



## STEELE CREEK ELEMENTARY SCHOOL

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Charlotte, North Carolina 28273

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<https://schools.cms.k12.nc.us/steelecreekES/Pages/Default.aspx>

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Assistant Principal.....	Franswa Hill
Dean of Students.....	Kim Winston
Senior Administrative Secretary.....	Karina Rosell
Secretary.....	Beryl Walker
PTO President.....	Karen Urtecho

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Dear Steele Creek Families,

Welcome to Steele Creek ES in the Southwest Learning Community! Our school team is excited about supporting your child this year and is looking forward to helping them reach their full potential!

It is an absolute privilege and honor to serve as Principal of Steele Creek Elementary! I am excited about forging relationships with families, staff, students, and the community.

The leadership team's priorities with regards to learning are that every teacher provides rigorous, engaging, and fun academic opportunities for every student and that each scholar is supported in an environment that is physically and emotionally safe. We believe in the importance of empowering students to take ownership of their own learning by creating goals, monitoring their progress, and celebrating successes.

Please read the information this booklet contains carefully and thoroughly. It holds most of the policies and procedures that govern our school. It is important that everyone follow the information presented here to ensure the overall success and safety of the school.

If you have any questions or concerns about the information in this handbook, please contact the school office. We will provide additional clarification as needed. It is our goal to work as a team with our community so that our students can roar towards Cougar success!

We welcome feedback about how we can make Steele Creek the best elementary school possible for you and your family. If you ever have any questions or concerns, please feel free to reach out to the front office at 980-343-3810. We look forward to getting to know you and your family in the upcoming school year.

With Cougar Pride,  
Steele Creek Leadership Team

Tamara Looney  
Principal

Franswa Hill  
Assistant Principal

Kimberly Winston  
Dean of Students

Lisa Hill  
Academic Facilitator

Steele Creek School first opened in 1925 as a high school with students in first grade to the eleventh grade. In 1931, Steele Creek School was combined with Berryhill High School and we became an elementary school with students in first through seventh grades. The original school was first located on Highway 49 at the corner of Erwin Road. In 1968, a modern 16-room building was constructed on Gallant Lane. Eight years later 2 wings were added on with observation balconies and separate outside entrances. Most of our students at that time came from nearby Taragate Farms, Twelve Oaks and Steeleberry Acres. Some even came from as far away as the Clanton Park area. In 1965, integration began and so did busing. This enabled Steele Creek the opportunity to experience a more diverse population. Soon, Woodlawn Elementary School closed to make room for I-77 construction and these students came to Steele Creek as well as some from nearby Nations Ford Elementary. The first kindergarten classes started here in 1976.

Today we have approximately 70 staff members and over 400 students from dozens of different ethnic groups and religions. Steele Creek is one of the oldest elementary schools in the Charlotte-Mecklenburg school system. We have a deep-rooted heritage in the community with many more interesting facts that date back to the 1700's.

We have a diverse student body representing many nationalities. Our school is dedicated and committed to providing an excellent educational experience for all students. We take great pride in our school and continue our journey of learning! We are committed to "Building on Success", as we impart knowledge and skills to our scholars that prepare them for global competitiveness. Our staff knows and works hard to see that we are responsive, dedicated, and committed to providing scholars with an education that will truly "Empower them for Academic Success"!

### **School Vision:**

Steele Creek will be an empowering environment committed to maximizing student potential in a collaborative and compassionate academic setting.

### **School Spirit**

Steele Creek's mascot is the cougar.  
Our colors are green, gold, and white.

### **Student Pledge**

I pledge to show my respect by listening to others, being kind, and acting as a leader.  
I make mistakes so I can learn.  
I learn so I can succeed.  
I succeed so I can help others.  
I am proud to be a Steele Creek Cougar!

**2023-2024  
Holiday and Teacher Workday Calendar**

<b>FIRST DAY OF SCHOOL</b>	August 28, 2023
Labor Day Holiday	September 4, 2023
Early Release Day for Students	September 20, 2023
Teacher Workday-No School	September 25, 2023
Early Release Day for Students	October 18, 2023
Teacher Workday-No School	November 6-7, 2023
Veterans Day Holiday	November 10, 2023
Annual Leave Day-No School	November 22, 2023
Thanksgiving Holiday	November 23-24, 2023
Winter Break	December 20, 2023 - January 2, 2024
Martin Luther King, Jr. Holiday	January 15, 2024
Teacher Workday-No School	January 25, 2024
Early Release Day	February 14, 2024
Holiday	February 19, 2024
Early Release Day	March 13, 2024
Teacher Workday-No School	March 29, 2024
Spring Break/Annual Leave Days	April 1-5, 2024
Memorial Day Holiday	May 27, 2024
Last day of school	June 7, 2024
Teacher Workdays-No School	June 10-11, 2024

***School will not be in session for students on the holidays, breaks and teacher workdays listed above unless a make-up day is scheduled.***

**Make Up Days:** 1. November 6, 2023; November 7, 2023; December 20, 2023; January 2, 2024; January 25, 2024; March 29, 2024

## SCHOOL HOURS

7:15 – 7:45 AM.

Students Arrive

**Students CANNOT be dropped off at school before 7:15 AM.  
Students who arrive before 7:15 AM are not allowed to enter until 7:15.  
(Per CMS Policy).**

7:45 AM.

School Day Begins

2:45 PM.

School Day Ends

## ENROLLMENT REQUIREMENTS

North Carolina state law requires that all children enrolling for the first time or transferring must present an original certified birth certificate, two proofs of residence and record of immunizations. A kindergarten health assessment completed by your doctor or the Health Department is also required. Forms are in the office. If immunization records and/or health assessment are not presented at time of registration, the parent/guardian is given thirty (30) days to fulfill this requirement. Once the thirty (30) days are exhausted, the student is not legally enrolled and must be suspended until all records are in order. The immunizations required for school enrollment are:

### KINDERGARTEN

- 5 DTP/DTPaP doses: 4 doses if last dose on or after 4<sup>th</sup> birthday.
- 4 Polio doses: 4<sup>th</sup> does on or after the 4<sup>th</sup> birthday (as of 7/1/15)
- 3 Hep B: 3<sup>rd</sup> dose must be given after 24 weeks of age. Exact date of first is required; “at birth” or “hospital” is not sufficient.
- 3-4 Hib: Not required after age 5.
- 2 MMR: 1<sup>st</sup> dose on or after the 1<sup>st</sup> birthday.
- 2 Varicella: (for students entering school for the 1<sup>st</sup> time after 7/1/15).
- Kindergarten Health Assessment – **Done no more than 12 months prior to the date of entry.**

## Curriculum, Instruction and Assessment Framework “Snapshot”

“**Curriculum** refers to the specific blueprint for learning that is derived from...content and performance standards. Curriculum takes content and shapes it into a plan for how to conduct effective and engaging teaching and learning.” (Wiggins and McTighe 2005)

“**Instruction** refers to the process of using various techniques and strategies to guide the learner toward an expected outcome.” (Saxton 2010)

“**Assessment** is the giving and using of feedback against standards to enable improvement and the meeting of goals.” (Wiggins and McTighe 2005)

As we align practices, systems and processes to increase student achievement, we will adhere to the following:

1. Build meaningful and productive relationships with students, parents/guardians, and staff with the hope of increasing student engagement and ownership for learning. Our words and deeds must demonstrate that SCES CARES because student failure is not an option!
2. Design and/or organize curriculum units aligned to Common Core State Standards and/or North Carolina Standards for Science and Social Studies within an instructional cycle (scope and sequence). With the end in mind, organize curriculum units in logical sequences so that they are *goals-based, thematically approached, or project based*.
3. Develop/revise pre- and post- benchmark assessments to measure what students know and are able to do.
4. Determine grading procedures (aligned to effective grading practices) that accurately report a student’s mastery of content.
5. Plan and implement lessons to include setting high expectations for rigor and student engagement while incorporating the Essential 10. In doing so, components of 21<sup>st</sup> Century learning outcomes are incorporated and embedded by default.
6. Weekly data analysis of assessment results, student work, etc., to determine (by objective, by student) who has achieved mastery and who has not. Use real time data to plan instruction for enrichment and/or remediation that meets each student’s academic need.

7. Provide reassessment opportunities for students (after remediation or intervention), in order to determine a student's current level of mastery.
8. Collaborate with colleagues, reflect on teaching practices, and make decisions about teaching and learning, (supported by sound reasoning), to ensure each student (regardless of risk factors) have equal opportunities to grow academically.

## **CAR RIDER PROCEDURES**

**Morning Drop-Off:** According to CMS Board Policy, students should **not** be dropped off on campus prior to the designated starting time. Our official arrival start time is 7:15 AM. When **dropping a student off** in the car line, parents are asked to form one line, and to pull up as far as possible to the final crosswalk to drop off their student(s). Students should get out of the vehicle safely and quickly. **We ask that drivers always remain in their vehicles and students exit from the right-side passenger door.** Parents will need to park the car, in a designated parking space, if the driver needs to get out. For safety reasons, parents who park must walk students from the car into the building. Morning student drop-off on the bus lot will not be permitted. Please see information below regarding protocols that will be followed during the COVID-19 emergency.

**Afternoon Pick-up:** When picking up a student in the car line, parents are asked to form a line in the right-hand lane. Students will be called to vehicles by their name. Your child (or children) will walk to meet you where you are directed to stop. Please always remain in your vehicle and pull up and over if you need to strap a child in a seat belt. Parents must be inside a vehicle to pick up students from the car rider lane and their car rider tag must be displayed at all times. If the individual does not have the car rider tag, their identity must be verified by the front office and they must be on the confirmed pick up list for the student.

## **BUS RIDER EXPECTATIONS**

### **ASSIGNED BUS INFORMATION**

Be sure that your student(s) knows his/her morning bus number and afternoon **SLOT** number. Students are not permitted to ride unassigned buses as this would violate district guidelines related to the number of students assigned through attendance rotations to each bus. Families are responsible for reviewing the Bus Safety Rules as outlined in the Charlotte-Mecklenburg Schools Parent/Student Conduct Handbook located on the district's website.

Bus transportation request for alternate and/or unsafe stops **must** be submitted online at:

<https://www.cms.k12.nc.us/cmsdepartments/transportation/Pages/default.aspx>

It is important for students to follow all bus rules so that the driver may concentrate on driving.

Buses leave campus within five to ten minutes of dismissal. ***Please know during the first few weeks of school, scholars may arrive home a bit later or be picked up a little earlier than scheduled times as the buses work through their routes.*** Thank you in advance for your understanding.

## **Bus Procedures and Expectations**

**Students are expected to observe the following rules for safety and courtesy on the bus and at the bus stop.**

### **At the Bus Stop**

- Arrive at the assigned stop fifteen minutes before bus pickup
- Stand on the sidewalk or the edge of the street by the curb
- Stay off private property
- Do not stand on the traveled part of the road
- Be respectful and watchful of traffic
- Wait quietly and orderly

### **When the Bus Arrives**

- Allow the bus to come to a complete stop
- Board bus in a quiet manner

### **On the Bus**

- Cooperate with the driver and practice orderly conduct
- Always remain seated in assigned seat
- Use inside quiet voices when speaking
- No profanity or obscene behavior
- Keep all food and drinks in backpacks or book bags
- No vandalism
- Keep all body parts inside seat
- No balls, radios, tapes, or electronic audio/video devices
- No live animals
- No unsafe objects or weapons
- **No throwing items from the bus or on the bus**

### **Leaving the Bus**

- Remain seated until the bus comes to a complete stop
- Leave in an orderly manner
- Leave at your assigned bus stop
- Cross in front of the bus

## **CONSEQUENCES FOR INFRACTIONS OF BUS RULES**

The bus driver will write a bus referral and give it to the designated school administrator. The parent will be contacted by the school, and the child will receive an appropriate consequence as outlined in the Student Code of Conduct. For severe and no tolerance offenses (i.e. bullying, fighting, etc.) the consequence of suspension from the bus is applicable. A student may be permanently removed from the bus depending on the severity of the infraction and/or for repeated infractions. If your child is suspended from

the bus, the parent and/or guardian will receive notification directly from the school and not your child's bus driver. If you have any questions about suspensions and/or consequences please contact Franswa Hill at [franswaq.hill@cms.k12.nc.us](mailto:franswaq.hill@cms.k12.nc.us) or 980-343-3810.

### **DAY CARE AFTER SCHOOL PICK UP**

Please notify the teacher in writing if your child attends a day care center and uses the center's transportation. CMS bus transportation to daycares will be provided only within the student's attending boundary. A list of daycares within the school attendance boundary is located at:

<http://www.cms.k12.nc.us/CMSDEPARTMENTS/TRANSPORTATION/Pages/default.aspx>

### **TRANSPORTATION CHANGES**

Transportation changes must be in written form and submitted to the teacher the morning the change is to occur. Notes regarding transportation changes must include the date, teacher's name, grade, and student's first and last name, contact number, and the requested change (i.e. car rider instead of bus rider). **Please be advised that emails regarding a transportation change after the start of the instructional day, may not be received in time. In such emergency cases, send an email/Parent Square message to the teacher AND to the secretaries in the office in order to notify us of the change.** Emergency communication should be sent no later than 12:00 pm. For the safety of our students, please be prepared to provide verifiable information to the office staff when contacted about the change. **Students cannot ride home with another student on a bus he/she is not assigned to.** If a student is scheduled to come home with another student, the parents of both students must plan to pick up the children in the car rider line.

### **STUDENT ABSENCES**

In order to have the best opportunity to do well in school, all scholars are expected to attend school daily. When scholars arrive late, they miss a vital part of the curriculum. Having them at school daily will ensure exposure to instruction needed to give them the academic gains necessary for grade level success. Parents should strive to make all medical and dental appointments after school hours or on teacher workdays. We recommend planning family vacations around the school calendar, so students do not miss school.

**Each child must bring a written excuse from the parent/guardian stating the reason for absence upon his/her return to school. The absence will be marked as unexcused until a note is received.** Please note that some absences per attendance policies are considered unexcused even with a note.

Missing the school bus or oversleeping cannot be coded as an excused absence. Each student who accumulates more than 5 unexcused absences will be mailed a notice from the principal (required by the state law) outlining the negative impact of student

absences in school. Each student who accumulates 10 or more absences will receive a letter from the principal (required by the state law) outlining a truancy violation that may be pursued by law enforcement.

### **Students with Chronic Absences**

After three, six, and ten unexcused absences, parents will receive a letter from the principal and the CMS legal department. Students with chronic absences may, on the authority of the principal, be denied promotion.

If a student is absent from school for three consecutive days or has incurred 10 or more absences, a school team may conduct a home visit to check on the wellness of the child and reiterate the importance of daily attendance.

If a student incurs 10 or more absences, the parent and student will be presented with an attendance contract during a meeting with administration.

If a student's attendance has not improved after receiving interventions, the school may complete a truancy referral.

### **EDUCATIONAL LEAVE**

Educational leave requests are subject to the approval of the principal. Please submit the form well ahead of the time you wish for consideration of the request. Each request is considered on a case by case basis.

### **TARDINESS**

**Students should not be dropped off if they are late once school staff has gone inside the building.** Individuals dropping off students must enter the building to sign the student in.

Please have your scholars in school on time. The instructional day begins at 7:45 a.m. When students are late, they miss an integral part of learning, and instruction on many objectives that will not be repeated. In order to help her/him meet with success, help us by seeing that your scholar is in class at the beginning of the instructional day.

**Students have 30 minutes (7:15 – 7:45) to arrive at school. Students who arrive at school after 7:45 AM must be signed in by a parent or guardian in the office.** Once signed in, the student will receive a tardy pass and must report to his/her classroom. Tardy passes are issued to ensure that each child is registered present for the day. Students must be across the **classroom door's** threshold by 7:45 AM or they will be counted tardy. **In order to be counted present for the day, students are required by the state to be in attendance 210 minutes. If a scholar comes in after 11:15 or leaves prior to 11:15 am, s/he will be counted absent for the day. This includes excused or unexcused absences.**

## **GRADING PROCEDURES**

The school year is divided into four grading periods of nine weeks each. Mid-quarter progress reports are also sent home to inform parents of their child's academic progress and behavior.

The grading scale for Kindergarten – Second Grade is as follows:

Each indicator a student earns shall reflect the grade level expectation for each standard using the following scale:

Exemplary Mastery = Exceeds Expectations

M = Expands Grade Level Standards

P = Progressing

D = Developing

N/I = No indicator at this time

The grading scale for Third – Fifth Grade is as follows:

100 – 90	=	A Exceeds Mastery
89 – 80	=	B Mastery
79 – 70	=	C Partial Mastery
69 – 60	=	D Non-Mastery
Below 60	=	F Not Demonstrated

## **COMMUNICATION**

You should receive updated weekly communication from your child's teacher. Each teacher has a Parent Square page. Please reach out to your child's teacher if you are connected to the teacher's Parent Square page. In addition, please provide your child's teacher with your most current phone number and email if applicable. The information will keep you updated with relevant information. Because the teacher's primary responsibility is to supervise and instruct children, teachers are unable to conduct unannounced "drop-in" conferences during school hours. E-mail communication is a reliable method of communication between home and school. Teachers check emails daily and will respond within one working day of receiving it. We adhere to a "3-ply" email rule: If an email warrants a third reply, ask to schedule a conference either via phone or in person. For such circumstances, email may not be the most effective method of communication. **Email communication should never be used for last minute transportation changes.** Please call the office if an emergency occurs. Handwritten notes must be sent to the school via your child anytime there is a change in a child's usual transportation.

## **CONFERENCES**

Conferences are an integral part of the parent communication process. Parent-teacher conferences are required for all students by the end of the first quarter marking period.

Additional conferences may be required for students not meeting quarter end benchmarks or by parent request. Telephone conferences are also available if needed. Teachers are expected to keep a Parent Communication Log for each student. Best practices suggest meeting face to face conferences as the ideal arrangement, however during the COVID-19 emergency, conferences may be conducted and offered virtually or by phone.

### **PARENT PORTAL IN POWER SCHOOL**

Parent Portal is an internet-based program that allows parents access to important information about their child in grades 3-5. To access the Parent Portal, you should do the following:

1. Log on to the internet at <http://cms.powerschool.com/public>
2. When accessing the information for the first time, an account must be set up. Click on the **Create Account** button.
3. Enter the information in the boxes at the top correctly and accurately; create your password.
4. In the bottom section enter the **student's first name and last name, Access ID and Access Password** as found on the letter that you received from your child's homeroom teacher.
5. Choose the relationship in the dropdown box. **HINT:** You are \_\_\_\_ to the student entered on the same line.
6. If you have multiple students to add to the account, enter each on the next line with all the necessary information. Each student will have a unique Access ID and Passwords which must be entered in order to add him/her to the parent account.
7. Click the Enter button.

The **Grades and Attendance tab** will allow you to check assignments and scores by clicking on the blue percentage across from a class. To email the teacher a question or concern, please click the blue teacher's name link.

The **Grades History tab** will show you the grades your child received in previous grading periods.

The **Teacher Comments tab** is used to access current teacher comments for your student.

The **School Bulletin tab** has current announcements for your school. **VISITS OUTSIDE OF COVID EMERGENCY AND OTHER HEALTH EMERGENCIES** If, and/or when the event that the COVID 19 and/or any other health emergency has resolved, the following guidelines will be followed.

**Visitors are NOT allowed to go directly to classrooms at any time. Unscheduled visits to the classroom are not permitted.** Parents that need to drop off items for

students and/or teachers must leave them at the office counter. **Parents should not attempt “drop-in” teacher conferences at any time.** Unscheduled conferences are disruptive to the learning environment and jeopardize the supervision of students. Parents of kindergarten students will be permitted to walk their child to the teacher’s classroom for the first three full days of school. After this period, students will walk to their classroom independently.

Visitations to school can be a valuable experience for parents. The purpose may vary. It may be to observe a child during an academic or social activity. It may be to observe the routines of the child. It may also be to develop an understanding of a grade level curriculum. From time to time, school personnel may request for a parent to visit. Parents may initiate a visit as well. In order to make the visit meaningful for the parent and provide the least disruption to the educational process, the following guidelines have been established. Parents of record and guardians are welcome to visit classrooms on a pre-arranged visit by the teacher or administrator. This visit is subject to supervision by a member of the Instructional Leadership Team. A minimum of a 1-week notice is required in advance to the visit. The following guidelines will be in place for visits:

1. Parents will contact the teacher to set up a visitation time one week in advance of the desired date.
2. The teacher will submit the request to a member of the leadership team for approval.
3. **Use of recording devices (i.e. tape recorders/video camera/photo cameras, voice transcription systems) are not permitted in the classroom areas during normal instruction times.**
4. Additional siblings/children nor family/friends are not allowed.
5. A member of the Instructional Leadership Team will accompany to ensure questions are addressed regarding the learning environment.
6. Classroom visits should be brief as to not disrupt the class environment limiting the time to **not more than 30 minutes.**
7. A minimum of 1-week advance notice is required due to planned classroom activities and supports including but not limited to therapies, other observations, assessments.
8. Observations will be conducted from an area that is away from the general learning area of students so as not to create a disruption to the overall learning environment.
9. Parents will not be allowed to engage with students including their own during visits as doing so would interrupt instruction.
10. Parents will not be allowed to engage with the teacher during visits as doing so would interrupt instruction.
11. If applicable parents must agree to sign a confidentiality agreement due to special circumstances in classrooms.

## **LUNCH VISITS**

Parents are welcome to visit during their student(s) lunch. (Provided there is not a health emergency such as COVID-19) Students should be met by the cafeteria at the start of lunch. Parents who wish to have lunch with their student(s) will need to eat lunch with their child only using the assigned tables located in the cafeteria annex. Adult lunch cost is al-a-carte. After lunch, parents are asked to return their child to their assigned lunch table prior to the end of the assigned lunch period. Parents should refrain from walking students back to class. During the COVID 19 emergency, students may eat lunch in classrooms. Parents will not be allowed to visit if lunch is being consumed in the classroom due to space limitations and social distancing guidelines.

## **MEDIA CENTER**

Students are scheduled for Media to support classroom instruction and research. Books may be checked out for one/two weeks and renewed for one additional week. Teachers may also request special research time.

## **ART, MUSIC AND PHYSICAL EDUCATION**

In addition to regular classroom activities, students participate in art, music, and physical education classes one day each week with certified teachers. The art, music, and PE teachers work collaboratively with classroom teachers to integrate the special area curriculum appropriate for each grade level. All students receive 150 minutes of physical activity each week where the teachers and/or PE teacher are engaging the students in rigorous activity

## **FIELD TRIPS**

Teachers schedule field trips that are extensions of the curriculum. Parental permission forms are sent home before each field trip. Non-required field trips may have a student cost included; however, parents will be notified well in advance of the cost. Parents are welcome to volunteer as a chaperone and attend the field trip with the class (if applicable) provided that they have completed the CMS background check and have received clearance. Preschoolers/siblings are not allowed to accompany parent chaperones on field trips because supervision of students is the highest priority. Parents that accompany children on field trips must register as a CMS volunteer well in advance of the trip. In order to ensure adequate adult supervision is in place prior to the trip, background clearance from CMS must be received at least two weeks ahead of the field trip. To register as a volunteer, click on the link: <https://www.cmsvolunteers.com/> Parents that have students with behavioral concerns may be required to attend the field trips to ensure safety of all students.

## **SPECIAL PROGRAMS**

Steele Creek Elementary children participate in a variety of school performances including seasonal concerts, plays and musicals. It is Steele Creek's policy that siblings remain in their classrooms for instruction during programs due to academic reasons and space seating issues. The fifth grade and kindergarten "Promotion" ceremonies are the exceptions to the rule.

## **PARENT VOLUNTEERS**

If, and/or when the event that the COVID 19 and/or any other health emergency has resolved, the following guidelines will be followed.

Parents are always welcome to volunteer at Steele Creek Elementary when needs are presented. Parents must complete the CMS Volunteer application and receive background clearance prior to volunteering. To register to volunteer, click on the link: <https://www.cmsvolunteers.com/>

## **PARENT TEACHER ORGANIZATION (PTO)**

The Parent Teacher Organization wants and needs your special expertise and encourages you to join the PTO. Membership dues are collected all year. Volunteers are always welcome! Please contact members of the PTO, by clicking on the following link: <https://schools.cms.k12.nc.us/steelecreekES/Pages/PTO.aspx>

## **STUDENT EARLY DISMISSALS**

Written requests for permission to leave early must be sent to the teacher by no later than the morning of the early dismissal. Children signed out before 11:15 AM will be counted absent for the day. As a safety precaution, students will not be dismissed to a parent from the classroom without being notified from the office. Parents must report to the office, sign the student out, and wait for the student in the office.

**Parents are not permitted to pick up students from areas within the school without notification from the office.** No child will be dismissed to anyone other than a parent/guardian without written permission. Children cannot be ready and waiting for parents in the office, even if a note was provided ahead of time. He/she will not be called for early dismissal until a parent physically arrives at the office and signs the student out. **Children will not be called for early dismissal after 2:00 PM.**

## **SICKNESS AND ACCIDENTS**

If a child becomes sick at school, every effort will be made to contact the parent. In case of an accident, first aid will be administered. The school does not have the facilities to keep a sick child in the health room for an extended period. Parents should be sure that home, business and emergency phone numbers are current so that they can be reached in the case of an emergency. Parents will be called to pick up their child if the child vomits or has a fever of at least 100.4 degrees. If a child has had a fever of 100.4 degrees or above, or has vomited within the past 24 hours, he/she must be free of these symptoms for at least 24 hours upon returning to school. Additionally, the child must be free of fever without the use of fever reducing agents.

Daily attendance matters! Students are expected to be present at school except under the following circumstances:

- The student has a fever of 100.4 degrees or above
- The student has vomited more than 2 times in a 24 hour period
- The student has diarrhea
- The student is experience a severe headache or body aches
- The student has a severe sore throat

### **WORK REQUESTS FOR SICK CHILDREN**

We appreciate the fact that many parents request work for their student when he/she is sick. If your child is out sick and you would like to have his/her work, please call the school and leave a message for the teacher. Please allow the teacher 24 hours to pull the work and put it together in a packet. The work packet will be given to the front office secretary and can be picked up there once it is ready. Parents are not permitted to go directly to the classroom to request make-up work.

### **ISOLATION ROOM**

Per state and district guidelines, students exhibiting symptoms of COVID-19 will be kept (temporarily) in an isolation room so as not to spread the virus. Due to limited space and the potential of community spread, parents will be contacted to immediately come to pick up their child. If the parent is not able to come to retrieve the child, the parent must identify an adult who will come for the child.

### **SCHOOL NURSE**

The school nurse is on campus mostly every school day. She screens for health problems, which may interfere with learning or may become a permanent handicap. The nurse also monitors immunization records and communicable diseases. When a student is referred for a health problem, the nurse assists parents in finding the proper medical resource.

### **MEDICATIONS**

The school cannot administer or supply Tylenol, Aspirin, Neosporin, or any other medication (prescription or over the counter) without authorization from a physician and a parent. Students are **not** allowed to carry commonly used items such as cough drops and throat lozenges on their person. If your child needs medication either periodically or on a regular schedule, the school must receive written authorization from the doctor stating the dosage and times medication is to be administered. A medication authorization form must be completed and signed by the parent and the doctor before any medication can be given. New forms are required each school year. Medication authorization forms are available online at:

[https://www.cms.k12.nc.us/communications/backtoschool/Documents/2017-2018%20Medication%20Authorization%20For%20CMS%20Students%20\(English\).pdf#search=medication%20authorization](https://www.cms.k12.nc.us/communications/backtoschool/Documents/2017-2018%20Medication%20Authorization%20For%20CMS%20Students%20(English).pdf#search=medication%20authorization)

**MEDICATIONS MUST BE BROUGHT TO THE OFFICE IN THE ORIGINAL PHARMACY CONTAINER** labeled with the name of the child, the name of the drug, the dosage, the name of the doctor and the time interval between doses.

### **BREAKFAST & LUNCH**

Breakfast and lunch are served daily in our cafeteria. In the event of the COVID-19 emergency, breakfast and lunch may be delivered and served in the classrooms. CMS Board of Education adopted a Universal Breakfast program where all students can eat breakfast for free. **Students who would like to eat breakfast must be in the building no later than 7:58 AM.** As a safety precaution, Steele Creek has adopted a cashless payment process receiving payments. Parents should make payments via the online platform. [www.PayPams.com](http://www.PayPams.com). Free and reduced-price lunch rates are available for qualified applicants. Students must have money on their account or an approved meal application on file, to make meal purchases. The cafeteria staff will communicate when his/her account balance is getting low. Students without available money will be allowed to purchase a lunch and their accounts will be charged accordingly which will result in a negative balance. Students with negative cafeteria balances may receive automated reminder phone calls and/or written notification about negative balances. For more information access the child nutrition website at:

<https://www.cms.k12.nc.us/cmsdepartments/nutrition/Pages/default.aspx>

School meals provide nutritionally balanced meals. Children may celebrate their birthdays with their class at lunch. Please be mindful of children's food allergies. All celebratory refreshments must be store-bought.

Each classroom has its own procedure for lining up and seating.

### **SCHOOL PARTIES**

There are two planned parties per year for each class. Parents may volunteer to help organize and assist with winter and end of year parties if there is a need AND there is not a health emergency such as COVID 19. **All food served at parties must be store-bought and include a label containing a list of ingredients.** Outside of the COVID 19 and/or other health emergencies, teachers may invite parents to attend parties; however, siblings are not allowed due to space and supervision concerns.

### **STUDENT DRESS CODE**

**Dress Code-**Scholars are expected to dress in a manner that promotes positive learning, character development, and is reflective of the mission and vision of the school.

- Shirts should be tucked in, pants belted and, on the waist, and closed in shoes are to be worn daily. Athletic shoes should be worn on P.E. days.
- Any clothing or attire that is offensive or causes a disruption or constitutes a safety issue will not be permitted at school.

- Shorts, skirts, dresses, and spirit wear must be of reasonable length; e.g., “fingertip rule” if they are to be worn at school.
- Clothing such as skirts, pants, trousers, etc., must be worn at the waist. Clothing that exposes underclothing or impedes walking will not be permitted. (Jeans, etc. with large holes are not permitted.)
- Clothing and/or jewelry with words or symbols which are offensive, insulting, embarrassing, suggestive, obscene, or promote abusive behavior will not be permitted at school.
- Sunglasses, caps, hats, and other head-coverings such as bandanas and hoods will not be worn inside the school building.

Clothing and shoes should be appropriate for all activities throughout the day. Be aware that Kindergarten and 1<sup>st</sup> grade students can have difficulty with belts and buckles which can sometimes lead to bathroom accidents. Flip flops create concerns and difficulty for running or walking during recess and therefore are not ideal for school. Parents will be called to bring a change of clothing if deemed necessary. If the school is not able to get in contact with a parent/guardian, the student will be given a set of clothing (if available) from the nurse’s office.

### **STUDENT PROPERTY**

Valuable possessions should be left at home. The school cannot and will not be responsible for items lost, broken, or stolen. Trading items often creates conflicts and distracts from educational time. Students are not permitted to trade or sell items at school. All students will have access to one to one device during the school year. K-1st will use ipads, while 2nd-5<sup>th</sup> grade will use Chromebooks.

## TECHNOLOGY STUDENT/PARENT AGREEMENT

**Accessibility:** Chromebooks and Ipads will remain at school, unless a prescribed time for remote learning occurs. Students will be assigned a specific Chromebook for the year and will receive the same Chromebook for each use.

**Cell Phones:** Any cell phones brought to school must be off and stored in student's book bags during the school day.

**Ear Buds:** Students are encouraged to bring their own earbuds. This will eliminate any possible distractions and possible hygiene issues.

**Technology Statement of Responsibility:** We understand that instances of damage or loss of an assigned Chromebook may occur. Such instances are evaluated on a case-by-case basis. Incidents of gross negligence or repeated incidents may result in financial restitution from the family, up to the cost of the entire device. If there is damage beyond repair or lost, the cost of the replacement may be as high as \$250.00.

### Digital Citizenship:

- Students are responsible for good behavior/character online just like they are in our school building. Students are not permitted to use obscene, profane, threatening, or disrespectful language. Students should notify the teacher of anything inappropriate. Bullying will not be tolerated. Hacking is not permitted. (Google drive, Google Classroom, Canvas, and other teacher approved sites)
- Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If the user is unsure whether they can use it, they should request permission from the copyright owner.
- All use of these tools must be used in accordance with the Acceptable Use Policy of the District, even if you do the work outside of school on your own device.
- Students who are in violation of the above-mentioned digital citizenship expectations are subject to the CMS Code of Student Conduct Rule 21, Unauthorized Use of Technology Devices, which may result in a consequence of losing Chromebook privileges to suspension.

### Keeping Your Chromebook Safe:

- Do not leave your Chromebook unattended
- Do not eat or drink when using your Chromebook
- Do not leave your Chromebook on the floor unattended
- Do not place your Chromebook on the edge of a desk or table
- Do not stack objects on top of your Chromebook

Assigned Chromebook: \_\_\_\_\_

Teacher Initials: \_\_\_\_\_

Parent Initials: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **LOST AND FOUND**

All belongings (e.g., clothing, lunch boxes, etc.) should be clearly labeled with the child's name. Belongings with names can be returned to the owners. All unclaimed items are kept in the lost and found outside the media center and unclaimed items are donated to charitable organizations on a quarterly basis.

## **STUDENT PHONE USE**

Each student's primary focus at school is to fully engage in learning. Cell phones must be turned off and left in the student's backpack during the instructional day. Students are not permitted to use the phone to change their dismissal routine or to go home with another student. As we work to teach students to assume responsibility for their work, students will not be allowed to call home to request homework or classwork left at home. Inappropriate use of cell phones will result in the phone being taken away until a parent can come to the school to pick it up.

## **PETS**

NO pets of any kind are allowed on school property. This is extremely important during the carpool/walker dismissal and arrival. Animals can be dangerous because of the large number of students that attend Steele Creek.

## **AFTER-SCHOOL ENRICHMENT PROGRAM**

The After-School Enrichment Program provides a warm, caring environment beyond school hours where your children have the opportunity to play with school friends and get homework out of the way before the family sits down to dinner. ASEP offers exciting activities which stimulate children to be healthier and happier, including sports, art activities and computer exploration. From the media center to the playground, students spend out-of-school hours in safe and stimulating environments. Using a curriculum correlated with the Common Core Standards, ASEP Site Coordinators, school administrators and teachers work together to ensure that their ASEP programs supplement the learning taking place during the school day. The ASEP coordinator, Julie Udechukwu is available to answer questions.

For more information click on the link below for the ASEP website:  
<http://www.cms.k12.nc.us/cmsdepartments/asep/Pages/default.aspx>

## **STUDENT EARLY DIMISSAL DAYS**

There are four early dismissal days on the school calendar. Our school will still start at the normal time of 7:45 AM and end at 11:45 AM. Our teachers will use the remainder of the day to participate in professional development workshops that will further strengthen their knowledge and skills. The professional development will go a long way toward adding value to your student's learning experience during the school year. Our buses will still complete their end-of-day routes and parents/guardians will still be able to pick up students who are car riders. If you plan to pick up a student, please be in the car rider line no later than 11:30. We encourage you to notify your day-care providers or other appropriate parties of these early dismissal dates. If your student is already enrolled in an After-School Enrichment Program (ASEP), there is no need to take any action. If your student is not enrolled in ASEP and you need assistance, you must contact the SCE ASEP site coordinator. You may also contact the ASEP department at 980-343-3810 two weeks prior to the date to make payment arrangements. This assistance will be provided on a first come, first serve basis. The ASEP coordinator, Julie Udechukwu is available to answer questions.

## **EMERGENCY CLOSINGS**

In the event of hazardous weather conditions, an official decision on school closings and delays will be made for all Charlotte-Mecklenburg Schools. That decision will be broadcast on local radio and television stations by 6:00 AM. If weather conditions become hazardous during the school day and the decision is made for early dismissal, an announcement will be broadcast on local radio and television stations and posted on the CMS website ([www.cms.k12.nc.us](http://www.cms.k12.nc.us)). Please make sure your child knows what to do in case of early dismissal related to weather or any other rare, unforeseen closure. On rare occasions the school may need to close early. Each family should develop a plan in case of emergency dismissal. Completion of an emergency form is required for each student.

## **EMERGENCY CONTACT INFORMATION**

Each student will be given an emergency contact form to take home and have completed. **The form should be returned within 48 hours of receipt to ensure the school has proper contact information should an emergency arise.** The form allows parents to identify the plan they would like enacted should schools close early or there is an emergency. Parents will not be notified to ask what the school should do in the event of an emergency. Instead, the school will enact the written directions of parents. Parents/guardians should complete a new form if the plan changes so the school has the most up to date information.

## **SAFETY PLAN**

Every school in CMS has a safety plan in place to ensure a safe environment. Elements of our plan include locked doors after 8:00 AM, visitor identification, student name tags, practice drills, and CMS safety audits. We are asking that all parents say good-bye to their children at the entrance of the school. Not only will this build independence in the children, it will also help Steele Creek continue its high standard of safety. **Parents are asked to wait for their child in the car rider line if picking up a child at dismissal.**

## **FIRE DRILLS**

Fire drills are conducted once each month. For fire drills, each class has an escape route to an outside area that is a safe distance from the building.

## **LOCKDOWN**

In response to a crisis on campus, we practice lockdown drills. We have a plan to secure all students and staff in the building or outside within two to three minutes. School personnel is unable to receive visitors during practice or a real lock down. If you should be at Steele Creek during a drill, you may have to return to your car.

## **WITHDRAWING AND TRANSFER OF RECORDS**

When withdrawing, please notify the school one-week in advance of the date of your move. If possible, provide the name and address of the new school so that your child's records can be transferred. All books and materials must be returned to the school before your departure. School owned technology must also be returned before departure. The replacement fee for Chromebook or ipads begins at \$250. Parents must pay appropriate fees for lost or damaged items and clear lunch balances. Please notify the school as soon as possible if you change your address. Two proofs of address will be required. Cumulative folders which contain student records remain the property of the school district and are not released to parents. The receiving school must submit a request for records in order to gain access to withdrawn or transferring students.

## **STUDENT RECORDS**

The Family Educational Rights and Privacy Act is a federal law that governs the maintenance of student records. Under the law, students who are 18 years of age and/or their parents have the right to inspect records kept by the school and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and requires prior consent by the parents and student.

## **HOMEWORK**

Homework can be useful and add value to a student's learning experience. According to CMS policy (see Policy IKB-R in appendix), *"Homework, assessment and grading procedures must be clearly defined."* All students have daily reading as part of their homework. All assigned homework should be at the student's independent instructional level. If major projects or contracts are used, establish a way to frequently communicate with your child's teacher regarding your student's progress.

## **SCHOOL CLIMATE AND DISCIPLINE**

The Discipline Framework of Steele Creek Elementary was partly adapted from “The First Days of School” (Wong and Wong 2001). Effective teachers present rules clearly and provide reasonable explanations of the need for them:

- **Rules** govern conduct and are authoritative principles set forth to guide behavior or action (Code of Student Conduct).
- **Procedures** are established or correct methods of doing something.
- **Routines** are a rehearsed set of movements, actions, etc.

All students are expected to follow the PAWS model and school-wide rules, procedures, and routines by adhering to the following:

- Have a **P**ositive attitude
- **A**lways follow directions
- Make **W**ise choices
- **S**how Respect

## **POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)**

- PAW Bucks  
Students are rewarded for following our school rules and expectations. Staff members give out paw checks daily. The teacher adds the paw bucks to their total classroom count.
- Optional classroom incentives for earning paw prints (per class/quarter) may include (but are not limited to):
  - Hat day
  - Pajama day
  - Wacky hair & classroom incentive
  - Sports jersey day
  - 5 additional minutes of physical activity time
  - Class choice reward

## **DISCIPLINE**

Steele Creek is committed to improving discipline and safety. The Code of Student Conduct is the Board approved discipline policy. Please reference the district’s website for the latest version of the Code of Conduct booklet.

(We review this information with students on day one. Access to the handbook is available online and families are required to review it, sign a document as verification, and send in the signed document to the classroom teacher. The Steele Creek PBIS Matrix outlines behavior expectations for every student, at every grade level, in every area. There is no tolerance for intentional defiant and aggressive behavior that jeopardizes the safety of others (students assigned to a specialized behavior program

will be handled according to the expectations set forth by that program). Discipline concerns will be handled according to the tiered levels outlined below. At all times, responses to discipline concerns must inform the students of how their behavior did not reflect the character expectations of the Steele Creek Code PBIS Matrix. Corporal punishment is not permitted as an option for disciplining students. Protocol for addressing discipline issues is as follows:

- a. **Level I** responses to discipline infractions are for students who commit minor infractions on an infrequent basis. Violations are handled in alignment with the recommended responses outlined in the student handbook. Remember to remind the student of his/her responsibilities and relate back to the character traits outlined in the handbook.
- b. **Level II** responses to discipline infractions are for students who commit repeated and/or major violations. Violations are handled in alignment with the recommended responses outlined in the student handbook. A conduct contract may be an option prior to out of school suspension.
- c. **Level III responses provide interventions and consequences for students who commit infractions that are more serious and/or repeated violations.**
- d. **Level IV** responses are incidents that jeopardize student safety and may result in suspension and immediate removal from school.
- e. **Level V** responses may result in expulsion from school.

**Charlotte-Mecklenburg School policy states that no weapon, facsimile of a weapon or object that could be used as a weapon can be brought to school. This includes no toy guns (such as water pistols and cap guns), matches, caps, firecrackers and anything that could shoot as a projectile object. Principals are required to confiscate these objects and notify the police immediately.**

[CMS Student Code of Conduct](#)