

Palisades

2019-2020

Park

Elementary

School

Parent

Handbook



This handbook contains information about our school's policies and procedures.

Table of Contents



- I. [After School Enrichment Program](#)
- II. [Agendas/Communication Folders Use and Guidelines](#)
- III. [Attendance](#)
- IV. [Birthdays](#)
- V. [Cafeteria](#)
- VI. [Dress Code](#)
- VII. [Inclement Weather](#)
- VIII. [Medication](#)
- IX. [Parent Portal](#)
- X. [Parent-Teacher-Student Association](#)
- XI. [Parent-Teacher Conferences](#)
- XII. [Parent Classroom Visitation Policy](#)
- XIII. [Personal Technology Devices](#)
- XIV. [Report Cards](#)
- XV. [Retention](#)
- XVI. [Safety](#)
- XVII. [School Hours](#)
- XVIII. [School Leadership Team](#)
- XIX. [Student Accountability/ Testing Programs](#)
- XX. [Attendance, Tardy and Early Sign-Out Policies](#)
- XXI. [Transportation Information and Procedures](#)
- XXII. [Volunteers](#)
- [Palisades Park Contact Information](#)

After School Enrichment Program

An After School Enrichment Program (ASEP) is offered at Palisades Park. The ASEP program operates from the closing of school until 6:00 pm each school day. If you have questions about the ASEP, please contact the program director. *Before School is not offered on our campus.*

Agendas/Communication Folders Use and Guidelines

Student agendas or communication folders are implemented in all grades at Palisades Park Elementary. These are used as organizational tools for class assignments and notices. They also serve as important communication tools between school and home. Students should have his or her agenda/folder at school each day, and bring it home each evening for parents to review and sign. The agenda and communication folder will be used for students to record assignments, to transport important papers, and for written communication between school staff and parents.

The Parent-Student Handbook is also available on our school website

<https://palisadesparkelementaryschool.wearecms.com/>

Please review the information in the handbook with your child, and encourage your child to handle agendas and folders responsibly.

Attendance

Palisades Park will adhere to all aspects of Charlotte-Mecklenburg Schools system policy and procedures of North Carolina compulsory attendance law, encourage regular attendance, and will inform parents/guardians at established absence intervals. If your child is out sick, send an email from the attendance link on our school's website by 11:00 am or go to our website to report an absence online <https://palisadesparkelementaryschool.wearecms.com/>. All attendance changes must be in writing.

Students who are absent from school may not attend after school activities that day- CMS Policy.

All absences will be coded in our system as unlawful until documentation has been provided that the absence met one of the reasons for lawful absences. Please provide all documentation (Doctor's notes, etc.) to the office.

If your child is going to be out of school for 3 or more days for an educational trip, request a "Form to Request Absence for Valid Educational Opportunity" from your child's teacher at least 2 weeks prior to the trip. Complete this form and return it to school. **If you are moving out of CMS, please stop by the office to sign a Withdrawal Form.**

Birthdays

There are no birthday parties allowed at school. However, birthday treats or snacks may be passed out at lunchtime. Remember that commercially bought items with food labels must be brought in - **nothing homemade is allowed**. Please communicate with your child's teacher about the possibility of classmates having food allergies. If the teacher knows in advance, he/she can contact the parent to bring in an alternate snack/dessert.

Balloons and flowers should not be sent to children at school. Bus riders can't take these items on the bus.

Our school cafeteria sells birthday cupcakes and cookies. Contact the manager to place your order.

Cafeteria

If you qualify for free or reduced lunch, it's important that you turn in forms as soon as possible so you don't incur charges to your account. Parents who pay are encouraged to pay for student's meals in advance. Advance payment allows the cafeteria to provide the most efficient service to all customers. Money may be placed in your student's account for the convenience of purchasing meals and extra items. You may send cash, personal checks, money orders, cashier's checks, or make payments online. Include the following information with your payment

Student's full name

Personal identification number (PIN) Teacher's name

PAMS (Parent Account Management System) online payment service Register with PAMS: Go to <http://www.paypams.com/> or call 1-888-994-5100.

Discuss permission to buy snacks or extra items with your child. Contact the manager if you wish to block the purchase of certain items.

*****Attendance on non-required field trips and extracurricular activities may not be allowed if there are account balances that have not been paid.**

At the time of publication, costs for meals are:

Student Breakfast: No charge Student Lunch: \$2.25

Breakfast is served between 7:00 a.m. until 7:30 a.m. Any student may have breakfast with us.

Bus riders and car riders wishing to eat breakfast report directly to the cafeteria upon arrival at school. Car riders must arrive **before 7:25 a.m.** in order to have breakfast at school.

Due to possible food allergies, **students may not share or swap food.** Parents who wish to eat lunch with their child are welcome on regular schedule days. *For safety reasons and due to limited space, parents may eat with their own children in a designated area, but are not allowed to eat with other students.*

Dress Code

PPES is a Uniform school

TOPS

- ✓ Shirts must be uniform polo-style short or long sleeve with a collar in any **SOLID** color without designs or ornamentations. No bare waists, midriffs, bare backs, sleeveless, and/or low necklines permitted. Shirts should fit appropriately and not be more than one size larger (or smaller) than the student's body size. Undershirts, if worn, must be solid white.
- ✓ Cold weather tops (i.e. crewneck sweaters, sweatshirts and fleece) are permitted but must be **SOLID** color with no designs or ornamentations.
- ✓ ***To promote school spirit, students can wear a Palisades Park Elementary related t-shirt or hoodie any day of the week.***

BOTTOMS

- ✓ Pants, jumpers, shorts, skirts/skorts must be solid navy, tan-colored khaki, or denim (holes, rips, designs and ornamentations are not permitted)
- ✓ Shorts, skirts/skorts must be finger-tip length. All bottoms should be worn at the waist with no sagging, bagging, or dragging. Leggings, boxers, athletic shorts are not permitted.

SHOES

- ✓ Athletic shoes, leather shoes, and boots are all acceptable.
- ✓ Athletic shoes must be worn for physical education classes.

- ✓ Sandals with a strap at the heel are permitted in warmer weather. Flip flops of any kind will not be permitted.

UNIFORM PLAN

- ✓ Students should be in compliance on the first day of school. New students enrolling during the school year must be in compliance within 10 days of enrolling at Palisades Park Elementary.
- ✓ Each student is expected to adhere to the Palisades Park Elementary School Uniform Policy every day during the school year. The only exception will be individual picture days on which students may wear other clothing as long as they abide by the CMS School Dress Code Policy. Pants must be secured at the waist. Oversized pants are not permitted.
- ✓ No hats are to be worn or brought to school except if the student has a doctor's referral or if it's a designated day such during Spirit Week or Field Day.
- ✓ Belts, if worn, must be a solid color
- ✓
- ✓ ***Uniform Policy exceptions may occur during designated School Spirit Weeks; to be announced by the principal***

CONSEQUENCES FOR STUDENT NON-COMPLIANCE

- **First Offense:** The teacher will give a verbal warning to the student and contact the parent(s) via email, phone or note in the school agenda and the student will change their shirt/pants.
- **Second Offense:** Parent(s) will be contacted to bring proper change of shirt/pants for their child(ren).
- **Third Offense:** Administrative conference scheduled with parent.

Inclement Weather

CMS EMERGENCY DISMISSAL/ or Delay

If schools are dismissed earlier than 2:30 p.m. because of severe weather conditions:

- ✓ Your child will be dismissed according to the usual way home (by car, childcare van, or bus). Walkers must be picked up by parents or guardians. After School Enrichment Program (ASEP) students are car riders *unless you tell us differently, in advance*.
- ✓ If you desire a different dismissal procedure, you must complete an Emergency Dismissal Plan form that is sent home in August. Please keep this information up to date. *Please DO NOT ask us to call you if there is inclement weather; we don't have enough manpower to oblige everyone. Please do not call the school.* Tune to local radio or TV stations for CMS emergency information.
- ✓ ASEP is cancelled if school closes before 2:30 p.m. If weather conditions become hazardous after school hours but during ASEP hours (2:30-6:00 p.m.), parents must pick up children from ASEP immediately.

In the event that school opening is delayed or schools are closed in the morning because of bad weather, please tune in to the local radio or TV stations for CMS information

Medication

All medication will be provided to the school nurse and properly stored. Without proper medical authorization, students shall not transport prescription or non-prescription medication to or from school or have medication in their possession at any time without meeting conditions prescribed by the Board of Education.

Parent Portal

Parents can monitor student grades and attendance via the CMS Parent Portal. To reach the portal, follow the link below: <https://cms.powerschool.com/public/>

You can also access the portal by going to our website <https://palisadesparkelementaryschool.wearecms.com/>, click the "Parents" tab, then "Power School". A letter with your log-in should be mailed to your home. If you are unable to log in, please contact the registrar at the school.

Parent-Teacher-Student Association

Please support our PTSA by volunteering to help with activities and/ or being a room parent! We would like for each family to have a PTA membership. Go to our webpage for the link.

Parent-Teacher Conferences

A partnership between parents and teachers will foster a positive relationship that will benefit your child throughout the year. Whenever an issue or concern arises regarding your child's progress, contact your child's teacher to schedule a conference. Please do not "drop by" for a conference as teachers have morning/ afternoon duties or are teaching and shouldn't be interrupted.

Parent Classroom Visitation Policy

Board policy code KI: School visitors

All school visitors during the school day must report immediately to the administrative office at the school to request and receive permission to be in the school.

Any visitor to our school must first sign in at the office. Our Parent Visitation policy requires that parents wishing to visit their child's classroom during school hours 7:00 a.m. to 2:30 p.m. arrange their visit with a member of the administrative team or have a prearranged conference scheduled with the teacher. This policy is in place as a safety precaution and in an effort to minimize interruptions to our students' instructional day. Accordingly, walking down to the room or "drop-in" visits are not permitted. Teachers begin their duties and supervision of students at 7:00 a.m., therefore are not able to conference with parents during arrival time. If the teacher has scheduled a parent meeting, please sign-in at the office and we will call down to the room to let him/her know you have arrived.

Whether you know it, unexpected visitors do represent excitement for students as a break from their typical routine and do create some distraction in classes. This policy is also in place to ensure the highest standard of safety for our students. We cannot have random adults roaming our school's campus. Anyone without a visitor tag will be asked to go to the office. Anyone who refuses to comply with the policy or staff instructions will be asked to leave.

****We do make an exception to this rule and permit parents to walk students to class the first day of school. (Parents of Kindergarteners may do so on the first staggered entry day and***

their first full day for all kinders). We encourage parents, however, to let their children walk in by themselves from the very first day as parking is a major issue at the school and a substantial number of walk-ins significantly slows the arrival process. All staff will be on duty throughout the building to ensure that your child finds his or her classroom. Please assist us by letting your child walk in alone. After this time, the above policy will be in place and walk-ins will cease in order to reduce traffic in the building, facilitate a smooth flow of our car rider line, and as a safety precaution.

Personal Technology Devices

A personal technology device (PTD) such as a cell phone, smart watch, tablet or laptop that is not property of CMS will remain turned off and put away during the school day unless authorized by a staff member for educational purposes. Violations may result in confiscation of the PTD (to be returned only to a parent) and/or other disciplinary action.

Parents who need to reach their children during the instructional day due to an emergency should call the school's main office or come directly to the school. Per CMS policy, possession of a PTD by a student is a privilege, which may be revoked for violations of the Code of Student Conduct.

The school/district are not responsible for theft, loss, or damage to PTDs brought onto CMS property.

Report Cards

Report cards are issued at the end of each quarter and reflect the child's academic progress. Progress reports are given at the mid-point of the grading period. Parents should review the reports with their child, sign the report or envelope and return it to the teacher.

Parents can also see grades in advance of report cards by logging on to the Parent Portal.

*Report cards may not be distributed to students who owe more than \$5.00 to the school on the day of report card distribution. We ask that parents come to office to clear all balances in order to receive the final report card.

Retention

Any student whose reading and/or math achievement is not at grade level is subject to retention in that grade level. If it becomes evident that consideration must be given to retaining a child, the parent is informed of the possibility after the first semester. These decisions require close communication between the home and school, in that factors such as maturity, developmental readiness for learning, age, and special learning problems are important in determining what is most appropriate for the child. At the school level, a retention committee consisting of teachers, student service specialists, administrators, and other professionals will have input into the decision to promote or retain children.

The Read to Achieve program is part of the Excellent Public Schools Act which became law in July 2012 takes effect the beginning of the 2013-2014 school year. It eliminates social promotion for 3rd graders failing to demonstrate proficiency on the reading EOG.

By North Carolina State Law, the principal makes the final decision for promotion or retention.

Safety

The safety of your child and everyone at Palisades Park is our first priority. Staff members are trained in a wide range of safety related procedures and we conduct a variety of drills throughout the year to prepare for incidents such as a fire, tornado or lockdown.

CMS conducts safety audits throughout the year as a means of thoroughly evaluating our safety initiatives and supervision of students.

School Hours

The official hours of the student day are 7:30 am to 2:30 pm. Palisades Park School observes the following schedule:

7:00 Office opens and buses and car riders begin to unload

7:30 Instructional Day begins

2:30 Dismissal

3:15 School Office closed

6:00 ASEP closed

Students may not be dropped off before 7:00 a.m.

School Leadership Team

School Improvement Planning at the school level involves collaboration between and among the School Leadership Team, which includes parents and staff. You are encouraged to be a part of this process. The School Leadership Team (SLT) meets four times a year, once every quarter. Meeting times will be determined once school begins.

Student Accountability/ Testing Programs

At the time this handbook was printed North Carolina students are required to take the following state assessments: Grades K-3 will take Text Reading Comprehension (TRC) assessments and 3-5 will take Reading and Math End of Grade (EOG) tests. 5th graders will also have a Science EOG.

Attendance, Tardy and Early Sign-Out Policies

The bell rings at 7:30 am and dismissal is at 2:30 pm. We ask that every effort be made to have your child in the classroom prior to 7:30 am and that they remain until dismissal. Late arrivals and early sign-outs are disruptive to the class, which is already in session and may hinder your child's progress as a result of the missed instruction.

Below are the valid/lawful excuses for temporary nonattendance of a student at school:

1. Illness or Injury
2. Quarantine
3. Death in the Immediate Family
4. Medical or Dental Appointments
5. Court or Administrative Proceedings
6. Religious Observance
7. Educational Opportunity - prior approval by the principal

Students who arrive after 7:30 a.m. are tardy. Parents, you must come into the building and sign-in your child who is tardy.

Please park and come into the office after 7:30 a.m.

Children are counted absent for the day if they arrive at school after 11:00 a.m. or if they leave school before 11:00 a.m.

The school staff and parents are accountable for student achievement. Arrival at school on time daily promotes student success.

If you have special court documents that restrict persons from contact with your child at school, contact the principal immediately to protect your child and to minimize confusion. A copy of any custody papers or *current* restraining orders must be on file in the school office in order for the school to prevent the release of a

student to a non-custodial parent. In the absence of such legal documentation, the school must release a child to either parent.

If your child has a dental / physician appointment that requires early dismissal, please sign them out by 1:45 p.m. so that there is no disruption to our regular dismissal proceedings.

Only a parent or guardian may check a child out of school early. Secretaries must have your permission in advance if any other person is to pick up your child here. Adults asking for a child must show a valid photo I.D.

Students are only dismissed through the office. Stop in the office upon your arrival, state the reason for checking out early (medical or dental appointment), and use the computer to sign your child out. One of the secretaries will call the classroom for your child to be sent to the office for dismissal.

***To facilitate this process, please send a note with your child on days he/she will be dismissed early. This helps the teacher know to gather materials for the time missed and when to have your child prepared for pick-up with minimal disruption.

Transportation Information and Procedures

Morning Arrival

The staff workday begins at 7:00 am and all staff members are on supervisory duty. School begins promptly at 7:30 am. *Your child should be in class ready to work prior to the tardy bell.*

Changes to Transportation

To change a child's mode of transportation, please send a written note to your child's teacher on the day of the change. Students will not be allowed to go home on a different bus due to limited seating. In order to avoid confusion, please limit changes to your child's regular routine.

NOTE: Please do not call the school after 1:45 p.m. to change your child's usual way home (*Ex: take your child off the bus to become a car rider*). It's best to send in a note so we know in the morning.

Car Rider Procedures

Morning Car Rider Procedures

1. Drop off is at the front of the school beginning at 7:00 am-Do not leave your child unattended
2. Please do not wait for a staff member to open your car door---unload so we can keep the line moving efficiently.
3. Due to the limited number of parking spaces, we request you park to walk your child into the building **only** if you have a conference, are delivering medicine to the office or other necessary items.

Afternoon Car Rider/ Dismissal Procedures

When picking up students please follow designated traffic patterns. In order to keep things moving quickly. Students will be called to the car rider line by name as cars pull through the line. Once children are loaded safely, the cars in the circle will exit and the next group of cars will pull forward.

*****NOTE-For the safety of children and staff, please follow the traffic flow pattern and stay off your accelerator pedal; idling speed only in the parking lot.***

1. Please cooperate with staff members who are on duty assisting with car riders and watch for their signals.

2. During dismissal, you are not permitted to park and walk up to pick up your child. Parents who park and walk will be required to go to the office and sign out their child. Walking through the parking lot during dismissal is unsafe.
3. Parents who pick up students in golf carts should park on the bus lot and go to the office where we will call them to meet you.
4. The teacher ***must*** have a written note if your child will depart from school in the afternoon in a manner that is different from what is indicated on his/her information sheet.
5. Early sign-outs will not be allowed from 1:45 p.m. to 2:30 p.m. to avoid interruption and confusion to the end of day procedures in place in the building.
6. Please be prompt in picking up your child. If a student is consistently late being picked up, parents will be contacted for a conference to discuss alternative options like ASEP or bus transportation.

Bus Information

Riding the school bus is a privilege that CMS offers to all students who live within the attendance area of the school they attend. Students must follow bus rules in order to continue riding the bus. Safe transport of our students is a shared responsibility between the school, students, and parents. Please review the following rules with your child:

Behavior on the School Bus or at the Bus Stop

So that the school district can provide safe transportation for all students, the following guidelines must be observed:

1. Obey the bus driver at all times.
2. Stand off the roadway while waiting for the bus.
3. Be at the bus stop at least ten (10) minutes prior to a scheduled stop time.
4. Cross the roadway several steps in front of the bus.
5. Ride only on the assigned bus.
6. Board and depart only at the assigned bus stop.
7. Act appropriately while waiting for the bus.
8. Give your proper name when requested by the bus operator or monitor.
9. Remain seated at all times when the bus is moving.
10. Remain silent when the dome lights are on.
11. Remain silent at railroad crossings.
12. Refrain from bringing food or drink on the bus.
13. Refrain from displaying signs from the bus.
14. Refrain from using profane language or gestures.
15. Refrain from acts of vandalism.
16. Refrain from throwing objects from the windows of the bus.
17. Refrain from conduct or behavior that interferes with the orderly, safe and expeditious transportation of bus riders.
18. Refrain from using cellular telephones and other electronic devices while on the bus.

*****Video cameras have been installed on some buses. Students may be filmed while on the bus. Violations of the *Code of Student Conduct* or any behavior which substantially distracts the driver and causes, or has the potential to cause, a safety hazard on a moving bus may be the basis for suspension from bus/school and/or expulsion from bus-riding privileges.**

Late Buses

Parents may track their child's bus using the Where's the Bus app. Info can be found on the CMS Homepage. In the event that an afternoon bus is running late, parents will be notified through a ConnectEd email or text.

Volunteers

At PPES we encourage parental and community involvement. Anyone wishing to volunteer at Palisades Park, whether in the classroom, field trip, or regular lunch visitor, **must be registered and approved through the CMS Volunteer Registry**. To register as a volunteer go to <https://www.wearecms.com/apps/pages/getinvolved> or visit our webpage and click on the "Parents" tab. On days you are scheduled to volunteer, report to the office and sign as a volunteer before going to class. Logging in to LobbyGuard helps us to track our volunteer hours. *To help ensure a productive learning environment NON PPES children will not be allowed in the classroom during regular school hours.*

Volunteering as Chaperone

All chaperones must be an approved volunteer in Charlotte-Mecklenburg Public Schools. Applications are available online at the CMS website. Screening is usually quick, but no timeline is guaranteed. Volunteers cannot chaperone until he/she is approved by CMS.

Duties and Responsibilities of a Chaperone:

Safety

- **Safety First!** The best way to reduce the risk of accidents, both physical and emotional, is for the chaperone to be visible and available. By being visible, the students are provided with a reminder that an adult is available to help ward off or address situations that they may not be able to handle on their own. Chaperone visibility will also help deter students from doing things that they know will get them or others into trouble.
- In an **emergency**, you may be asked to assist the staff members in charge. Should you experience an emergency with a student or fellow traveler, please be sure to contact a Palisades Park staff member immediately. It is also necessary for the chaperone team to spread out to be more accessible and effective in our supervising of the student group. Always be sure that your students know how to reach you or where to find you.
- If a **student becomes ill**, you will be responsible for contacting the nurse(s) and a Palisades Park staff member for further instructions.
- All chaperones must be aware of who the nurse is and the location of the main first aid kit. **If an injury occurs**, please do not hesitate to ask for assistance. Do not give any prescription or over-the-counter medications to any student. Defer immediately to the nurse.
- **ONLY A REGULAR INSTRUCTIONAL EMPLOYEE** may dispense medication to students. The teachers will collect all medicines prior to leaving the school property.

Presence and Attentiveness

- Know where your students are and that they are safe at all times.
- Give your group your full attention.
- Do not allow any student to be disrespectful or take advantage of you. Do not allow them to be disrespectful to others. We all represent Palisades Park Elementary.
- A chaperone must maintain an **adult-student relationship** to sustain his or her leadership of the group.

Student Behavior Monitoring and Intervention

- A **chaperone's authority** is limited to the general supervision of the students and the enforcement of appropriate behavior. Authority must be balanced with common sense, courtesy and respect. Physical contact is never acceptable and must be avoided. Avoid verbal discourse with students.
- When students do not make appropriate choices, **redirect them in a positive manner** and ask a Palisades Park staff member for assistance.
- If a situation develops into a confrontation or need for **disciplinary intervention**, please contact a Palisades Park staff member immediately for assistance.
- Chaperones must adhere to strict confidentiality guidelines regarding students' actions during and following the field trip. Information regarding students may only be disseminated, if needed, by the school employees directing the trip.

Proper Supervision

- Use your best judgment when approaching situations as “Mom or Dad,” “Aunt or Uncle.” Our goal is to make sure that the students are well supervised and *all* students enjoy the trip. **Be fair.** Be careful not to only give your ear and attention to your child. Listen to the wants and needs of the group. Favoritism and unfairness is the fastest way to lose the respect of your group.
- Core *Group* Values may not be the same as values of the *individual* chaperone or student. All group members, especially the chaperone, should be flexible and adjust for the uniformity for the group. Try **not to give special treatment** to your student group that is not available to others.
- -SOCIAL MEDIA: Please note that we must obtain written permission from parents before posting any pictures to social media. Please refrain from posting pictures of other students to social media.
- As a chaperone, you will have to be open to last minute, unforeseen changes that often occur during trips. These changes will have to be adapted to with an **open, positive attitude** to shelter the students from frustration and negativity.

Palisades Park Contact Information

<https://palisadesparkelementaryschool.wearecms.com/>

School Mission Statement



To educate all students using a collaborative engineering design process so that they have the personal and academic skills they need to be productive citizens of the twenty-first century.

School Information

15321 York Road
Charlotte, NC 28278
Phone: 980-343-9895
Fax: 980-343-2453
Courier Code: 493

Grades: K-5
LC: Southwest
Email the school
Bell Schedules
Principal: Gina O'Hare
