

Rewards

One of the major components of PBIS is the concept of systematically rewarding students who exhibit appropriate behaviors. Shamrock students will have the opportunity to receive weekly and quarterly rewards for good behavior.

Communication

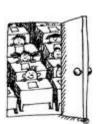
Parents will receive <u>daily communication</u> about their child's behavior through the Shamrock agenda. Please look for this information, and help your child to make sure the agenda is returned to school each day.



SHAMROCK GARDENS BEHAVIOR MATRIX						
	Classroom	Playground	Cafeteria	Hallways	Bathroom	Bus

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Be Prepared	Have homework Have appropriate materials Have eyes and ears ready to work	Stay in approved area Enter and exit building quietly	Select all utensils / condiments before you checkout Stay seated	Walk on the right side of hallway Have a pass Return to class promptly	Have a pass Follow bathroom procedures Return to class promptly	Have all of your belongings with you
Be Cooperative	Follow directions of all staff Complete all work as assigned Share materials	Share equipment Invite others to join in Follow directions of all staff	Use a peaceful voice Follow directions of all staff	Walk in a straight line Hold the door for the next person Follow directions of all staff	One person per stall Flush toilet when finished Be quick and purposeful	Follow the directions of the bus driver and all staff Sit where you are asked to sit
Be Respectful	Raise hand to be recognized to speak Treat classmates the way you want to be treated	Use appropriate language Exhibit caring Use problem solving skills	Put all trash in trash can Clean up your area	Keep hands and feet to self Walk quietly so classes can continue learning	Allow for privacy of others Wash hands Put items in proper place	Use appropriate language Talk in a quiet voice Treat others the way you want to be treated









Dress Code-Students

Uniforms are required for all students enrolled at Shamrock Gardens Elementary School. School uniforms help us create the safest possible environment for our students. All students are required to wear the school uniform every day. School Spirit T-Shirts or College T-Shirts may be worn on Fridays. The school uniform consists of:

SCHOOL DRESS CODE

- Bottoms: Dark blue or khaki bottoms (pants, shorts, skirts, jumpers, skorts, etc.) Shorts and skirts should fall slightly above the knee line. Students should not wear blue jeans of any kind. *This year we will host one uniform free day per month (see calendar below)
- Tops: White, light or dark blue tops (long or short sleeved shirts, blouses, turtlenecks, etc.) All tops must have a collar or must be a dress shirt. (No T-shirts) Shirts/blouses must be tucked into pants at all times. Shamrock School Spirit T-Shirts can be part of the uniform daily.
- Socks: Students should only wear dark blue or white socks with their uniforms.
- Shoes: Students will be expected to wear shoes that have a closed toe and heel. Students can wear tennis shoes or any type of other casual or dress shoes. Open-toe and open-heel shoes such as sandals and flip-flops should not be worn for safety reasons.
- Belts: Students will be expected to wear a dark-colored belt with their uniforms. Shirts/blouses must be tucked into pants at all times.
- Hats: Students will not be allowed to wear hats, caps, or scarves inside the school building.
- No Silly Bandz or Heelys (no shoes with wheels) in school.

Shamrock Gardens Elementary School			
Uniform Free Days 2011-2012			
September 9, 2011 January 20, 2012			
October 27, 2011	February 17, 2012		
November 2, 2011	March 29, 2012		
December 16, 2011	April 27, 2012		
	May 25, 2012		

Consequences for not following "School Dress Code"

Refusal to comply with the school dress code will be considered a breach of Rule 7, Insubordination of the CMS Rights and Responsibilities Handbook.



HAVE A WONDERFUL SCHOOL YEAR!

