

HAWK RIDGE ELEMENTARY

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Please visit our website:

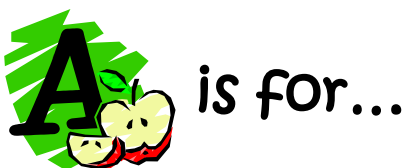
<http://schools.cms.k12.nc.us/hawkrIDGEES/Pages/Default.aspx>

STUDENT/PARENT HANDBOOK 2014-2015

Troy Moore, Principal

Jennifer Beauregard, Assistant Principal

“The mission of our school is to create and maintain an environment that ensures that every member of the school community reaches a high level of academic achievement by state and national standards. We commit to a comprehensive system of support to assure this outcome.”



Absences

Students are expected to be in school each day unless ill or unable to attend due to an unavoidable circumstance. When a child is absent for any reason, the parent or guardian should notify the school of the reason for the absence or send a note explaining the expected absence. In order to code an absence as excused, the school is required to have a note from home within two days of the child's return to school.

The note should contain the following:

- Date(s) of absence(s)
- Specific reasons matching "lawful, excused absences" as determined by Public School Law
- Signature of the parent/guardian

PLEASE NOTE: A written note from a parent does not automatically result in an excused absence. The reason for the absence must be one of those determined by Public School Law.

Excused absences are: illness of student, death in the immediate family, quarantine, observance of a religious holiday, court or administrative proceeding.

Unexcused absences include, but are not limited to, missing the bus, oversleeping, car trouble, lack of water, heat, or electricity, inclement weather, babysitting, trips, etc.

Accidents

Parents will be notified of accidents needing medical or immediate attention. Parents must ensure that teachers and the office always have current emergency telephone numbers.

After-School Enrichment Program

The After School Enrichment Program (ASEP) provides programming for kindergarten-fifth grade students beyond the regular school day. ASEP offers a safe, nurturing, and enriching environment with a relaxed atmosphere and activity choices. Programming is designed to further the growth of children's social skills and to support academic achievement. Curriculum-correlated activities are planned daily to reinforce reading and math skills. There is time for talking with friends, playing games of strategy, physical and recreational activities, and reading. Homework sessions are supervised and a snack is provided. CMS does not provide transportation home from ASEP. You may enroll your child at an ASEP site different from the school site he/she attends, but school bus transportation from school to the ASEP site will be provided only within the Hawk Ridge attendance boundary. After School email contact information is: asep@cms.k12.nc.us

Arrival Procedures

Parents are strongly encouraged to use the school bus transportation provided by Charlotte-Mecklenburg Schools. If you do provide transportation in the morning, carpool begins at 7:15. Please do not go to your child's classroom. Please remain in your car and let your child out of the car at the designated site. The arrival procedure will keep the traffic flowing in the morning. Selected staff members will be on duty to assist with the arrival procedures to ensure the safety of all students. Please have your child to school by 7:40. Our school-wide morning show begins at that time.

Attendance

There is strong evidence of a direct correlation between good attendance and student achievement. Parents and guardians are responsible for seeing that their children attend school each day it is in session (GS-115C-378). Students are counted present if they remain in school until 10:45 a.m. or if they enter school by 10:45 a.m. and stay for the remainder of the day.



Beautification

To help preserve the school grounds and promote a positive school climate, students, parents, and staff work together to spruce up our school campus several times throughout the school year. Please contact the PTA for more information.

Birthday Celebrations

Birthday snacks or treats are not permitted in the classrooms or cafeteria. Only cupcakes purchased from the school cafeteria can be shared in the cafeteria. A weeks notice is required to order these birthday treats. We realize that social occasions occur and students want to extend invitations to their friends; however, party invitations will only be distributed if the entire class receives invitations.

Book bags

Please note that rolling book bags are not permitted at Hawk Ridge for safety and storage reasons.

Breakfast

During the 2014-2015 school year all CMS students will be provided a free breakfast at school.

Bus Stops

School bus routes and stops are designated by the Superintendent, with the assistance of the Transportation Department, and will be no closer than .2 mile unless an exception is made because of safety factors. School buses will come to a complete stop at each bus stop; if no student is in sight, the bus will continue on its route immediately. The school bus driver will report the names of any student who is frequently late in arriving at the bus stop. Students should arrive at the bus stop at least 10 minutes prior to the scheduled pick-up time. To allow for uncontrollable incidents, such as traffic delays, students should wait for the bus at least 15 minutes after the scheduled pick-up time before leaving the bus stop. Parents are responsible for student safety at bus stops. Parents are encouraged to work together at bus stops to establish a phone tree for communication and to ensure that students have appropriate supervision while waiting for the bus.



Cafeteria Expectations

We expect our cafeteria to be a reflection of proper manners and courtesies taught and practiced at home. Because of the large number of students gathered together, students are expected to display polite manners, use quiet indoor voices, and follow all cafeteria rules. Parents are welcome to enjoy lunch with their child and are asked to sit at the *assigned Parent Table or in the Courtyard*. All other seats and tables are reserved for classrooms. Due to limited space and for security purposes, students may not invite classmates to join them at the Parent Table or Courtyard tables. ***Please remember that anyone coming to eat lunch with his/her child must have supervised volunteer status.***

Student lunchboxes: No canned or bottled soft drinks are allowed.

Calendar

A calendar is posted on the Hawk Ridge Website..

Care of School Property

Students are expected to take good care of school property and to use supplies appropriately.

Cell Phones

All cell phones ringers should be turned off upon entering the school building or classrooms. To help ensure safety, please refrain from cell phone use in the morning and afternoon carpool line.

Change in Address or Phone

Please notify the office and your child's teacher if you move or change your telephone number during the year. Students who begin school at Hawk Ridge but move during the school year, may have the opportunity to continue to attend Hawk Ridge for the remainder of the school year; however, transportation will not be provided if a child moves out of the Hawk Ridge attendance area. Please promptly notify the school office of your new address and provide an updated proof of residence.

Change in Transportation

Parents are required to submit a transportation form (provided) to the school at the beginning of the year to indicate their child's morning and afternoon mode of transportation. Whatever method you choose, we ask that you keep it the same to avoid confusion for your child, teacher, and office staff. If you have a special circumstance that necessitates a change, please send a signed, dated, note with your child that day. **We cannot change a child's transportation without written notice from the parent.** An administrator must process all temporary changes to a student's mode of transportation. Always inform the office of any permanent change in your child's transportation.

Character Education

It is the commitment of the Charlotte-Mecklenburg School District that every member of our school community will display good character. During the 2014-2015 school year, emphasis will be placed upon the students' demonstration of the 7 Habits of Happy Kids.

Checking In and Out

It is very important that students remain in class for a full daily schedule. Tardiness and early dismissals interrupt the instructional time of all of our students. A student is tardy after 7:45 a.m. At that time, a parent or guardian MUST accompany the child to the office to sign in for the day and obtain a tardy slip. If a student must check out during the day, a parent or guardian must come to the school office to sign out the child. The child will then be called to the office. Please do not call and ask that a child wait for you in the office. Office personnel will call for the student when you arrive. Continued early dismissals will be referred to the school administrators or the school counselor. Children will only be released to individuals who are listed on the emergency locator card. Please be sure to list the names of all relatives or friend who have permission to pick up your child. **NOTE: If early dismissal is necessary, we encourage pickup before 2:15 p.m. Carpoolers must be picked up by 3:00p.m.**

Child Custody

If there are special custody agreements for a child, the parent(s) should notify the child's teacher and principal by providing official court documentation. Otherwise, the school considers both parents to have equal access to children.

Communication Folders

Communication folders are sent home each Tuesday with important school information (student work samples, classroom newsletters, principal newsletters, PTA information, calendars, CMS communications, forms that may need your attention, etc.). Please take time to review these folders each Tuesday and return them promptly the following day with any required paperwork

Common Core Standards

At Hawk Ridge, students in kindergarten through fifth grade receive instruction in reading, writing, math, science/health, social studies, and the arts. The Common Core Standards (CCS) outline the competencies and objectives students should master at each grade level and is based on a philosophy of teaching and learning that is consistent with current research, exemplary practices, and national standards.

Computers

Each classroom is equipped with four to five networked computers providing access to an extensive library of educational software programs. In addition to classroom computers, students have access to 30 computer stations in the main computer lab and 22 media-automated computer stations in the Media Center. All workstations are networked to the school server. Grade level teams also have access to multiple tablet devices.

Concerns

If you have questions that are specific to your child's progress or a classroom issue, please approach your child's teacher or appropriate staff member directly before bringing the concern to school administration. It is important to keep open lines of communication between parents and teachers to ensure the best education for your child.

Conferences

All parents are expected to attend a pre-arranged parent-teacher conference at the end of the first quarter. These conferences provide a planned opportunity for parents and teachers to discuss a child's achievement and to plan cooperatively for continued student progress. Please contact your child's teacher to schedule additional conferences as needed. Protecting the instructional time for all of our students is a priority when scheduling conferences. As a professional courtesy, please schedule conferences in advance.



Delayed Opening, Early Dismissal, or Cancellation of School

The Superintendent of Schools and/or the Board of Education may suspend the operation of any school(s) for particular days or portions of days in the event of emergency, hazardous weather conditions, or other conditions requiring the cancellation of classes. Notification will be available by 5:30 a.m. via media announcements – television and radio stations, and the CMS website www.cms.k12.nc.us. Parents are encouraged to listen to the television and radio reports if they anticipate the closing of school. In the event of cancellation, all CMS-sponsored activities for students will be cancelled. If weather conditions worsen during the day after children have arrived at school, local radio stations will make an announcement regarding early dismissal.

Deliveries

Please refrain from sending or bringing flower arrangements or balloons to students while they are at school. In our efforts to preserve the instructional time of all students, we cannot accept the deliveries.

Discipline

The Hawk Ridge staff is committed to creating a positive school climate that is conducive to effective teaching and learning. Behavior and discipline are shared responsibilities of the home and the school. Our discipline model is aligned with the *CMS Students Rights, Responsibilities and Character Development Handbook*, a comprehensive document that covers expected behavior of students while they are on the bus, at school, and involved in school-sponsored activities. In addition, consequences for inappropriate behavior are clearly spelled out. **All students and parents should read this handbook, sign the pledge form in the back of the handbook agreeing to adhere to the guidelines established within, and return the form to the school.** The handbook is accessible via CMS Internet and can be downloaded for your review.

Dress Code

Students are expected to adhere to the standards of cleanliness and dress that are compatible with the requirements of a productive and safe school environment. A student's appearance, mode of dress, or condition of personal hygiene will not be permitted to disrupt the educational process or constitute a threat to the health or safety of others. Therefore, the following is included in our student dress policy:

- The shoulder width of shirts or blouses must completely cover undergarments.
- Spaghetti strap tops and tube tops are not allowed.
- Net shirts, bare midriffs, or other revealing attire are not acceptable.

- Short dresses, short skirts, or short shorts will not be allowed. Shorts and skirts must be fingertip length.
- Pants or shorts must be worn at the waistline. No underwear shall be revealed.
- Headgear, hats, or sunglasses are not to be worn on campus except for medical and/or safety reasons.
- No clothing, jewelry, or buttons with letters, initials, symbols, or wording that is obscene, offensive, inflammatory, or detrimental to the instructional process are allowed.
- No gang-related clothing, accessories, or symbols as identified by local law enforcement agencies will be allowed.



Emergency Drills

Fire Drill: Fire evacuation drills are conducted once a month to provide building evacuation practice. Students are expected to follow their teachers' directions and quietly exit the building. Detailed exit directions are posted in every classroom.

Lockdown Drill: Lockdown drills are held several times throughout the year as practice for emergency conditions. Children are instructed to maintain an orderly environment in the event of a security threat.

Tornado Drill: Tornado drills are held in the spring. During the tornado drill, all students housed in mobile units are brought to a pre-designated area inside the building.

Emergency Locator Cards

The school annually updates all contact information on the Emergency Locator Cards. It is important that the information be accurate since in medical emergencies, time and accuracy are essential. Please be sure to complete all information on the front and back of the blue card. **The school can only release a student to individuals authorized by the parent/guardian on the emergency card.** Please list multiple names so that in the event of an emergency, you have choices as to who can pick up your child.

End-of-Year (EOY) Tests

EOYs are standardized tests administered to elementary students in May. The tests provide information on students' progress in meeting the *Common Core Standards*. *A Pre-EOG will be administered for third grade. K-3 will be assessed in Reading utilizing 3-D.*

Exceptional Children's (EC) Services

The primary purpose of the EC program is to ensure that students with disabilities develop academically, mentally, physically, and emotionally through the provision of an appropriate and individualized education in the least restrictive environment. Students with disabilities receive specially designed instruction from certified special education teachers and related services based on educational needs. Services are provided in varying amounts of time and may range from consultative to full-time services. The need for special education is determined through a comprehensive evaluation process.



Field Trips

Field trips are a direct outgrowth of the instructional program. Written parental permission is required for students participating in each field trip. Telephone calls are **not** acceptable. A fee may be charged for non-required trips to offset the cost of buses and drivers. An admittance fee may also be charged at certain locations. *Students will not be excluded from a field trip because of the inability to pay these fees.* All students are required to travel and remain with their class on field trips. Personal cars are not to be used for field trips. Appropriate arrangements for instruction will be made for students whose parents choose for them not to attend the field trip. The classroom teacher will notify parents when chaperones are needed for field trips. Younger siblings may not accompany parent chaperones on field trips.

Food Policy

Recent changes in society and our environment necessitate that we use foods in the classroom with a measure of caution. Increases in food-borne pathogens that can cause severe illness and a great increase in the number of children with potentially lethal food allergies dictate that care be taken with foods brought from home and eaten in school. The following cautions are to be followed in all schools in order to protect the health and safety of children and staff:

- Any food shared in the classrooms during the administration scheduled parties (Fall treats, Winter, Valentine, and EOY) must be from an inspected commercial facility and must be labeled with its contents (Ex: Harris Teeter cupcakes, with a printed list of ingredients from the HT Bakery).
- Otherwise, only cupcakes purchased from the school cafeteria can be shared in the cafeteria.
- Fresh fruit and vegetables may be shared, but must be thoroughly washed.
- Avoid using a knife that has been used to cut sandwiches with peanut butter, cheese, or meat, to cut anything else. Cross contamination could lead to allergic reactions or food poisoning.
- Products such as milk, cheese or fruit juice, which have not been pasteurized, may not be shared in the classroom or at school activities.

Under no circumstances should the following foods be brought in from homes:

- ground beef products – hamburgers, casseroles, dishes containing ground beef
- venison (deer meat) in any form
- food products made from peanuts and/or tree nuts

It is the parents' responsibility to provide information regarding food allergies to the teacher.

Formative Assessments

Formative Assessments are required for all students. Formative Assessments are designed to provide teachers with diagnostic information about students' mastery of objectives in the *Common Core Standards* (CCS) and to drive planning and instruction. These tests are designed by the Charlotte-Mecklenburg School District and are given to all CMS students. These assessments are given on a more informal basis but are also used to plan for instruction.



Girls on the Run

Girls on the Run is a non-profit prevention program that encourages preteen girls to develop self-respect and healthy lifestyles through running. The 12 week character-building program addresses all aspects of girls' development- their physical, emotional, mental, social, and spiritual well-being.

Program and registration information will be sent home in the spring.



Health

A child who is ill is routinely sent to the school health room where the school nurse, office staff, or parent volunteer will assess the child, contact the parent or guardian, and send the child home if necessary. If your child has a chronic health problem (i.e. diabetes, seizures, asthma, etc.), be sure to make the teacher and office staff aware of his/her special needs. Parents will be contacted if there is an accident at school or if a child has an elevated temperature. If for medical reasons, it is inadvisable for a student to take part in physical education classes, games, or play outside during recess, written notification should be sent to the classroom teacher. As a general rule, we assume if students are well enough to attend school, then they are well enough to participate in the total program.

Homework

The primary consistent homework for students at Hawk Ridge is sustained reading (30-45 minutes.) Teachers will also assign mastered material for re-looping and opportunities to build upon their learning within the core subject areas.



Illness

In the event of an illness, the parent or guardian should notify the school by calling the **automated sick line at 704-849-3500**. If you suspect your child has a communicable disease, please note that at the time of your call. **Please note:** The automated sick line should be used for the purpose of reporting a **student illness only**. If an illness occurs during the school day and a student must go home, a staff member will contact the parents. The person picking up the student should come to the office to sign out the child. If a child has an accident or is

suddenly taken ill, every effort is made to contact a parent to arrange for transportation home for further medical treatment if necessary.

Instructional Schedule

Assessment information is consistently used to differentiate instruction in math and reading to provide curriculum that is academically challenging and appropriate for each child. Students participate in two and one half hours of literacy instruction and one hour and fifteen minutes of math instruction daily. Teachers utilize thematic units and structured center activities to integrate science and social studies concepts. A variety of instructional strategies (including tiered assignments, anchor activities, and differentiated planning) are utilized by teachers to enhance the overall quality of instruction while challenging students at appropriate levels. Students receive direct instruction in art, music, physical education, technology, and media/library from special area teachers on a weekly basis.

Internet Access Policy

CMS requires that each school keep on file an *Acceptable Use* form signed by each student and his/her parent or guardian. Teachers will review the policy at the beginning of each year and send home the *Acceptable Use Policy* for any student that does not have one on file. A BYOT Acceptable Use Policy Agreement is also required for students who participate.



Lost and Found

The Lost and Found area is located in the Parent Center. It would be helpful if parents would clearly write their child's name on all personal belongings. Sweaters, coats, hats, and lunch boxes are items that are frequently lost. These items are periodically displayed so students and/or parents can claim their belongings. Items not claimed at the end of the first and second semester are donated to a charitable organization.

Lunch Program

Students may select one entrée, two sides, and milk to be considered a complete school lunch. The minimum requirement for a lunch meal is an entrée and one additional item. The additional item may either be a side item or milk. By offering a variety of nutritious choices, students can select a meal made up of foods they enjoy. The menus follow the nutrient-based guidelines established by the USDA and the Dietary Guidelines for Americans. See Appendix: *Cafeteria News*.



Meal Payment Options

Child Nutrition Services will accept payment for meals by the following methods: a processed meal application, direct certification, advanced payment, or payment at time of service by cash, personal check, money order, or cashier's check. The student's full name, account/PIN number, and teacher's name should be included with the payment.

Medication Policy

As a general policy, the school recommends that children receive medication at home whenever possible. If your child must have medication of **any** type given during school hours, **including over-the-counter medication**, you have the following choices:

1. You may come to school and give the medication to your child at the appropriate time.
2. You may discuss with your doctor the possibility of giving your child the medication outside of school hours (before or after school).
3. You may take a *Medication Authorization* form to your child's doctor and have him/her complete the form. The doctor and the parent must sign it. **This form must be completed by the physician for both prescription and over-the-counter medications.** Prescription medicines **must** be brought to school in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. When dosage or times change, a new pharmacy-labeled bottle must be obtained. Over-the-counter medications must be received in the original container and will be administered according to the doctor's written instructions. Please instruct your child regarding his/her responsibility in taking medication at school. All medications **must** be brought in by the parent or designee... Students **may not** bring their own medication to school.
4. School personnel will not administer any medication to students unless:
 - A Medication Authorization is properly completed.
 - The medication is in a properly labeled container.

To ensure that medications are given to students in the safest and most effective manner, there will be no exceptions to this policy.

Messages to Students

Necessary plans should be made with children before they leave home in the morning. In case of an emergency, call the school office and messages will be relayed to students during the school day.

Mid-Quarter Progress Reports

Students are on a nine-week grading schedule. *Mid-Quarter Progress Reports* are issued midway through each nine-week grading period to inform parents of their child's academic progress before final grades are issued. We encourage you to talk with your child and the teacher if problems are indicated on the report. Progress reports are to be signed and returned promptly.

Newsletters

Principal emails are published weekly to provide school updates, outline upcoming events, share important information, and celebrate successes. *The Hawk Eye*, a monthly PTA newsletter, is also published and contains important news, volunteer opportunities, and special events. Look for these informational resources to come home in the Tuesday communication folder!

Nurse

Our school nurse is employed by the Mecklenburg County Health Department and is present in our school two days per week. Nursing services include identification of health problems, referrals to community resources, and consultation with parents and physicians about health problems. Teaching and counseling students concerning health issues and consulting with administrators and staff are also part of the nurse's responsibilities while on campus. The school nurse also attends to health room issues, medication administration, and communication on communicable diseases.



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Observing in Classrooms

Parents are welcome to observe an instructional activity in their child's classroom. Observations of classroom instruction must be prearranged with the classroom teacher and the assistant principal, guidance counselor or school psychologist 24 hours in advance. As a professional courtesy, all teachers are notified of observation times. A school administrator, guidance counselor, or school psychologist will accompany parents during the time of the observation to respond to questions related to instruction, daily routines, grade-level expectations, etc. While visiting, please remember that an observation visit is not the time to talk to teachers. If you wish to discuss a matter with your child's teacher, a conference should be scheduled.



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Parent Center/ Resource Library

Parents are always welcome at Hawk Ridge. We greatly appreciate the support and services that our parents provide. Our Parent Center is open daily from 7:00 a.m. – 3:00 p.m. and is located right past the media center on the left. The parent center has been designed for use by parents for committee meetings, conferences, or a place to relax for a few minutes.. Parents will also be able to find extra copies of school communications in the Parent Center. .

Parking

Visitor parking is available in the YMCA parking lot adjacent to the building. A limited number of parallel parking spaces are also available in the carpool driveway off of Bryant Farms Road between the hours of 8:00 a.m. and 2:00 p.m. *only*. **Please do not block the fire lane.** The pedestrian crosswalk must be used for crossing to the main sidewalk at the front of the building.

Parties

Instructional time is valuable and is to be protected. The PTA sponsors two celebrations each year at winter break and at the end of the year. Class parents that wish to “surprise” a teacher or class with a party or gift in honor of a special occasion will need to make a written request to the principal.

Personalized Education Plans

The State Board of Education mandates that local schools develop a Personal Education Plan (PEP) for any student who is academically at risk. Parents are included in the development, implementation, and ongoing review of this plan. Teacher/parent conferences are an integral part of the PEP process (G.S. 115C-105.41).

Personalized Learning

Personalized Learning is a unique public educational model that is tailored to the needs and interests of each individual student. Personalized Learning is a 21st century, "on the leading edge" approach to public education that honors and recognizes the unique gifts, skills, passions, and attributes of each child. Personalized Learning is dedicated to developing individualized learning programs for each child. The intent is to engage each child in the learning process making it productive, relevant and meaningful. The goal is to optimize the student's learning potential and success.

Physical Education Guidelines

Attire for participation in physical education consists of appropriate dress for safety, health, and motivational reasons. Elementary physical education requires students to have tennis shoes (“sneakers”-closed toe and heel). Slip-ons, heels, boots, and sandals (even sport-type sandals) are not safe or appropriate. The clothes students wear to school on “physical education days” should be comfortable, safe, and fairly conservative (undergarments should not be seen). Long skirts, low riding or sagging pants, and crop or midriff tops are not appropriate.



Report Cards

Standard report cards are issued four times during the school year. You are encouraged to attend our fall conferences to meet with your child's teacher. You are asked to promptly sign and return the cream-colored card in the report card envelope. The actual grade report is for your records.

Restrictive Diet

Child Nutrition Services accommodates any special diet for medical reasons. Please notify your child's teacher and the cafeteria manager if your child has a restrictive diet based on food allergies or other medical needs.



Safety at Bus Stops

Parents are responsible for student safety at bus stops. Parents are encouraged to work together at bus stops to establish a phone tree for communication and to ensure that students have appropriate supervision while waiting for the bus. Parents are welcome to call the school if the bus fails to arrive within twenty minutes of the scheduled time.

School Improvement Plan

Each school is required by state law to develop a School Improvement Plan. At Hawk Ridge, we strive for continuous improvement and set goals based on data. The School Leadership Team (SLT), consisting of staff and parent representatives, monitors the improvement process.

School Leadership Team

Every school has a team charged with setting the school's mission and goals and monitoring student achievement. The School Leadership Team (SLT) meets once a month and is responsible for monitoring the School Improvement Plan, which provides strategies for creating school and student success.

School Messenger System

Connect ED messages are sent to all Hawk Ridge families to communicate important information and share upcoming events.

School Spirit Day

Each Friday is *School Spirit Day* when school colors may be worn. Please encourage your child to show his/her school spirit by wearing his/her Hawk Ridge t-shirt or dressing in **black and gold**. Several themed spirit days will also be scheduled throughout the year. All students and parents are encouraged to show their support!

School Supplies

A list of required student supplies is available on the school Web site and in the front office. Parents are encouraged to replenish school supplies as needed to ensure that students are prepared for class. **Please note that rolling book bags are not permitted at Hawk Ridge for safety and storage reasons.**

Snacks

Whenever foods are brought to school for personal snacks, choices that are low in sugar and fat content should be considered. The following are some healthy snack suggestions: pretzels, graham crackers, vanilla wafers, ginger snaps, carrot sticks, dried fruit, apple or banana slices, and cheese crackers. Healthy nutrition needs to be taught by example in school and at home. Help all children be healthy and ready to learn.

Student Intervention Team

The mission of Hawk Ridge Elementary School's Student Intervention Team is to identify and implement strategies to enhance the learning and achievement of individual students. The teams are comprised of a combination of the following: Exceptional Children's teachers, classroom teachers, school administrators, and the School Counselor. If your child is experiencing difficulty in school, a referral may be requested through your child's teacher or the school counselor. This request will lead to the development of the *Intervention Plan for Student Success* through a team process of reviewing information, proposing success strategies/interventions, and monitoring results.

Student Transfer

Please notify office personnel as soon as possible if your child will be transferring to another school. The teacher needs at least one day's notice to prepare transfer papers. All books and materials owned by the school should be returned. Cafeteria charges and library fees must be paid in full.



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Talent Development (TD)

The goal of the Talent Development (TD) program is to provide rigorous curriculum and academic opportunities whereby each student may reach a classroom performance consistent with his/her intellectual ability. The implementation of the program at Hawk Ridge Elementary is a joint effort by classroom teachers and talent development teachers who use the technique of "consultation and collaboration" as they develop curriculum. At the elementary (K-5) level, the program is known as the "Catalyst" model.

Tardy Policy

Students will be marked late if they arrive after 7:45 a.m. Parents are strongly encouraged to make sure their children arrive in their classrooms by 7:40 a.m. By making sure your child arrives promptly for school, you are helping your child to develop a future work ethic that is also important in the work place. Hawk Ridge Elementary **requires** that a parent accompany children who arrive after 7:45 a.m. to the office to sign in and receive a tardy

slip. Tardy students will not be admitted to class without a tardy slip. Students who arrive late due to a delayed bus will not be marked tardy. Teachers are required to keep a record of tardiness. Consistent tardiness will be referred to the school counselors and the Administrative Team. Guidelines for monitoring tardiness are aligned with the attendance policy.

Technology

The most current technology and software are available for student use and support in developing word processing skills, research skills, Internet use, and multi-media presentations. Our goal is to integrate technology into the curriculum to provide authentic learning experiences for all students. Students will continue in their participation of BYOT (Bring Your Own Technology) this year as a means to facilitate their computer literacy and 21st century integration. BYOT use is managed through the BYOT User Agreement signed by participating parents. On our school website is an all encompassing Tech Tools resource for all things related to instructional technology. Please visit it at: <http://techtools.cmswiki.wikispaces.net/>

Telephone Usage

Please bear in mind that the office telephone is primarily for school business. In emergency situations, students may use the phone in the assigned tutor room or in the health room with permission from the classroom teacher. Students will not be permitted to use school telephones to ask parents to bring school supplies, homework, or money.

Testing Information

The State Board of Education mandates that at the beginning of each school year, students and parents or guardians will be provided with information advising them of the district-wide and state-mandated tests that students take during the school year. The following are the state requirements. Additional testing is required by Charlotte-Mecklenburg Schools.

GRADES K-2: Reading 3D is required by the state to monitor students' progress in reading in K-3. Teachers in kindergarten, first, and second grades use a portfolio approach based on a checklist of goals and objectives to keep track of children's progress during the year. Students in kindergarten and first grade are required to read on grade level by the time they enter second grade. Teachers will notify parents if their child is at risk of not reading on grade level and a Personal Education Plan (PEP) will be developed for the student. Parents are included in the development, implementation, and ongoing review of this plan.

GRADE 3: Students in third grade will take a Beginning of the Year EOG in reading and the EOY reading comprehension and mathematics tests (EOG) at the end of the third grade. Students will need to meet the minimum requirements in Reading 3-D to be promoted to 4th grade per state law.

GRADE 4: Students in grade four take reading comprehension and mathematics End-of-Year tests at the end of fourth grade. They also take the state writing portfolio assessment throughout the year. Some students in grade 4 take the National Assessment of Educational Progress (NAEP) tests. The information from these tests is used to make national comparisons among states and school districts.

Grade 5: Students in grade five take reading comprehension and mathematics End-of-Year tests at the end of fifth grade. Students in grade 5 also take the NC EOY Test in Science.



Visitors

Visitors are always welcome at Hawk Ridge. For the safety of our students, all visitors must report to the office upon arrival to sign in on the volunteer computer and obtain a visitor's badge.

Volunteers

Volunteers are an invaluable component of our overall school success. Children whose parents are involved in schools value education more because they see that their greatest role models, their parents, value education. Charlotte Mecklenburg Schools has developed the *Volunteer Management System* as a means to record your volunteer time. The primary focus of the program is to ensure our students' safety at school. In addition, the computer system allows Hawk Ridge Elementary to stand out as a leader in effectively incorporating volunteers into the overall program by documenting the vast number of hours that our volunteers dedicate to our school. It is important that volunteers respect the confidentiality of our students.

You will need to visit the CMS Volunteer Web site (<http://volunteer.cms.k12.nc.us>) to sign up as a volunteer. The online form only takes a few minutes to fill out and submit.



Web page – School

Our school's technology facilitator frequently updates our school Web page. Our Web page includes current events, calendars, relevant links, staff and student resources and accomplishments, the Principal's newsletters, and other useful resources. Visit us at <http://schools.cms.k12.nc.us/hawkridgeES/Pages/Default.aspx>.



Hawk Ridge Rules

**Walk in a quiet, single file line
throughout the building.**

**Respect the rights and property of
others.**

**Listen and follow the directions of
all adults.**