

Beverly Woods  
Elementary School  
Today's Scholars  
Tomorrow's Leaders

Name \_\_\_\_\_

**STUDENT HANDBOOK**

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Caroline Horne  
Principal

***“Today's Scholars, Tomorrow's Leaders”***

Teacher \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

**PARENT/STUDENT HANDBOOK**

### **MISSION STATEMENT**

Our mission is to provide all students with a strong academic and character-based foundation, preparing them for exploration, service, and leadership in our global society.

### **PRINCIPAL'S WELCOME**

On behalf of the Beverly Woods faculty, I am pleased to welcome you as a member of our school family. I hope you will take some time to become acquainted with our superb educational program. At Beverly Woods, you will find the best teaching practices delivered in a nurturing and engaging environment. These practices form the cornerstones of our academic program.

Our success is built on the philosophy that education must meet the needs of the whole child and that instruction, driven by on-going assessment, will provide for daily learning that is challenging and engaging for each student.

At Beverly Woods, a long-standing source of pride and strength comes from our sense of community. I invite you to commit yourself to becoming involved in your child's education.

It is my pleasure to serve as Beverly Woods' instructional leader. I commit to ensure that each child who attends finds a safe and orderly climate in which to learn and grow daily.

### **AFTER SCHOOL PROGRAM**

The After School Enrichment Program (ASEP) provides a safe, fun, nurturing environment for children of working parents. The ASEP program allows time for homework to be completed, playtime, and enriching activities such as art, music, science, and cooking. Students must be enrolled in ASEP to stay for the program. For more information and applications, contact the ASEP Coordinator (call the school after 12:00 PM).

### **AGENDAS**

It is highly recommended that every student in grades 2-5 purchase an agenda at the beginning of the school year (or upon registration). The agenda serves as a communication tool between school and home. Agendas contain the parent handbook, a yearly calendar, and a weekly outline. Students use agendas to record homework assignments. Parents are asked to sign the agenda nightly. The agenda also serves as a tool for communication between teacher and parent. Quick notes to and from teachers can be written in the agenda. Replacement agendas are available, while supplies last, at a cost of \$10.00 each.

### **ARRIVAL/DEPARTURE**

Our instructional day begins at 7:45 AM. Teachers will be ready to greet students in the classrooms beginning at 7:25 AM. Breakfast is served between 7:15-7:45(or until after last bus arrives). Students who plan to eat breakfast at school go directly to the cafeteria and eat before reporting to their classrooms. Car riders must arrive at 7:15 in order to eat breakfast. Students who arrive after 7:45 AM must be signed in by an adult in the office to receive admission to class. Students who do not report to the office may accidentally be counted absent for the day. A student must be present for ½ of the instructional day to be counted as present for the day. (See also Car Riders)

Dismissal time at Beverly Woods is 2:45 PM. At the beginning of the school year, the teacher should be made aware of the child's plans for getting home or to after school care. A note must be sent to the teacher if there are changes in those plans. Please include your child's full name, the teacher's name, and specific information to explain the nature of the change. Students will not be released to anyone other than the parent/guardian without written permission from the parent. If the teacher does not have a note, the child will follow the departure instructions given at the beginning of the school year. Calls to the school to request changes in transportation arrangements are confusing and disruptive. If a transportation change is needed for emergency reasons, the school will need a faxed, email or written permission note, please call the school no later than 2:00 p.m. to make the request. (See also Car Riders and Early Dismissal). After 2:00 p.m. you must come into the office to sign your child out.

### **ATTENDANCE**

No single factor may interfere with a student's progress more quickly than frequent absences. Parents and students are encouraged to make regular school attendance a top priority during the school year. Every day is important. If it is necessary for a student to be absent, the following should be done:

- (1) Upon returning to school, send a note signed by a parent/guardian stating the exact reason for the absence.
- (2) Make up all work missed during the absence. There are three types of student absences:
  - (1) lawful absences, (2) unlawful absences, and (3) suspensions and/or expulsions. Lawful (excused) absences are: student illness or injury, quarantine, medical/dental appointments, court or administrative appearance by the student, family deaths, religious observance (approved by CMS), and educational trips (approved by principal in advance). Parents are encouraged to plan trips when school is not in session. Additionally, please try to schedule appointments after school hours as we discourage early dismissals for any reason.

## Parent/Student Handbook

### BEHAVIOR AT BEVERLY WOODS

We are committed to providing an environment where teachers can teach and students can learn. The administration and staff believe strongly in the idea of helping children learn self-discipline and self-respect. The school wide rules are: Restraint, Respect, and Responsibility.

At Beverly Woods, students will:

- Be courteous toward and respectful of all students and adults in the building.
- Respect school property and the property of others.
- Keep hands, feet, and objects to themselves.
- Walk quietly in the hallways and follow the directions of adults at all times.
- Use good manners in the cafeteria and follow all safety rules on the bus.

The Beverly Woods staff provides positive reinforcement of students' good behavior through incentive charts, individual contracts, monthly student recognition, and continual use of appropriate praise for children's actions and manners.

When disciplinary action becomes necessary, the following sequence is implemented:

- (1) The teacher tries to handle the problem at the classroom level in compliance with CMS policy. The teacher notifies the parent to report the behavior and ask for support.
- (2) The teacher works with the grade level team to design an intervention plan.
- (3) The student is referred to an administrator. The administrator will follow the CMS policy on Management of Student Behavior (see Student Rights and Responsibilities Handbook).

Each classroom and special area teacher has developed a classroom behavior management plan. This classroom plan will be clearly communicated to students and parents. It is important that your child understand that you support the school in its effort to provide a safe and orderly environment.

### BEHAVIOR GUIDELINES - CMS

Every family receives a copy of the CMS Rights and Responsibilities Handbook at the beginning of the school year or at the time of registration. Behaviors that constitute an immediate referral to the school administration include the following:

- Possession or use of a weapon or object that could be used as a weapon
  - Possession or use of illegal drugs or alcohol
- Physical assault directed toward any student, staff member, or any other person

In all instances, administrative action will be aimed at teaching good decision making rather than punishing. In some instances, however, fair consequences for inappropriate behavior are needed to emphasize the need for choosing appropriate courses of action. Whenever a student is referred to the administration for disciplinary measure to be taken, the parent will be contacted by phone if at all possible. If the parent cannot be reached by phone, a letter will be sent, or, depending upon the severity of the situation, the child will be brought home for an immediate conference. Home/school collaboration is a critical element of any school behavior management program.

### BICYCLES

Students are not permitted to ride bicycles to or from school due to safety issues and the high volume of traffic surrounding the school.

### BIRTHDAYS

Celebrations for individual student birthdays are permitted as long as arrangements have previously been made with the classroom teacher. Birthday celebrations cannot take place during classroom instructional time. We strongly encourage parents to consider non-food related "treats" that can be distributed to the entire class. Parents are still encouraged to come in and celebrate with their child during lunch on their actual birthday, and, if they still choose to bring a "food treat" we strongly encourage that it be **for their child only**. A food treat provided for the class should be **store-bought**, "**mini**" sized and preferably healthy (mini cupcakes, 2 bite brownies, popcorn, fruit, etc.) that can be served at lunch. Parents should consult with the teacher and/or room mom regarding allergies. Students are not permitted to carry balloons home on buses. Invitations to private parties are not to be distributed at school.

### BREAKFAST

Breakfast is served from 7:15-7:45 (or until the last bus arrives). Children should go directly to the cafeteria before reporting to their classrooms. Students who buy their meals from the school cafeteria will need to have money at the time of the meal purchase, either brought in daily or in their cafeteria accounts (see handbook from Child Nutrition for more information and for prices). Book bags and coats are placed on designated tables in the cafeteria and students then line up to get their food. Since so little time is allotted for eating breakfast, it is imperative that the students eat quickly so they can get to their classrooms for instruction to begin before the tardy bell rings. Students who arrive on late buses will have the opportunity to have breakfast.

### BUS TRANSPORTATION

Our intent is to offer safe, reliable transportation at all times. Riding the bus is a privilege that can be lost if

## Parent/Student Handbook

safety rules are disregarded. Bus riders will be placed on the afternoon bus unless a written note from the parent requests otherwise. *Please plan in advance.* Last minute calls to the school are confusing and disruptive. If a transportation change is needed for emergency reasons, please call the school no later than 1:00 p.m.

It is important that students stay on the curb until the bus stops and that they always cross the street in front of the bus. Students are expected to respect the bus driver at all times. Bus rules include:

- Ride only the assigned bus. Students will not be allowed to call parents from school to change transportation home.
- Keep hands, feet, and other objects to self.
- Sit quietly in seat. No horseplay.
- Talk in a quiet voice to the person next to you.
- No food or drink.
- Other transportation is needed for class pets and large projects.
- Properly care for the bus.

Bus problems are handled with a verbal warning, an official written letter with parent contact, and finally, a bus suspension.

### BRING YOUR OWN TECHNOLOGY

“Technology” refers to privately owned wireless and/or portable devices (smart phones, tablets, netbooks, eReaders, etc.) Students will access the WiFi guest network which is filtered at the student level. Students are not permitted to access 3G/4G at any time. Students take full responsibility for the device. Classroom doors will be locked when teachers are not present. Devices are to be used to access educational material. Technology may not be used on the bus, in the Afterschool program, at recess (indoor or outdoor) or in the cafeteria. **Refer to BYOT WIKI.**

### CAFETERIA

Our cafeteria staff provides a balanced, nutritious breakfast and lunch daily that comply with state and federal regulations. Lunch schedules will be shared with parents during the first week of school and menus are available online. Students who buy their meals from the school cafeteria will need to have money at the time of the meal purchase, either brought in daily or in their cafeteria accounts (see handbook from Child Nutrition for more information and for prices.) Each student is assigned an account number in the cafeteria. Students may pay daily, weekly, or monthly into their accounts. Our cafeteria manager is willing to answer any questions you may have. (See also Lunch and Breakfast)

### CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of books, supplies, furniture, and other items supplied by the school or school system. Students who damage school property

or equipment will be expected to pay for damages to these items. Students are also responsible for damages that may occur during field trips.

### CAR RIDERS

We encourage parents to permit all eligible students to ride buses rather than be transported in cars. Many parents have found that having students ride the bus is more convenient, safer, and results in a shorter distance for the child to walk in the rain, etc., than driving children to school. Riding the bus also ensures that the student will arrive on time (even if the bus runs late, bus riders are never counted tardy). Parents are encouraged to arrive between 7:00 and 7:15 a.m. as carpool gets backed up in lengthy lines after 7:15 a.m. When driving on school property, please be aware of areas restricted to buses only and designated fire lanes. Automobiles must not be driven into the bus area between 7:00-8:00 AM or between 1:00-2:00 PM. We also ask that you not leave your car unattended in the drop-off/pick-up area in front of the school during those times.

### CHARACTER EDUCATION

Character education is a collaborative effort between teacher, support staff, and families. Positive character traits such as responsibility, respect, cooperation, and trustworthiness are discussed and encouraged throughout the school year. Parents are also expected to support the development of these traits at home.

### CLASS PARTIES

The PTA identifies certain occasions throughout the school year in which room parents will help to organize a classroom party. Room parents work out specific party details with the classroom teachers. (See Food Policy) Only two parties per year – **Winter & End of Year** – are allowed, per CMS policy.

### COMMUNICATION POCKETS

Communication Pockets are sent home every Thursday and contain your child's work for the week along with other important information from the school. You may return completed forms or notes to your child's teacher in the envelope. Please sign the envelope and return it to school the next day; it will be used throughout the school year. Replacement envelopes are available at a cost of \$2.00.

### CONTESTS

Since our students have many interests and talents, the school system has approved participation in certain contests related to the curriculum. Students have the opportunity to share publications and creations with others and to compete for recognition of their talents. Some of the contests in which students may participate are: PTA Reflections, Youth Art Contest, Martin Luther King Poster contest, Books & Bugs, Spelling Bee, Young Author's Writing Project, and the CMS Writing Contest.

## Parent/Student Handbook

### DRESS CODE

It is important that students wear appropriate and comfortable clothing to school. Clothing should be respectful and safe. Dresses, skirts and skorts should be at least one inch below fingertips. Shirts should have at least a two finger width shoulder (please mark garments with student name). Hats and sunglasses are not to be worn in the building. T-shirts should only carry positive message. Rubber soled shoes are needed for physical education classes. Closed toe shoes are preferred on all other days. Flip flops and plastic shoes are discouraged at school due to safety issues on playground.

### EARLY DISMISSAL

Any parent wishing to pick up a student prior to 2:45 PM must first come by the office to sign out the student. Please do not go to the classroom. In order for a student to be picked up by someone other than a parent, permission must be given by sending a note to the teacher (the teacher will then inform the school office). Please do not be offended if you are asked to show identification. Student safety is our top priority!

Students who leave school before 11:30 AM will be counted absent for the day. Parents are reminded that students who leave school early are missing a portion of their instructional day. Parents who need to pick up their students from school prior to dismissal should plan to arrive in the school office by 2:15 p.m.

### EARLY DISMISSALS DUE TO WEATHER

In the event that school closes during the day for any reason, buses will run the normal routes. It is most important that we have emergency dismissal plans on file for every student. These dismissals are rare, but may occur with bad winter weather or major facility problems. Please listen to radio/television stations for system-wide announcements. Please do not call the school, as the phone lines will be needed to remain open for emergencies. We ask that parents inform the school of address and telephone number changes in case of such emergencies.

### EMERGENCY INFORMATION

During the first week of school, a request will be made for the completion of student emergency information sheets. Please complete the form and return it to your child's teacher as quickly as possible. It is most important that the school has up-to-date information in case of emergency. Please keep the school office informed of address and telephone number changes.

### FIELD TRIPS

Field trips are valuable learning experiences. Teachers plan trips away from the building that directly relate to concepts of the curriculum. Written parent permission must be received for a child to leave the school campus.

Costs are kept to a minimum; however, no student is penalized because of inability to pay.

### FIRE DRILLS/ALERTS

Fire drills are held once a month. Tornado drills are also conducted yearly. Practice lockdowns are conducted to prepare our staff and students for possible emergencies. Alerts are explained to students during the first week of school. We are prepared to handle a variety of emergencies.

### FOOD POLICY

Our food policy is designed to protect those students who have severe food allergies:

- (1) Products such as milk, cheese or fruit juice, which have not been pasteurized, may not be shared in the classroom or at school activities.
- (2) The classroom teacher or room parent must approve in advance any food brought in to the school to be served to students.
- (3) Any food to be handed out to students must be store bought and labeled with its contents.
- (4) Non-food and food treats for birthdays, etc. will be served only during the class lunch period. When bringing birthday (or other) treats, please notify the lunchroom monitor upon entry to the cafeteria. If the food has not been previously approved through the teacher, it will not be served to the students. (Please do not interrupt the teacher's short lunch break for last minute approvals!)
- (5) If there is a child with a nut allergy in a classroom, that classroom may be declared a nut-free classroom. Other children in that classroom will be encouraged not to bring any nut products for lunch or snack time. The BWE Cafeteria provides only nut free items, no nut products are served nor are food items cooked in nut oil/products. If no allergies exist, nuts can be brought into that classroom

### HEALTH SERVICES

First aid for students who become ill while at school or are involved in minor accidents is provided in the health room. If a problem warrants medical attention, the parent is contacted immediately. The school will follow the Mecklenburg County Health Department's policy regarding sending student's home due to illness. The policy states that students with the following symptoms should not be in school:

- 1) a temperature of 100 degrees or higher along with a known communicable disease, nausea, vomiting, diarrhea, abdominal pain, headache, upper respiratory illness symptoms;
- 2) temperature of 101 degrees or higher;
- 3) diarrhea or vomiting one or more times or vomiting with abdominal pain.

If a student is feeling ill and/or has a temperature of higher than 98.6 but lower than 100, a staff member should call and advise the parent, but we will not *require* the child to go home until the temperature reaches 100. Once

## Parent/Student Handbook

contacted, parents are encouraged to be prompt in picking up their sick child. If your child complains of not feeling well, but has no symptoms of illness, he/she may be permitted to rest for a brief period and then a decision will be made as to whether the parent should be contacted or if the child feels well enough to return to class. Please do not send your child to school if they have fever, nausea, or other symptoms of illness. The school nurse visits our school two days per week. She oversees screening of children for certain problems, reports findings to parents, and monitors our records. Parents are to make the school aware of any medical problems or conditions that warrant special care. (See also Medication)

### HOMEWORK

Homework is an extension of classroom instruction and a valuable part of the learning process. In grades 2-5, student agendas are used to communicate assignments. Parents are asked to work with the school to see that all assignments are completed. Reading is expected to be part of every night's assignment. Major projects and book reports are assigned over a period of time, requiring students to plan ahead. Teachers who team together coordinate their assignments. Questions regarding homework should be addressed promptly to the child's teacher.

### HOURS

**\*Note: Students are not permitted to enter building before 7 am.**

7:15 – 7:25 am students wait in cafeteria

7:25 Students may report to classrooms

7:45 School starts and tardy bell rings; students who report to school after 7:45 must stop by the office for a tardy stamp

2:45 Dismissal

3:15 Teachers May Leave

The school office is open from 7:00 – 3:30.

### INSTRUCTIONAL PROGRAM

At Beverly Woods, students are taught the curriculum that is outlined for students by the Common Core Standard. The Charlotte-Mecklenburg Schools and the state have developed additional documents that support the planning and delivering of instruction.

Teachers at Beverly Woods plan a yearlong course of study in Math, Science, Social Studies, and Communication Arts. The grade level teams work together to develop the plan, which is constantly being revised and improved so that it meets the needs of our students. The state and CMS provide teachers with a number of assessment tools, which help teachers know exactly what children know and do not know. The emphasis is on teaching the specified curriculum, but at the level that is appropriate for each student.

While the academic program is our central focus, we address the total child's needs through enrichment and cultural arts activities. Our staff includes a certified

teacher for physical education, art, music, and media. Beverly Woods employs both literacy and math & science facilitator and a literacy assistance team. We have a technology teacher in our computer lab. At the PTA Open House in September, your child's teacher will provide you with an overview of the content covered at your child's grade level as well as a daily and weekly schedule. We will share with you field trips, contests, and special academic events in which your child may be involved. We are proud of the active learning environment at Beverly Woods. We thrive on relevant, purposeful lessons every day!

### LOST AND FOUND

The lost and found area is located in the lobby. Items are held for at least two weeks and then donated to a charity if not claimed. To help minimize loss, students' names should be placed on lunch boxes, coats, jackets, sweatshirts, and sweaters.

### LUNCH

A nutritious lunch is served daily in the cafeteria and is available to all students, staff, and visitors. All classes have assigned times and tables for lunch. Please check with your child's teacher for the schedule. Parents are encouraged to join their child for lunch. The menu is sent home monthly. Students who buy their meals from the school cafeteria will need to have money at the time of the meal purchase, either brought in daily or in their cafeteria accounts (see handbook from Child Nutrition for more information and for prices). Desserts are not a part of the regular meal, but are available at an additional cost and are priced individually. Students may purchase one dessert during lunch.

It is very important that certain guidelines be followed in order to ensure a pleasant and clean place to eat:

- While in line, either to enter or to leave the cafeteria, students should refrain from talking, except in quiet whispers.
- While seated at the tables, students should eat quietly during the first five minutes of the lunch period and share quiet conversations with people seated close to them during the latter part of the lunch period. This is to encourage eating rather than talking.
- Students should remain seated at the table until the group is dismissed.
- All students should clean up all spills and/or paper products on the table and floor around their chairs before leaving the table.
- All students must grab their own utensils, napkins, chips, etc when they first enter the cafeteria.

Each class should select students who will perform certain duties each day before the class leaves the cafeteria. These duties include the cleaning of tables and chairs, and the sweeping of the floor where the class sits.

### MEDIA CENTER

## Parent/Student Handbook

Students visit the media center both with their classes and independently. Students are encouraged to return books promptly and to take care of all materials. The closed circuit TV studio is located in the media center where students and the administration make live news broadcast daily.

### MEDICATION

When medication (prescription or over-the-counter) must be dispensed at school, a medication authorization form (see CMS Student/Parent Handbook) signed by both the parent AND physician is required to be on file in the office. Students are responsible for coming to the office at the appropriate time where a secretary will give the medication. All medicine is stored in a locked place and records are kept of all medication that is administered. We dispense no medication without proper documentation. This includes prescription medication and non-prescription medication (i.e. inhalers, antibiotics, creams, cough drops/syrup, Tylenol, etc.) All medicines must be delivered to the school office in the original container and with a current pharmacy label on all prescription drugs.

### NAME TAGS

Students wear name tags at all times to create a sense of community and so that all staff may call students by name. Replacement name tags are available at a cost of \$2.00.

### NEWSLETTERS

Teachers or grade levels will update newsletters online to keep parents informed as to curriculum news, upcoming field trips, etc. The PTA also produces a monthly newsletter of PTA information, events, and volunteer opportunities.

### PERSONAL BELONGINGS

Tape players, cellphones, ipods, toys, and electronic games are not to be brought to school. Please label coats, caps, lunch boxes, jackets, sweatshirts, etc. to help identify them if they are lost. Students are discouraged from bringing money to school except for specific purposes. Neither the teacher nor the school can be held responsible when money or personal items are lost.

### CONNECT-ED

Throughout the year, families will receive automated phone calls from our Connect-ED system. This system will primarily be used to remind families about upcoming events, however; as the system is developed, we will use additional features to increase communication between the school and home. For Caller ID purposes, the phone number is (980) 343-3627.

### E-BLASTS

Parents wishing to receive communication by e-mail may sign up for our E-blasts. On the Beverly Woods website under parent information you can click on E-blasts under

Newsletter. This will take you to a page that has links to all grade levels. Some information is sent by grade level so sign up for all that apply.

### PICTURES

The school offers student pictures three times per year. In the fall and spring, individual pictures are made. Class pictures are made in the winter. Flyers are sent home indicating the times, dates, and costs. Checks are written directly to the photographer. Beverly Woods School earns a profit from all picture sales. Proceeds are used to supplement the purchase of instructional materials for the school.

### PTA OPPORTUNITIES

Parents are partners in every aspect of the school program. Beverly Woods has an active and strong PTA that encourages all parents to join and participate in school events. The PTA sponsors fundraising events that provide monies for computer technology, physical education equipment, cultural arts events, and instructional materials for literacy and mathematics. Watch for the monthly PTA newsletter highlighting current events and volunteer opportunities.

### REPORT CARDS

Report cards are distributed four times a year at the end of each nine-week period. The report card is to be carefully reviewed, signed by the parent, and returned to school. Conferences for all students are scheduled at the end of the first quarter. The teacher or parent may request conferences at other times throughout the year as needed. Teachers also send home progress reports between report cards. Check with your child's teacher or in newsletters online to find out information about this schedule.

### SCHOOL LEADERSHIP TEAM

The School Leadership Team plays an active role in our school's improvement process. Parents and staff members work together to encourage, support, and create opportunities for involvement from parents and the community. This team facilitates the involvement of the school community in designing and implementing the four-year School Improvement Plan. Parents who are interested in serving on the School Leadership Team are invited to call the school for more information, or view SLT link to Beverly Woods' webpage.

### SCHOOL SPIRIT

The school colors at Beverly Woods are green and blue and the school logo is a bear. Watch monthly newsletters online for school spirit days when students are encouraged to wear school T-shirts, sweatshirts, or other apparel with school colors. School apparel is available for sale through the PTA.

### STUDENT RECOGNITION

Students are often recognized for accomplishing the following: academic achievement and showing positive character traits.

## Parent/Student Handbook

### STUDENT SERVICES

Guidance and counseling are available to all students by our Student Services Specialist. The Resource and Speech-Language teachers provide instruction for certified students in Exceptional Children's programs. The multidisciplinary team also provides assessments of students to address individual academic, speech-language, behavioral, and social/emotional concerns. Administrators, teachers, and parents routinely meet with this team to address individual student's performance and needs. If you need to discuss a concern, our team is ready to help.

### TELEPHONES

School telephones are business phones and student use is restricted to calls of an urgent nature. Arrangements to stay after school or go home with friends should be made before arriving at school. The office staff may take messages for students when it is essential for a student to receive information. Teachers are generally available for phone calls 30 minutes before and after the instructional day. We will be happy to take messages for teachers during the instructional day.

### TEXTBOOKS

All basic texts are loaned to students for use during the year. Textbooks are to be kept clean and handled carefully. Names are placed in books in case they are misplaced. We charge for abused or lost books at the end of the year.

### VISITORS

Parents are welcome at school any time. All visitors (including parents) are to sign-in and to wear a visitor's badge at all times while in the building. While visiting, it is requested that parents do not use classroom instructional time to engage in conversation with the teacher. We value teaching and learning time at our school. We hope parents will come frequently for lunch. Parents who wish to observe in their child's classroom must contact the teacher to make arrangements prior to their visit.

### VOLUNTEERS

School volunteers are a very important resource to the classroom teacher in support of the instructional program. Volunteers can provide support in the following ways:

- Tutor students
- Serve as a chaperone on field trips
- Provide materials for a special classroom project

- Help the teachers make classroom materials during spare time at home
  - Assist with Physical Education Fun Day events
- All volunteers are required to register with CMS. Go to <http://volunteer.cms.k12.nc.us> to register online. Your interest and involvement are always appreciated!

### WALKING TO/FROM SCHOOL

In an effort to ensure the safety of all students, parents, and staff, please note the following:

- Walkers meet at the back door going out toward the playground. A staff member assigned to that duty post will meet your children at this door.
- If you are meeting your child, please wait by the exit door.
- If you are driving to school to meet your child, you need to pick him/her up through the carpool line. If you only need to do this occasionally, just send a note to your child's teacher indicating a change to carpool for that day.

### WEBSITE

If your family has Internet access, we hope you will visit our website at:

[www.cms.k12.nc.us/allschools/beverlywoods](http://www.cms.k12.nc.us/allschools/beverlywoods)

Our website is updated regularly and contains general information about the school as well as dates of upcoming school events. You may email the school at:

[beverlywoodselem@cms.k12.nc.us](mailto:beverlywoodselem@cms.k12.nc.us)

All teachers have created a webpage which may be accessed through our school site.

### WITHDRAWALS

When moving, please notify the office and your child's teacher at least one week in advance of the date of your move, if possible. Please provide your new address as well as the name and address of the school your child will be attending. Your child's records will be transferred upon notification from the new school that your child has enrolled there.

If moving out of Charlotte, you will need to have your child's birth certificate and immunization records to enroll in the new school (check with the new school for specific enrollment requirements). If moving within Mecklenburg County, you will need to register at the new school and provide three proofs of your new address (housing contract, lease agreement, utility bill, drivers' license, or NC photo ID).

## Charlotte-Mecklenburg Schools Student Calendar 2013-2014

August 26

First Day of School



## Parent/Student Handbook

September 2	Labor Day Holiday
November 1.....	Teacher's Workday
November 11.....	Veterans' Day Holiday
November 27 .....	Teacher's Workday
November 28-29	...Thanksgiving Holiday
December 23-31.....	Winter Break
January 1 - 3.....	New Year's Holiday
January 20.....	Martin Luther King Jr. Holiday
January 21 .....	Teacher's Workday
February 17 &18 .....	Teacher's Workday
March 31.....	Teacher Workday
April 14 - 17.	Spring Break
May 26 .....	Memorial Day
June 10 .....	Last Day of School
June 11-13.....	Teacher's Workday

**Make-Up Days:** Nov. 27; Jan. 21; Feb. 18 & 17; March 28; Jan. 3;  
Apr. 14; Apr. 15; April 16; Apr 17