

# Pineville Elementary Student Handbook



204 Lowry Street, Pineville NC 28134  
980-343-3920

Bobby French, Principal  
Amanda Hulse, Assistant Principal  
Jen Langborgh, Senior Admin  
Carmen Medina, Family Advocate  
, Data Manager

Leah Forchheimer, K-1 Facilitator  
Lisa Hovis, 2<sup>nd</sup> Grade MCL  
Brittany Stedman, 3-4 MCL  
Tiffany Hoke, 5<sup>th</sup> Grade MCL  
Sam Andrews, K, 2, 4 Counselor  
Tera Boeppel, 1, 3, 5 Counselor  
Rachana Shah, School Social Worker

*Dear Smiler Families,*

*Welcome to the 2023-24 school year at Pineville Elementary! We are so excited for a great year. As Smilers, we believe that all students deserve the right to be happy and proud. Throughout the school year, we will work to ensure this opportunity in partnership with our Pineville community.*

*This handbook is filled with important information regarding Pineville's policies and procedures. Please take time to review the contents with your family. If you have questions that remain unanswered after reading the handbook, we will be glad to answer those personally.*

*We look forward to working with you and your child this school year.*

*Yours in Education,*

*Bobby French*

*Principal*

## Our School Vision:

**Pineville Elementary School will meet the personalized needs of all students by providing rigorous instruction, supporting the whole child, and collaborating as a staff and community to support each other, effectively plan and continue to foster innovation.**

## **PINEVILLE ELEMENTARY BELIEFS**

- We believe in supporting the social emotional needs of students and staff
- We believe in collaboration and will work as a professional learning community
- We believe all students can learn and will ensure their academic success
- We believe and value the connection between the school and the community in which we serve.
- We believe that all children deserve the opportunity to be happy and successful.

## Absences and Tardies

School attendance is essential to student success. Parents and guardians are responsible for seeing that their children attend school each day it is in session, according to Charlotte-Mecklenburg Board of Education Policy JHBB and the NC Compulsory Attendance Law (N.C. G.S.-§115C-378). All absences and tardies will be addressed on an individual basis.

Students are encouraged to be in their classrooms by 7:50 with instruction starting at 8. **Students arriving after 8 am will be counted tardy.** Parents must accompany the student into the school to sign them in at the Main Office when they are tardy. School tardies will be monitored by our office staff and notifications will be sent to the student's parent or guardian in the event of excessive tardies.

All students are expected to be in attendance each day school is in session. Following any absence, a student is required to present written documentation from their parent or guardian stating the reason for the absence. Written documentation must be presented within three school days after the student returns to school; otherwise, the absence will be recorded as unexcused. If the student is absent for three or more consecutive days, the school requests a doctor's note for the absence. After 3, 6, and 10 unexcused absences the school will send notification to the student's parent or

guardian. The absence will be coded and recorded accordingly:

Absences are excused for the following: Illness or Injury, Death in the Immediate Family, Medical or Dental Appointments, Quarantine, Religious Observances, Military Deployment for Immediate Family, Educational Opportunities as approved by the principal, or Court Proceedings.

### Additional Information

Parents are responsible for referencing the Charlotte-Mecklenburg School Parent Student Handbook and the Charlotte-Mecklenburg School Rights and Responsibilities Handbook for further information about the Charlotte-Mecklenburg School District's policies. The 2023-24 Rights and Responsibilities Handbook is available online at <https://www.cms.k12.nc.us/families/resources/Pages/HandbooksForm.aspx>

### After School Enrichment Program

Pineville offers an afterschool program. These programs are fee based and are open every school day. Registration is required. Fees include programming on all school days and all day on teacher workdays. ASEP also offers optional programming on days that are not school holidays during winter break and spring break. For information on weekly fee rates and hours of these programs, please reach out to the site coordinator, Dana Montgomery, [dana.montgomery@cms.k12.nc.us](mailto:dana.montgomery@cms.k12.nc.us).

### Behavior Expectations and The Smiler Way

	What it looks like...	What it sounds like...
<b>S</b> Successful Students	<ul style="list-style-type: none"> <li>• Come to school every day</li> <li>• Being ready for the day by using time wisely</li> <li>• Try your best</li> <li>• Clean up after yourself</li> <li>• Follow directions</li> <li>• Asking for help when I am stuck</li> </ul>	<p>"This is really hard, but I won't give up"</p> <p>"I am confused, I should ask a friend"</p>
<b>M</b> Making a difference through	<ul style="list-style-type: none"> <li>• Taking care of your space</li> <li>• Completing tasks</li> <li>• Helping others</li> <li>• Taking ownership of interacting effectively by welcoming each other's input, ideas, and perspectives to build positive relationships</li> </ul>	<p>"I need to finish this task before I move on"</p> <p>"Addition is easy, let me help someone else"</p>
<b>I</b> Innovation	<ul style="list-style-type: none"> <li>• Create solutions to solve problems</li> <li>• Create multiple solutions to a problem</li> <li>• Asking questions about "why" or "how."</li> <li>• Make a backup plan if the first solution does not work and can ask for support and advise when needed</li> <li>• Never settle for "Good Enough"</li> <li>• Set goals for themselves, and crush them.</li> </ul>	<p>"I got it! What if we make it 3D to show all of the vertices in a cube "</p> <p>"I finished but I'd like to work on improving it"</p> <p>"I can't believe that didn't work, let me try it a different way"</p>
<b>L</b> Leadership	<ul style="list-style-type: none"> <li>• Support others</li> <li>• Show what you know</li> <li>• Set a good example</li> <li>• Be willing to help others learn a different way</li> <li>• Encourage others to try their best</li> <li>• Make everyone feel welcome</li> </ul>	<p>"Can I show you a different strategy for addition?"</p> <p>"I've been noticing you are trying your best and it's paying off"</p>
<b>E</b> Engagement and	<ul style="list-style-type: none"> <li>• Stay on task</li> <li>• Participate</li> <li>• Get involved with a positive attitude</li> <li>• Perseverance-- Keep going</li> </ul>	<p>"Wow! I didn't even realize I was learning fractions"</p>

<p><b>R</b> Respect</p>	<ul style="list-style-type: none"> <li>• Use an appropriate voice level</li> <li>• Use hands and feet for helping</li> <li>• Give others their own personal space or bubble.</li> <li>• Actively listen when others are talking</li> </ul>	<p>“Excuse me, do you need any help?”          “I’m going to whisper so I don’t disrupt the rest of the class”          “Do you need help?”</p>
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Students have an opportunity to earn Smiler Tickets when they exhibit the qualities found in the Smiler Way. For every 50 tickets that a student earns, they are able to receive a prize from the Principal’s Treasure Box. Additionally, at the end of each month, students can attend a dance party if they have fifty tickets. At the end of each quarter, students will have quarterly celebrations if they have 150 tickets.

Students are also recognized through our Smiler Superstar program. A student from each class is recognized for our monthly character trait. Recognized students appear on the school news show (WGRIN) and receive a Smiler sticker and gift bag.

Students not following the Smiler Way will have interventions to support redirecting their behavior. Examples of offenses are displayed below; however, not all behaviors are explicitly described below.

K-2 Offense Type	Tier 1	Tier 2	Tier 3
<b>Description of Offense</b>	<ul style="list-style-type: none"> <li>• Off task behavior (talking, playing, not following directions) after a warning/redirection has been given.</li> <li>• Not following expectations above</li> <li>• Excessive horseplay</li> <li>• Classroom disruptions</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated Tier 1 offenses</li> <li>• Threatening behavior / bullying</li> <li>• Inappropriate touching or physical contact- hitting/ pushing</li> </ul>	<ul style="list-style-type: none"> <li>• Physical fighting</li> <li>• Inappropriate contact Title IX/Vandalism</li> <li>• Theft (money/ more valuable items)</li> <li>• Repeated Tier 2 offenses</li> </ul>
<b>Possible Consequence</b>	<ul style="list-style-type: none"> <li>• Conversation with the classroom teacher</li> <li>• Teacher documents incident</li> <li>• Less than 5 laps</li> <li>• Time in Buddy classroom</li> <li>• Teacher calls parents</li> </ul>	<ul style="list-style-type: none"> <li>• Tier 1 Consequences</li> <li>• Call to Parents</li> <li>• Bounce</li> <li>• Office referral</li> <li>• Organized recess (independent activity)</li> </ul>	<ul style="list-style-type: none"> <li>• Tier 2 Consequences</li> <li>• Office Referral</li> <li>• Parent Teacher Conference</li> <li>• In School Suspension</li> </ul>

3-5 Offense Type	Tier 1	Tier 2	Tier 3
<b>Description of Offense</b>	<ul style="list-style-type: none"> <li>• Off task behavior (talking, playing games on Chromebook, sleeping, drawing) after a warning/redirection has been given.</li> <li>• Not following the expectations above</li> <li>• Cursing (1st time)</li> <li>• Disrespect- first offense</li> <li>• Excessive horseplay</li> <li>• Classroom disruptions</li> <li>• Inappropriate comment</li> </ul>	<ul style="list-style-type: none"> <li>• Cursing (repeated)</li> <li>• Repeated disrespect</li> <li>• Threatening behavior</li> <li>• Inappropriate touching or physical contact</li> <li>• Vandalism (1st time)</li> <li>• Theft (1st time)</li> <li>• Repeated misuse of technology</li> <li>• Cheating</li> </ul>	<ul style="list-style-type: none"> <li>• Physical fighting</li> <li>• Inappropriate contact of a sexual nature (Title IX)</li> <li>• Repeated inappropriate comments of a sexual nature</li> <li>• Vandalism (repeated)</li> <li>• Theft (repeated)</li> <li>• Repeated Tier 2 offense</li> </ul>

<p><b>Possible Consequence</b></p>	<ul style="list-style-type: none"> <li>• Conversation with the classroom teacher, counselor</li> <li>• Teacher documents incident</li> <li>• Less than 5 laps</li> <li>• Time in Buddy Class</li> <li>• Teacher calls parents</li> </ul>	<ul style="list-style-type: none"> <li>• Tier 1 Consequence</li> <li>• Call parents</li> <li>• Time in buddy classroom</li> <li>• Silent Lunch</li> <li>• Organized Recess</li> <li>• Teacher Student Conference</li> <li>• Office Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Office Referral</li> <li>• Parent Teacher Conference</li> <li>• In School Suspension</li> <li>• Out of School Suspension</li> <li>• Tier 2 consequence</li> </ul>
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## Bullying Prevention and Character Education

Pineville Elementary supports the CMS district’s initiatives for Bully Prevention and Character Education. Pineville diligently implements a social emotional learning curriculum known as “Caring School Communities”. The goal of the curriculum is to help students become caring, responsible members of their school communities and grow into humane, principled, and skilled citizens of democratic society by:

- Building caring relationships
- Explicitly teaching social and emotional skills
- Creating calm, orderly learning environments through effective classroom management
- Helping students develop self-discipline through a teaching-and learning approach to discipline

In addition, classroom teachers’ hold daily class meetings where social emotional learning is directly addressed and supported. Our Student Support Team helps support staff and students by providing classroom guidance activities and school wide announcements dealing with conflict resolution, character education, and effective problem solving. In addition, small group counseling and individual counseling are provided on an as needed basis.

## Birthday Treats

On the occasion of a student’s birthday, parents are able to donate a class treat to celebrate their child’s birthday. Only treats should be donated, please do not bring gifts, balloons, or other items to celebrate your child’s birthday. These treats must be delivered prior to 10:30 and will be consumed during the child’s lunch. Treats must follow our Food Product Policy (listed in the Food Policy section). Treats must be food and no other celebrations will be allowed. Each child should be offered a treat. Please let the student’s teacher know in advance, as many of our students dietary needs preclude certain foods.

## Cafeteria Information

The Pineville Smiler Café welcomes your child to eat breakfast and lunch in our cafeteria. The Smiler Café serves at least two entrees plus vegetables daily, and the cold line is stocked with a variety of fruits. Bread, cakes and cookies are baked fresh daily, and Ice Cream is also available for purchase.

You may pay for meals by the day, week or month. “PayPAMS” (Parent Account Management System) is a secure on-line payment system that parents can use to pay for food services. We also accept cash, or personal checks with a printed name, address, and home phone number; no business checks can be accepted. We also participate in the Federal Free/Reduced Lunch Program. Applications are available [here](#). All information is kept confidential. You may contact our cafeteria manager, Ms. Sylvia Shannon, at 980-343-3920 if you have any questions.

Menus are posted on the school and county website and in our front office. The cafeteria staff may place limits on a child’s account only with written instructions from a parent or guardian. Special diet orders or allergy alerts require a doctor’s note. Breakfast begins at 7:20 A.M. Prices for food purchased in the cafeteria for the 2023-24 school years are as follows:

- Student Breakfast: no charge
- Student Lunch: \$2.75

The Smiler Café does have five requirements for students:

1. Students must learn their lunch number by heart (we will help with this!)
2. No talking while in the lunch line.
3. Gather all utensils and condiments before sitting down.
4. Students should sit in their assigned seat.
5. When music is playing, students are not to talk.

In an effort to maintain security of our school, visitors are not allowed during lunches.

## Classroom Parties

Pineville Elementary celebrates three classroom parties during the school year including a Winter celebration, Valentines Day and End of Year Celebration. Parents should coordinate with classroom teachers for specific details. Food for classroom events must be store bought rather than homemade. If a parent does not want their child to participate, please put this in writing to your child's teacher.

## Clubs

Pineville Elementary offers additional clubs throughout the school year. Families have the opportunity to engage with our school community by enrolling their children in any of these activities. Though some of these clubs do require a small fee to participate, please contact administration if cost is prohibitive to your child's participation.

- Basketball: Kindergarten-5th Grade
- Battle of the Books: 2nd-5th Grade
- Garden Club
- [Girls on the Run](#): 3rd, 4th, 5th Grade Girls
- [Let Me Run](#): 3rd Grade Boys
- [Mad Science](#): Kindergarten-5th Grade
- Math Olympiad: 4th-5th Grade Talent Development Students
- National Elementary Honor Society: 4th and 5th Grade (Application Required)
- Safety Patrol: 4th and 5th Grade Students (Application Required)
- School Musical: 4th and 5th Grade Students (Audition Required)
- Tennis: Kindergarten-5th Grade

## Communication

Communication between the school and home is essential. ***The official method for home-school communication will be ParentSquare.*** It is imperative that the school office and your child's teacher have updated current contact information on file should an emergency arise.

ParentSquare is an effective communication tool that Pineville Elementary utilizes to inform parents of important events through your email addresses. Pineville staff are expected to respond to parent communication within 24 hours via ParentSquare.

The following list specifies who you should contact at the school regarding specific issues.

- Transportation –Amanda Hulse, Asst. Principal
- Counseling concerns- Mrs. Andrews and Mrs. Boeppel
- Academic Concerns: Please start with your child's teacher. Following communication with your child's teacher, it is appropriate to reach out to the grade level facilitator or coach.
- Media books – Caitlin Owen, Media Specialist
- Student Medications –School Nurse
- After-School Enrichment Program - Ms Dana. Montgomery, ASEP Coordinator

## Conferences

All parents are asked to have a parent-teacher conference at the end of first quarter. If the need arises for an additional parent conference and you would like to schedule a conference, please arrange an appropriate day and time with the classroom teacher. Upon arriving to campus, please be sure to follow visitor procedures. If any problems arise, the first contact should be your child's teacher.

## Dismissal and Transportation

At the beginning of the school year, establish a transportation routine with your child. It is important for your student to know how they are getting to and from school each day. We understand that parents may need to occasionally change transportation. In any circumstance, a written note or ParentSquare message MUST be presented to make any changes in transportation. Changes in transportation must be communicated prior to 11 in order to ensure it is properly communicated. In the morning, students may be dropped off at school in the car rider line between 7:20 a.m. and 7:55 a.m. Parents must remain in the carpool line at all times. There is no parking and walking into the building, unless there is a scheduled appointment. The students will then report to breakfast or their classrooms. Students who arrive after 8 a.m. must be escorted into the school by a parent. It is important for students to be responsible for beginning their day as instructed.

Afternoon dismissal begins at 3:00 p.m. All students must be picked up by 3:15 p.m. Students not picked up by this time will remain in the front office and held until parents arrive to sign them out. Parents must remain in their cars at all times during afternoon pick up.

***Bus transportation is a privilege available to our students.*** Good behavior is required to retain the privilege, as stated in the Charlotte-Mecklenburg

Rights and Responsibilities Handbook. Bus riders will only be released from the bus at the student's assigned bus stop for the safety of our students. Students may not ride a bus they are not assigned to for any reason.

All families using bus transportation are encouraged to utilize the Here Comes the Bus App. Information on this app can be [found here](#).

Issues regarding bus routes or routing, assigned stops and stop times, and bus driver concerns should be addressed with the transportation office at **980-343-6715**.

## Dress Code

Students should dress appropriately for the weather and classroom activities. Students should arrive at school neat and clean. The following dress is expected:

- Shorts and skirts must be at or below mid thigh in length.
- **Shoes must be safe for daily physical activity.** Crocs, flip flops, high heels, cleats, bedroom slippers or shoes with wheels are neither safe nor adequate for physical activity, as students will be expected to run and exercise every day.
- Shirts must cover from shoulder to pant line with no midriff showing at anytime. Straps should be at least 2 inches in width.
- Clothing with obscene or inappropriate language or messages will not be tolerated (alcohol, drug, or tobacco-related slogans or inferences are not appropriate for school).

If a student is dressed inappropriately for school, the parents or guardian will be notified to bring suitable clothing.

## Early Dismissal

Students must be in attendance 3 hours and 30 minutes to be counted present for the day. Students may not be signed out of school after 2:00 p.m. Parents needing students for early dismissal should sign-out students before this time. All students must be signed out in the Main Office and office staff must call for the student to be dismissed from the classroom. Parents may not go to the classroom to pick up their child.

## Emergency Procedures

In case of emergency, each student is required to have an Emergency Blue Card on file in the school office listing the people to notify. Please assist the school in keeping this source updated as changes may occur during the school year. We must always be able to contact at least one guardian in the event of emergencies.

## Field Trip Procedures/Policy

All students will be eligible to go on field trips related to the curriculum. The following criteria must be met:

1. All expenses must be paid.
2. A permission form must be signed by the parent/guardian.
3. Any student with disciplinary problems, as per the school policy, may be unable to participate in a field trip. The teacher and the principal will make this determination. If not allowed to attend, the student is required to attend school.

Field trips supplement a subject area being taught in the classroom. Field trips are lessons away from the classroom and all students are expected to attend. Teachers will notify parents as to the schedule and cost as far in advance as possible. Every effort is made to keep costs low, but costs include fuel, drivers and entry fees.

**All parents attending field trips must be approved by CMS to volunteer** and will be considered chaperones for that field trip. All chaperones are acting as agents of CMS and Pineville Elementary School, and bear responsibility for the children attending that trip. All chaperones will operate under the direct supervision of the coordination staff member for that particular trip.

**NO CALLS WILL BE MADE HOME ON THE DAY OF THE FIELD TRIP.** Trips are planned for each particular grade level. Siblings of students will not be permitted to go along on the trip even if the parents accompany them.

## Food Products Brought to School

Per the Charlotte-Mecklenburg School District Parent Student Handbook, p. 30, the following cautions are to be followed in all schools in order to protect the health and safety of children and staff:

1. Any food shared in school 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, packaged crackers.)

2. Fresh fruit and vegetables may be shared, but must be thoroughly washed with friction and running water or a fruit cleaner. Fruits and vegetables which grow on the ground (melons) should also be washed thoroughly to prevent contamination when cutting. Utensils used for cutting or serving should be thoroughly washed and dried between uses. Avoid reusing a knife that has been used to cut sandwiches with cheese or meat. Cross contamination could lead to allergic reactions or food poisoning.
3. Products such as milk, cheese or fruit juice, which have not been pasteurized, may not be shared in the classroom or at school activities.
4. The special diet and healthcare needs of all students should be addressed in a confidential and supportive manner by all staff.
5. Peanut-free or other food-free tables should be designated for children diagnosed with severe airborne or contact allergies to those substances in the classroom and other learning environments where food products may be used. When such an area is designated, a child or staff member (not the child with the allergy) must clean the designated table with previously unused paper towels, soapy water and dry with a clean paper towel. That table must remain free of the allergen at all times. Cleaning should take place before each use.
6. It is the responsibility of the parent/guardian to provide information regarding a food allergy to the teacher, the school nurse and Child Nutrition Services. The school nurse will draft an Emergency Action Plan (EAP) with the parent and will educate staff about the special needs of the child with severe food allergies, after the parent has signed the EAP.
7. Foods brought to school to be shared should be checked for content. No foods with known allergens should be given to children who have previously been identified as having an allergy to any of its contents. When there is a doubt, the food should not be given unless the parent states it is safe for the child. Parents may supply "safe" alternatives and request that their child avoid handling any other food products.
8. A student with high risk allergy that cannot be avoided in the cafeteria may be allowed to remain in the classroom with adult supervision while the other members of the class go to the cafeteria or the whole class may eat in the room, provided no allergens are brought into the classroom. Such special accommodations, as well as any additional safeguards required for an individual student, should be made in collaboration with school administrators, the school nurse and Child Nutrition Services. When appropriate a 504 plan will be developed by the team. Other ways to protect a student with a life-threatening food allergy are found in the new CMS regulation "Students with Food Allergies."
9. Riders on school buses, including the driver, must refrain from eating on the bus as a safeguard against choking and against allergic reactions of students with food allergies. It is important to note that deadly allergic reactions can be triggered by food particles in the air.
10. Whenever foods are brought to school for snacks or celebrations, choices that are low in sugar and fat content should be considered. The following are some healthy snack suggestions:
  - Pretzels, Crackers
  - Vegetables such as carrot sticks
  - Dried fruit, apple or banana slices
  - Yogurt

*Safe and healthy nutrition needs to be taught by example in school and at home. Help all children be healthy and ready to learn.*

Regulations state that food may not be sold on campus at any time of day prior to the last child having lunch. Class rewards shall never replace lunch (e.g. pizza parties). All such rewards must be approved by the administration and cannot begin before the last lunch is served.

## **Fundraisers**

Pineville Elementary School and its PTA sponsor two fundraisers during the school year. In the Fall, we host a capital campaign and in the Spring, we host our school's Boosterthon. We encourage you to participate in these fundraisers as you are able. Profits from these events are used to enhance the learning experience of our students.

## **Grading Scale**

*Kindergarten through Second Grade:*

### **K-2 Core Standards Scale**

**D – Developing** - Student demonstrates basic level of understanding of standard with support. Intervention is in place to support the development in mastery of standard.

**P – Progressing** - Student demonstrates progress toward developing mastery of standard. Student applies limited understanding in familiar situations.

**M – Mastering** - Student demonstrates mastery of grade level standard multiple times and in multiple ways. Student applies understanding of standard in familiar and unfamiliar situations.

**E – Exemplary Mastery** - Student demonstrates advanced mastery of grade level standard. Student seeks to deepen understandings, engage in higher order thinking skills, and apply thinking to new and uncommon situations.

### Third-Fifth Grades:

Pineville Elementary follows the CMS Grading Policy. Information can be found [here](#).

A	90-100	Excellent Performance
B	80-89	Very Good Performance
C	70-79	Satisfactory Performance
D	60-69	Low Performance
F	Below 60	Unsatisfactory Performance



## Homework Policy

### Promotion of Parent Involvement

Homework is not assigned for a grade and students cannot be punished or disciplined for not completing homework. However, homework can be assigned by the teachers or requested by the parents. Teachers should encourage parents to support their student's homework by taking the following actions:

1. Promote a positive attitude toward homework.
2. Provide a consistent time and a suitable place for study.
3. Make resource materials available whenever possible.
4. Communicate to the teacher special circumstances that may affect the child's ability to complete assignments.

Teachers will try to limit homework to recommended times below:

- Kindergarten- 30 minutes including reading time
- First Grade-30 minutes including reading time
- Second Grade-30 minutes including reading time
- Third Grade- 30 minutes including reading time
- Fourth Grade- no more than 1 hour including reading time
- Fifth Grade- no more than 1 hour including reading time

## Immunizations

### Illness at School

School personnel will notify parents and arrange for children to go home when they have the following symptoms:

- Fever of 100 or higher (CHILD SHOULD REMAIN AT HOME UNTIL FEVER FREE, WITHOUT FEVER REDUCING MEDICATION FOR 24 HOURS) with the following symptoms:
  1. nausea, vomiting, diarrhea, (frequent loose or watery stools), or abdominal pain,
  2. severe headache
  3. muscle aches
  4. sore throat
- Temperature of 101 or greater *with or without* other signs and symptoms.
- Above symptoms even without a fever.
- Head Lice-Students with live head lice will need to be picked up, if possible, and taken home to receive treatment. Once treatment is completed the parent/guardian must accompany the student to school the day after and the student's head will be checked by the school nurse or designee to determine the presence of live lice. **Parents, please notify the school nurse or front office staff at any time your child has been treated for lice.**

### Injuries at School

- The principal, or a designee, will notify parents/guardians when a student accident or illness occurs at school or at school sponsored events as soon as possible. The parents or guardians are then responsible for the welfare of the student.
- Parents are reminded to list cell, home and work telephone numbers as well as an emergency number. We must be able to reach a parent, guardian, or other adult authorized to make care decisions at all times.



- The principal, school nurse, or teacher in charge, will make the request if an ambulance is needed. The person designated to make the 911 call will give his/her name, location, the nature of injury, the number of injured or ill persons, and the local phone number. The principal will designate someone to direct EMS to the injured or ill person.

## Invitations

Invitations to birthday parties or other events held outside of school shall not be distributed during school hours or on the bus. These tend to cause unnecessary distractions and issues within the learning environment. **Instead, the school encourages parents to access the classroom's optional listserv created to contact other families for a birthday party.**

## Lost and Found

Parents are asked to label all coats, jackets, sweaters, book bags and lunch boxes **with the child's name** for easy identification. If items are found on the school campus, they will be placed in the Lost and Found storage area. The Lost and Found storage will be cleaned out every 60 days with remaining items being donated.

## Medication Procedures

Any medication including non-prescription to be taken at school must have the medication form (in handbook or from front office) filled out by a physician and signed by a parent/guardian.

Medications to be given at school must be in the original container from the pharmacy, with complete label information (child's name, physician, dose, directions, and prescription date).

Medications must be delivered to the school by the parent/guardian and picked up by the parent/guardian once they are no longer needed and/or at the end of the school year. If transportation problems occur, please speak with your child's teacher about other accommodations.

The storage and use of self-administered medications (inhalers, Epi-pens, etc.) is determined by the principal in consultation with the parent and school nurse based on the nature of the medication, age and responsibility of the child, and the child's ability to maintain safe use, including a child keeping the medication on his/her person and not sharing medication with others.

It is recommended that students in grade K-2, have an extra change of clothes in their backpack.

## Money to School

We strongly encourage all parents to make payments online using the OSP system on our website and [linked here](#). If parents are uncomfortable paying online, they can pay directly to the front office in person before 10 on Tuesdays and Thursdays. Teachers cannot accept money for field trips.

- Field Trip Refunds: Pineville field trips are non-refundable. Once Pineville has made the balance of the payment the company has allocated a certain number of seats and will not refund.
- Picture Money: The money for pictures is paid to the picture company not the school. The picture forms sent home by the student will tell you when to send the money and who the check be made payable to.

## Office Hours

The school office is staffed from 7:30 a.m. to 3:30 p.m. Should you need to retrieve homework for your child due to illness, you should notify the office no later than 10:30 a.m. to allow sufficient time for the teacher to get the items together. You may retrieve the assignments in the front office before 2:00 pm.

## Overdue, Lost or Damaged books

Students with overdue books are asked to return or renew the items before making additional checkouts. Books 45 days overdue are considered lost, and students are responsible for replacement costs. Refunds for lost books will be made if the student returns the lost book to the Media Center without damage. Fines may be imposed for defacing or damaging barcodes, labels, or call numbers.

## Parent-Teacher Partnerships

Pineville Elementary School is fortunate to have a vibrant and active PTA that is incredibly supportive of the school. Families are encouraged to

become PTA members and participate in the organization!

## Personal Technology Device

A personal technology device (PTD) is a portable Internet-accessing device that is not the property of the district that can be used to transmit communicates by voice, written characters, words or images, share information, record sounds, process words, and/or capture images. Examples include, but are not limited to, cell phones, smart watches, and tablets. A student may possess a PTD on school property, provided that **during school hours the PTD remains off and put away.**

If a student is using a PTD during the day, the teacher will confiscate the PTD and it will be turned in to the administration. Parents must report to the school to retrieve confiscated PTDs.

The staff is not responsible for the loss, theft, damage or vandalism of any device that a student brings to school, on school transportation or to school sponsored events.

Please do NOT let children bring toys or other valuable personal items to school.

## Pets on Campus

No pets are permitted on school property without prior approval from your child's teacher and/or administrative staff in order to maintain safety and avoid any public health hazards.

## Report Cards

Report cards are issued at the end of every quarter. Progress reports are sent home at midterms for K-5 students. Parents should review reports with their child and send back the sign forms promptly. Parents of students in grades 3-5 are asked to view their student's midterm progress using [Power School](#).

A teacher parent conference will be required at the end of first quarter. Parents will receive the report card at the conference. Additional conferences may be requested by parents or teachers throughout the school year.

## School Closing

The decision to close school is made by the Charlotte-Mecklenburg School District. In the event of a school closing, please watch the major television stations, check social media platforms and listen to local radio stations. Information will also be posted on the Charlotte-Mecklenburg School District website. Please do not call the school.

## School Schedule

Instructional time is invaluable to both students and teachers. Students and parents are to adhere to the following bell schedule to make the most of each instructional day:

7:20 Morning drop-off begins

8:00 Tardy bell rings and instructional day begins.

3:00 Dismissal bell rings

## School Visitors and Volunteers

All visitors and volunteers must report to the office, sign in using the LobbyGuard system, and be issued a dated visitor's pass that must be worn while on campus. All visitors must wear a visitor tag for the duration of their visit. Volunteers must also sign-in at the office and receive a visitor's tag. If visitors are on campus without a sticker, they will be directed to the main office. Failure to comply with this request will result in removal from campus, as it is for the safety of our students and faculty.

The Charlotte-Mecklenburg School District requires that each individual that wishes to volunteer at a school site to have an approved volunteer application on file with the school system. Approved status is required for volunteering in the classroom or chaperoning a field trip. **All volunteer applications must be completed online, by visiting the Charlotte-Mecklenburg Schools website: [www.cmsvolunteers.com](http://www.cmsvolunteers.com).**

**All visitors during school-wide events must show proper identification and sign in on LobbyGuard.**

## Student Supplies and Book Bags

Students are provided a supply list for each grade level at the beginning of the year. Please make sure your child has the necessary supplies all year.

Students will need to bring a book bag each day.

## Talent Development (TD)

The Talent Development (gifted program) students work closely with the school's TD teacher. All students are screened in the beginning of second grade. However, screening is offered throughout the year to eligible students. Second through fifth grade students work on various curriculum areas for challenge and enrichment throughout the school year.

## Telephone Use

School telephones are strictly for school use only. Students will not be permitted to call home to retrieve lost or forgotten work.

Teachers are not able to take phone calls during the instructional day. If an emergency arises and you need to speak with your child's teacher, you may contact the front office, which will pass the message as quickly as possible. Otherwise, you may leave a message for the teacher to return your call. Most calls will not be returned until after dismissal and the teacher has been relieved of other after-school duties. Please be aware that the phones located in each of the classrooms are not capable of receiving or making phone calls outside of the school.

## Textbooks

Workbooks for Literacy and Math are issued for students in all grades. If workbooks are lost throughout the year, parents may be charged the cost of the workbook. .



