

Olde Providence Elementary School
“Hand in Hand We Build the Future”

3800 Rea Road
Charlotte, NC 28226

Telephone: (980) 343-3755

Fax: (980) 343-3722

Student and Family Handbook

2017-2018

Patricia M. Johanson
Principal

Olde Providence Vision

Olde Providence Elementary School is committed to providing a nurturing atmosphere conducive to learning where all students and staff strive to be the best they can be. Staff and parents work together collaboratively to promote high academic and behavioral expectations to ensure that students are good citizens and are well prepared for a lifetime of learning and productivity. Students are challenged at their ability levels to rise to their maximum potential.





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) and student's name
- 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.***

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, 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 no later than 8:15 a.m.

For our students' safety, please follow the following procedures:

1. Instruct your students to remain behind the colored line on the sidewalks.
2. Do not use the bus parking lot during arrival or dismissal time.
3. Cross only at the crosswalks.
4. Refrain from using cell phones during pick up/drop off.
5. Follow the direction of the transportation director.
6. Follow posted traffic direction signs.
7. All students must be dropped off in the carpool line. There is no drop-off/pick-up behind the cafeteria or on the bus lot or on Rea Road.
8. Carpool Side - Parents who pick-up students to walk them home should wait under the tree that is across the parking lot on the playground side. Students will walk across the upper crosswalk to leave campus.
9. Parents with strollers waiting to pick up students from dismissal should stand away from the carpool loading area and the bus loading area.
10. Bus Lot Side - Parents should allow the students to be lined up with the walkers and wait for them under the tree at the far side of the bus lot.
11. Dogs are not allowed on CMS properties. Any dogs arriving with families should remain in the vehicle. This is a safety precaution to protect all students. If you are walking with a dog on a leash, please stay on the opposite side of the parking lot in the grassy area by the playground or at the tree on the opposite side of the bus lot.

Agenda/Student handbook

The purpose of the agenda is to build responsibility, self-reliance, and resourcefulness as students learn organizational techniques. **The agenda will be sent home every day and will contain homework assignments, notes, and other communications from the teacher. We ask that parents check and sign the agenda DAILY.** The teacher will check the agenda each morning for parent signature and notes. Students in Grades 1 – 5 will have agendas.

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 11:30 a.m. or if they enter school by 11:30 a.m. and stay for the remainder of the day.



Birthday Celebrations

At OP we believe in honoring children on their birthday. However, due to allergies, limited staffing, and dedication to healthy children we will no longer allow the students/staff to serve birthday treats in the cafeteria or classroom. Each grade level will communicate their birthday celebration plans. Also, you may contact our media specialist, Patricia Parrish at patricial.parrish@cms.k12.nc.us, for more information on participating in the Birthday Book Club. Invitations may be brought to the school only when every homeroom student is being invited. No individual invitations can be distributed at school. The school day is reserved for instructional purposes; the delivery of flowers or gifts of any nature to the school is prohibited.

Bus Stops

School buses will come to a complete stop at each bus stop; if a student is NOT in sight, the bus will continue on its route. 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. **Remember that anyone coming to eat lunch with his/her child must have supervised volunteer status.** Please be sure to stop by the front office with a photo I.D. first to check in and receive a visitor's badge. Only family and friends listed on the emergency card will be allowed to eat lunch with the student. If

a friend or family member is not listed on the blue card but would like to come eat lunch with your child, please send a note in writing no later than 11 a.m. with the person's full name and your signature. Please keep in mind that the person will also have to show their photo I.D.

Cell Phones

All cell phones 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. Students may keep a cell phone in their book bag but they may not use it during the school day.

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 OP but move during the school year may have the opportunity to continue to attend OP for the remainder of the school year; however, transportation will not be provided if a child moves out of OP's 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. You must call the school at 980-343-3755 with any changes before 2 p.m. on the day of the change. In addition, you must submit the change through a written note in your child's book bag or via email at adrianap.hall@cms.k12.nc.us before 2 p.m. For safety reasons, this will be strictly enforced. **We cannot change a child's transportation without written notice from the parent.** Always inform the office of any permanent change in your child's transportation.

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 8:15 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 and present a valid I.D. 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 friends who have permission to pick up your child. **NOTE: Students will not be dismissed after 2:30 p.m.** If a friend or family member is not listed on the emergency card but will be picking your child up early from school, please send a note in writing no later than 11 a.m. with the person's full name and your signature. Please keep in mind that the person will also have to show their photo I.D. **Carpoolers must be picked up by 3:15 p.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.

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.

Discipline

The OP team 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 Handbook which is 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.

Dismissal

- PM dismissal on the car lot will be directed by a staff member. Six cars are loaded at a time; areas for student loading are indicated by painted stripes on the sidewalk.
- Students are called to the appropriate color where staff members will monitor loading the car on the side closest to the sidewalk color.
- Please be advised that students who walk to Windyrush or Summerlin to meet their parents are escorted only to the edge of the parking/bus lot. You may want to reconsider picking them up in the carpool line.
- Parents who pick up their students early for appointments should report to the office for them to be called and signed out through the secretary. Do NOT go directly to the classroom; they cannot be dismissed to you from the classroom.
- Any early pickups need to occur by 2:30 p.m.
- Transportation changes must be emailed to adrianap.hall@cms.k12.nc.us or to oldprovidenceelem@cms.k12.nc.us by 2 p.m. to ensure timely notification to your student's teacher. Frequent changes are discouraged and should be for emergencies only.
- Parents should congregate outside of the building at the trees across the parking lot when waiting for the students to be dismissed. Parents may not wait in the lobby, hallways, classrooms, or sidewalk. This allows the teachers to provide an orderly dismissal. At times, parent volunteers may be in the school and may ask the office to have their student dismissed to the designated area. It is important to wait in the lobby area for your child instead of taking your child from the teacher's line. This helps ensure a safe and orderly dismissal.
- Dogs are not allowed on CMS properties. Any dogs arriving with families should remain in the vehicle. This is a safety precaution to protect all students. If you are walking with a dog on a leash, please stay on the opposite side of the parking lot in the grassy area by the playground, or at the tree on the opposite side of the bus lot.

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.

Appropriate dress helps to set the mood for learning at Olde Providence. Please adhere to the following guidelines to help keep focus on the educational mission of OP:

- Wear closed toed shoes. The best shoes (and safest) are those, which "hug" the whole foot. You can never go wrong with tennis shoes. Do not wear high heels, platforms, flip-flops, Crocks or Heely shoes. We expect students to run and play at recess in safe shoes to prevent injury.
- Wording on clothing must be appropriate and not cause disruption or offense of any kind. Logos must be appropriate for elementary school. This means no tobacco or alcohol advertising, no drug or sexual messages, direct or implied, and no profanity of any sort including the word often used for one's bottom. In addition, clothing may not depict or refer to weapons (guns, knives, etc.) or death.
- Wear clothing that is not too revealing, too distracting, or unsafe. Midriffs should be covered at all times. Tank tops and spaghetti straps should not be worn unless worn over or beneath a shirt that covers the entire shoulder. (Even for our littlest Knights). Sheer material is not considered enough cover for tank tops or otherwise.
- Hats and other head coverings should not be worn inside the building unless it is according to a religious belief and/or custom. Exceptions for religious beliefs include but are not limited to burkas, al-amiras, turbans, hijabs, etc.
- All pants, shorts, skirts, should be worn around natural waistline. A belt is required for Knights that have trouble keeping pants from slipping below waist. Baggy pants/bottoms that purposely hang below waist are not allowed.
- Skirts/shorts should be reasonable length. A good rule of thumb to use is to let both arms hang naturally by your side. The skirt (or dress) should touch the end of your fingertips. Please use discretion with trendy accessories, "body art", and articles worn. Case by case analysis based on level of distraction from education will be applied and communicated as necessary. This includes but is not limited to anything not appropriate in the conservative school setting (i.e., temporary tattoos, writing on skin, wild neon hair colors, etc).
- Students that attend school with a dress code violation will be required to call home to have parent bring appropriate clothing. Repeat violators will have consequences as determined by the CMS Code of Conduct.



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.

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. *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. 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 **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).
- 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. 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.



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

Research studies have consistently shown that the amount of time devoted to learning is related to achievement in a subject; therefore, homework is an important component of a student's overall success. **The purpose of homework should be to:** Extend learning and provide practice in applying concepts presented in class; strengthen concept and skill development; and develop initiative, responsibility, self-direction, and organizational skills.



I is for...

Illness

In the event of an illness, the parent or guardian should notify the school by phone at 980-343-3755 or email at adrianap.hall@cms.k12.nc.us. If you suspect your child has a communicable disease, please note that at the time of your call. 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.

Children with 101° must go home and not return until temperature is lower than 101° without medicine.

Immunizations (Kindergarten)

North Carolina state law requires that all students enrolling for the first time or transferring must present a certified birth certificate, proof of address, and record of immunizations. At OP our goal is to have all immunizations completed by September 11. Please note that if immunizations are not completed, the student is not legally enrolled and must be excluded from school (coded as a suspension) until all records are in order. Kindergarten students must also have a CMS Health Assessment/Physical form completed by a physician before beginning school. Forms are available in the office.

The immunizations required for school enrollment are:

Hep B – 3 doses - 3rd dose after 24 weeks of age; exact dose of first is required; “at birth” or at “hospital” is not sufficient

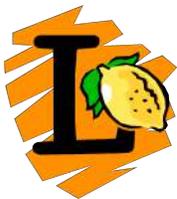
5 DTP/DTaP doses - 4 doses if last dose on or after 4th birthday

4 Polio doses - 4th dose on or after the 4th birthday

3-4 Hib dose - Not required after age 5

2 MMR doses - 1st dose given on or after the first birthday

2 Varicella doses



Lost and Found

The Lost and Found area is located in the Media Center. It would be helpful if parents would clearly write their child's name on all personal belongings. Items not claimed at the end of each month are donated to a charitable organization.

Lunch with Students

Please be sure to stop by the front office with a photo I.D. to check in and receive a visitor's badge. Only family and friends listed on the emergency blue card will be allowed to eat lunch with the student. If a friend or family member is not listed on the emergency card but would like to come eat lunch with your child, please send a note in writing no later than 11 a.m. with the person's full name and your signature. Please keep in mind that the person will also have to show their photo I.D. *NOTE: As a safety measure, visitors eating lunch with children should register as a volunteer for CMS. This will ensure that all visitors have received a background check. Thank you for your cooperation.*

Breakfast is served to every student at OP free of charge. Lunches may be paid for each day; or a check payable to "Olde Providence Cafeteria" may be sent for a week or month; or you may participate in the "PayPams" electronic payment. You may gain information about how to use "PayPams" at <https://paypams.com/HomePage.aspx>. Information on "PayPams" will come home at the beginning of school. Free and reduced price lunch is available. Forms are available online. Student Nutrition will allow only minimal debit balances. You will be notified in writing when your student is nearing a depleted account. (Prices can be located on the CMS website.)



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 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.
3. School personnel will not administer any medication to students unless:
 - o A Medication Authorization is properly completed.
 - o 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. Please remember that students' cell phones remain in their book bags 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.



Nurse

Our school nurse is employed by the Mecklenburg County Health Department and is present in our school. Nursing services include identification of health problems, referrals to community resources, and consultation with parents and physicians about health problems.



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.



Payments to School/Returned Checks

At times, parents will be asked to provide funds for a variety of items, including field trip fees, workbooks, lost books, lunch money, etc. When sending cash, please send the exact amount because we are unable to make change. We will gladly accept your checks. When you provide a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You authorize us to collect a fee as indicated below (plus a bank fee if allowed by your state law) through an electronic fund transfer from your account if your payment is returned unpaid. Please include the following on your check: Drivers License #, Full Name, Street Address, Phone Numbers (**\$25.00 will be charged for any returned checks plus any bank fees**)

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, Crocs, flip-flops, heels, boots, and sandals are not safe or appropriate.

PTA Website

<http://op.my-pta.org>



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 Messenger System

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

School Supplies

A list of required student supplies is available on the school web site and in the front office.

School Website

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

Student's Property

In keeping with our character standards, we ask that students are mindful of the following school rules regarding property:

- Respect all property whether yours or not--at all times. The school cannot be responsible if valuable items are lost or broken. Code of conduct should be followed at all times.
- Selling of items (including rainbow loom bracelets or the latest trend) is prohibited. Trading is discouraged.
- Toys, electronics, and special items are not allowed at school at any time unless it is communicated in writing by school staff for an event or special day in advance (for example, reading with a special stuffed animal or writing directions about building a Lego tower). Even if this communication gives permission, the school is not responsible for lost or broken items and it is the family's choice whether or not they want to risk sending in the special item.
- Write your child's name on clothing and book bags. This is a tremendous help when trying to locate the owner of lost clothing, etc.

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. Library charges must be paid in full.



Tardy Policy

Students will be marked late if they arrive after 8:15 a.m. Parents are strongly encouraged to make sure their children arrive in their classrooms by 8:15 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. **OP requires that a parent accompany children who arrive after 8:15 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.

Transportation Changes

All students will be sent home the way in which the parent/guardian has indicated on the emergency card (bus, walker, car-rider, or van rider). In the event your child must go home a different way than you have indicated, the office must have written notice no later than 2 p.m. the day of. **For safety reasons transportation changes made via telephone or after the cut off time will not be honored.**



Visitors

Visitors are always welcome at OP. 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. 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.