

2023-2024
PAC FAMILY HANDBOOK



Charles H Parker
Academic Center

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PAC Mission Statement

“The mission of Charles H Parker Academic Center is to create a challenging, nurturing, and diverse learning environment that fosters college and career-minded scholars and encourages leadership in a multicultural society.”

Message from the Administration...

Welcome to Charles H. Parker Academic Center and the 2023-2024 school year! This handbook contains a wealth of information about our school. Please take some time to read and review this information with your child so that everyone can have a successful school year. If you have questions, please contact us.

Ms. Stephanie Range, Principal

Ms. LaShondra Graham, Assistant Principal

Key Aspects of Charles H. Parker Academic Center:

PARENT TEACHER ASSOCIATION (PTA)

Charles H. Parker Academic Center has an active and strong PTA which welcomes every parent's participation. The goal of the PTA is to support and enrich the school's academic goals and to provide opportunities for PAC families and staff to work together to build a strong school and community. To contact the PTA, please go to <https://www.pacpta.com/> or email parkerpta@gmail.com

SCHOOL IMPROVEMENT TEAM

The School Improvement Team is comprised of administrators, teachers, staff, and parents who meet monthly to oversee the school improvement planning process. The PTA president, or designee, is a member of the team. General elections/nominations are done in the fall. The principal may add members to the team to balance the representation to reflect the student population of the school. This team focuses on the "big picture" of the school and looks at ways to continue to improve throughout the year. If parents are interested in this committee, please contact Ms. Range for more information.

VOLUNTEERS

Volunteers are welcome and needed at Charles H. Parker Academic Center! Our PTA has many opportunities for everyone to volunteer to support our school. We need volunteers in many capacities such as tutors, front office, media center, health room, classrooms, etc. We would like to have a high degree of volunteer involvement at Charles H. Parker Academic Center. At the same time, we also need to ensure the safety of our students. Thus, the Board of Education approved a Volunteer Screening Policy. **All volunteers must complete a CMS Volunteer Profile Form (online). If you plan to chaperone on a field trip, eat lunch with your child, participate in field day or serve as a volunteer within the school, you must complete a CMS Volunteer Profile Form and be approved as a volunteer prior to attending the field trip or working in school. A criminal background check will be conducted through the Department of Volunteers and Partnerships.** The link for this registration is <https://www.cmsvolunteers.com/>.

On **Tuesday, September 19, 2023** (Curriculum Night), come to the Media Center for assistance in filling out your CMS Volunteer Profile form. After you are approved as a CMS volunteer, your child's homeroom teacher or other school personnel will train you based on the tasks that you volunteer for during the school year. Volunteers are so important to our school! We encourage you to get involved.

STUDENT PLANNER (Homework Assignment Book or HAB)

A school planner will be used again this year at Charles H. Parker Academic Center for grades K - 5. Planners are provided to all students, free of charge, and used as an academic support. The purpose of the planner is to build responsibility as students learn to set goals, manage their time, and other organizational techniques. **The planner will be sent home every day and will contain homework assignments, notes, and other communications from the teacher. We ask that parents check the planner DAILY.** The teacher will check student planners each morning for a parent signature or other communication from home. Please use the planner to send notes to the teacher.

All students should record their nightly homework in the planner. Please make sure your child completes his/her homework every night. This will help your child become a successful student. If you do not see homework in the planner, please contact the teacher.

ARRIVAL AT SCHOOL

All car riders are to use the front main entrance of the school building. Cars should never be in the area used by the buses. Students should not arrive at school before 8:45 AM. We do not have regular teaching staff to supervise your child prior to the start of school.

ATTENDANCE

All students are expected to be in attendance each day school is in session. Absences, late arrivals, and early dismissals all have an adverse impact on student learning and progress. With that in mind, parents and students are encouraged to place regular school attendance as a top priority during the school year. Please schedule routine appointments after school hours. Please schedule family vacations when school is not in session.

In order to code an absence as excused the school is required to have a note from home within five days of the child's return to school. The note should contain the following: date(s) of absence(s) and the reason for the absence; signature of the parent/guardian. This can also be completed online by going to our school website and clicking the Report Absence button. A note from a parent does not automatically result in an excused absence. The reason for the absence must be one of those determined by Public School Law.

DAILY SCHEDULE

8:45 AM	Breakfast
8:45-9:10 AM	Buses arrive; classrooms open to students
9:15 AM	Class begins
4:15 PM	Dismissal

TARDY POLICY

Students should be in the classroom to begin the day by **9:15 AM**. We expect students to be prompt and on time to class. When a child enters a classroom late, it disrupts both teaching and learning. Please help your child by establishing procedures to ensure a prompt arrival at school. A student is considered tardy if he/she is not in their classroom by **9:15 AM**. When a student is tardy, he/she must report to the office to receive a tardy slip. **Parents must come in to the office with the tardy student.** **However, parents may not walk students to class once the instructional day has started.**

EARLY DISMISSAL

Routine appointments should be scheduled before or after school hours. If a student must leave the school during the day for an appointment, a note should be sent to the teacher. It is necessary for the parent or guardian to sign the child out using the established procedures. Anyone designated by that parent to pick the child up must be at least 18 years of age. Parents will not be permitted to pick up students from the classroom. Students will be called to the office to go home.

Early dismissal will end at 3:30 PM. After 3:30 PM, early dismissal will not be allowed. This is for safety purposes.
Parents will have to follow normal dismissal procedures by waiting in the car rider lane. No parents should come to the front door to pick up a child at dismissal.

**If your child rides an after school day care van, the Day Care Center should be called when your child leaves school early.*

DISMISSAL

4:10 PM	Car/van riders
4:15 PM	Bus riders

Parents who pick up children in the afternoon should be at school as close to 4:15 PM as possible. Car riders will be dismissed from the gym/cafeteria. It is our goal to make sure that you and your child are safe during afternoon dismissal.

In order for the carpool line to operate efficiently, we need your help in following these rules:

1. **Please stay in the car pool line.** Your child will be called. He/she will be waiting at the sidewalk when you drive up.
2. **Parking is not permitted in the car pool lane.** Please abide by this request and not park in this lane. **We will not dismiss any student to a parent not in a car.**

Between 4:00 and 4:30 PM: Travel south on Walton Road toward Charles H. Parker Academic Center; make the first right onto Norwich Road; make the first left turn onto Chelveston Place; make a left onto Walton Road; make a right turn in front of the school. Stay in the traffic circle lane until you reach the main entrance of the school. Your child will be called and your child will enter your car. *For student safety and to avoid traffic congestion, please cooperate with staff.*

STAYING AFTER SCHOOL

No student is to stay after school unless the student has written permission and is staying with a teacher or participating in an organized and approved after school activity. All students should be out of the building by 4:45 PM.

STUDENT RESPONSIBILITIES

Students are to assume the following responsibilities:

1. Go directly to their classrooms when they arrive at school (if not going to breakfast).
2. Be punctual and in attendance at school each day. They are expected to be in the classroom by 9:15 AM.
3. Be prepared to learn with a positive attitude and put forth their best effort at all times.
4. Bring their HAB to school and home each day.
5. Be prepared each day with the correct materials - pencils, notebook paper, etc.
6. They must complete all class work and homework assignments

Other Key PAC Information, Procedures and Practices:

PAC PLEDGE

I will always help others share, listen and play.

I will try to do something new every day.

I know how to learn and respect everyone.

As a PAC scholar, I will achieve and have fun!

SCHOOL BEHAVIOR PROCEDURES

At Charles H. Parker Academic Center, we model and expect students to learn patterns of acceptable behavior. Students are required to accept the leadership and authority of the administration, teachers, and other staff members. They are to be aware of the [CMS Student Rights and Responsibilities Handbook](#) and follow system-wide policies and regulations along with school rules and procedures regarding acceptable behavior.

These include the following:

1. Listen when others are talking.
2. Treat others as you want to be treated.
3. Use good manners at all times.
4. Be honest.
5. Remain in line when walking to the bus/cars/vans during dismissal.
6. Walk on the right-hand side of the hallway.
7. Follow the directions of the adults responsible for supervision.

8. Keep hands, feet and objects to yourself.
9. Show respect for school and personal property.
10. Work and play in a safe manner.

SCHOOL-WIDE RULES

- Bee Safe
- Bee Helpful
- Bee Respectful
- Bee Successful

Consequences for students not meeting expectations for behavior will be determined by the faculty and administrators as outlined in the [CMS Student Rights and Responsibilities Handbook](#). In order to maintain an appropriate learning environment, we (principal, assistant principal, teachers and staff) agree that parent assistance in dealing with disciplinary problems is our most valuable resource. We appreciate your help with this and if you have any questions, please call us.

BUS DISCIPLINE CODE

The responsibility for safe transportation of students is shared by administrators, parents, bus drivers, and students. Riding a bus is a privilege and must not be abused. Necessary action will be taken by school officials to ensure that all students conduct themselves properly at all times. Where there is evidence of misconduct by any student, immediate action will be taken to correct the situation.

The school principal or designee has the responsibility to investigate and enforce the "CMS Discipline Guidelines". Bus drivers shall report the name of any student whose conduct interferes with safe driving or who acts disruptively. Parents will be notified by phone and/or note of bus incidents.

Standards for student conduct and disciplinary procedures have been established and will be administered by school officials. Any disruptive behavior could result in a verbal warning, an official written letter with parent contact, the child losing the privilege to ride the school bus, or a school suspension. If you have a question or concern about bus transportation, please contact the school's administration.

Students are to adhere to the following rules:

- 1) Ride only the assigned bus.
- 2) Keep hands, feet and objects to self.
- 3) Sit quietly in the assigned seat at all times; no horseplay.
- 4) Talk in a quiet voice to the person(s) next to you.
- 5) No candy, food or drinks are allowed on the bus.
- 6) Other transportation is needed for class pets or large projects.
- 7) Properly care for the bus.

CAFETERIA

Our child nutrition staff provides balanced nutritious meals that comply with State and Federal regulations. It is school policy that no carbonated beverages be consumed in the lunchroom. Lunch schedules are posted in your child's classroom and menus are available online for your planning purposes. PAC will continue to participate in the Community Eligibility Provision (CEP) for the 2023-2024 school year. Schools participating in the CEP are able to provide healthy breakfasts and lunches each day at no charge for ALL students enrolled in the school. For breakfast, all students will be required to take at a minimum one serving of fruit or juice and two additional items (breakfast entrée counts as two items). For lunch, all students will be required to take a minimum one serving of vegetable or fruit and two additional items (a lunch entrée counts as two items) in order to receive the meal at no charge. If a student does not select a complete school lunch, items selected will be charged a la carte. Extra money can also be put into their accounts for extra food, snacks, or desserts.

Dining in the cafeteria should be a wonderful experience for all. All students are expected to display good manners and adhere to our cafeteria rules. Parents are encouraged to join us for lunch. **Parents must register as a CMS volunteer in order to eat with students in the cafeteria.** To ensure that this is an enjoyable experience, we have several dining expectations:

1. Remain seated at all times. Raise your hand if you need help.
2. Show respect for all staff and students.
3. Leave your eating area clean. Throw away your trash.
4. Walk quietly and orderly into the cafeteria. Do not play while in line.
5. Get everything you need on your first trip.
6. Talk quietly with your neighbor. Do not yell.

Prices

- Student Lunch \$2.75
- Adults A la carte

CHANGE OF ADDRESS

The school office must have the current information on students at all times. Notify the school secretary and your child's teacher when a student has changed an address, phone number or emergency contact numbers.

CHARACTER EDUCATION

At Charles H. Parker, we believe that character is the most important aspect of a child's development. We celebrate our students showing good character through Bee Bucks, Bee Bunch Brunch, Positive Office Referrals, Student of the Week, ICMM and Stars of Specials. In addition, we have a committee of staff members who work to continue to strengthen this program and provide our students with multiple celebrations of character.

COMMUNICATION

Home and school communication is key! Positive lines of communication can be established when parents and teachers work together as a team.

- Our HAB is an important part of our school communication. Please communicate with the teacher in the planner. Please be sure your child returns the student planner signed daily.
- Charles H. Parker will send home weekly information about the general school and upcoming events **every Sunday** evening during the school year. In addition, there will be a home communications folder sent home on **Thursday** of every week. Thursday is also the day to expect progress reports, work samples, and class news.
- Staff will communicate in the planner, through newsletters, email and make phone calls on a regular basis.
- We will also use a tool called ParentSquare to communicate with our school community. This is a text and email message system that allows us to get information to large parts of our community quickly and effectively. This is why it is imperative that we have current contact numbers and emails for your family. If you are not receiving the ParentSquare communication, please notify Ms. Range.

CONFERENCES

Conferences may be scheduled after 4:15 PM on student days or between 9:00 AM – 3:30 PM on teacher workdays. It is important that any conference be scheduled in advance. Please do not come to school for a conference and expect to meet with the teacher unless an appointment has been scheduled. Only in cases of emergency will conferences be scheduled between 8:30 AM – 4:15 PM on regular student days.

Parent/teacher conferences are scheduled for all students before the end of first quarter. This conference is required. An additional conference will be offered for parents during second semester. Parents may request a conference at any time by sending a note to the teacher or contacting the teacher by telephone. We ask that parents do not “drop in” for conferences to avoid disrupting our academic day.

DRESS CODE

It is important that students wear appropriate, comfortable clothing to school. It is suggested that sweatshirts/jackets be worn to accommodate the changes in temperature and the air conditioning. Caps, headgear beyond the width of a girl’s headband and sunglasses are not to be worn in the building. Short shorts, spaghetti straps, crop tops, and T-shirts with derogatory messages, or messages that promote cigarette, alcohol or illegal drug use are considered inappropriate attire. The CMS handbook outlines other specific dress code details. Rubber-soled shoes are needed for physical education classes. Students who come to school inappropriately dressed will be asked to change clothes. **For safety reasons, flip-flops, slides, and sandals are not to be worn to school. If a student wears flip-flops or slides, parents will be called to bring a change of shoes.**

FIRE DRILLS

Fire Drills are held once a month. Procedures are explained to students during the first week of school. The signal for a fire drill is the repeated ringing of a single bell. At the time of a fire drill, it is important that students remain quiet so that directions from teachers and others who may be supervising the drill may be heard and followed. Once directions are received, students should walk silently in a single line to the assigned area

FUNDRAISING

PAC PTA conducts a major fall fundraiser each year. Money raised supports the PAC PTA Budget to fund student, family and staff involvement activities including club activities, supplies, assemblies, and academic support. Occasionally, smaller fundraisers are held to support specific activities or events, including field studies, or to meet budget funding needs.

FIELD TRIPS

Field trips are valuable learning experiences. Teachers plan trips away from the building that directly relate to concepts of their curriculum. Written permission must be received for a child to leave the school campus. Costs are kept to a minimum. No student is penalized because of cost. PAC PTA partially funds field trips when a need is determined. **In order for parents/guardians to chaperone on field trips, they must be registered with the CMS Volunteer system.** The registration may take up to 48 hours, so please plan ahead. **Younger siblings may not accompany parent chaperones on field trips.**

HEALTH SERVICES

The health room provides emergency first-aid and special services for students who become ill or are involved in minor accidents. If a problem warrants medical attention, the parent is contacted immediately. Students who have a temperature above 100 degrees, have been sick on their stomach, or have what appears to be an untreated, communicable condition must be picked up from school. **Current phone numbers to contact you, or a responsible adult, at all times are essential.** Parents are to make the school aware of any medical problems/conditions that warrant special care. Do not send children to school if they have fever, nausea, or other symptoms of illness. It is expected that our school nurse is assigned to Charles H. Parker every day.

IMMUNIZATIONS

The following immunizations are required by state law for a child entering kindergarten or 1st grade:

1. **5 DTP, DTaP, DT Td**
2. **4 Polio vaccine doses** - (4th dose on or after 4th birthday as of 7/1/15)
3. **4 HIB** (Hib is not required to enter school after the age of 5 years)
4. **3 Hepatitis B doses** - (Children born on or after July 1, 1994 are required to have 3 doses)
5. **2 MMR**
6. **2 Varicella**

INCLEMENT WEATHER

Media announcements (television and radio stations and CMS website <http://www.cms.k12.nc.us>) will be made to announce the closing of school. If school will be closed, all announcements will be made by 5:30 AM. Be sure to listen closely. Each year, make-up days for students and staff are built into the school calendar. Students are expected to attend school on those designated snow make-up days.

HOMEWORK

Homework is an extension of classroom instruction and a valuable part of the learning process. A Homework Assignment Book (HAB) is available from the school and is used to communicate assignments. Parents are asked to work with us to ensure that all assignments are completed. Reading is an important component of homework time. Young students may be read to by an adult. Students should have a variety of texts to read: a class book or novel, a magazine, or selections from the Media Center. As much as possible, homework will be assigned weekly. The following guidelines are appropriate for nightly homework: Kindergarten – 15 minutes of reading + 15 minutes (some days); First Grade – 15 minutes of reading + 15 minutes; Second Grade – 15 minutes of reading + 30 minutes; Third, Fourth and Fifth Grades – 30 minutes of reading + 30 minutes. Major projects are assigned over a period of time, requiring students to plan ahead. Teachers who team together coordinate their assignments. Questions regarding homework should be addressed promptly with your child's teacher.

LOST AND FOUND

A Lost and Found area is located in the gym hallway, next to the media center. Items are held for a least one month. **To help minimize lost articles, students' names should be placed on lunch boxes, sweatshirts, and jackets.**

MAKE-UP WORK

Assignments and class work missed may be made up if the absence is excused. This is the responsibility of the student. If the work is not made up, it will affect the student's grade. The student should contact the teacher to make arrangements to make-up missed assignments. The recommended timeframe to make up all work is 5 days.

MEDIA CENTER

Each child visits the Media Center each week to check out books. Library books are to be returned on time and in good condition. No fee is charged when books are overdue; however, additional books may not be checked out until overdue books are returned. The student must pay for any lost books.

MEDICATION

When medication must be dispensed at school, a medical release form signed by the parent **AND** physician is required to be on file in the office. Students are responsible for coming to the office where the nurse or a trained staff member will give the

medication. All medicine is stored in a locked place and records are kept of all medication that is administered. We dispense no medication without proper documentation, including over-the-counter medications such as aspirin, Tylenol, etc.

If a student brings medicine to school, the following requirements **MUST** be met:

Prescription/Over the Counter

1. It must be clearly marked as to the name and type of medicine.
2. It must be in its ORIGINAL CONTAINER. (Ask your pharmacist for an extra bottle in order to divide the prescription between home and school).
3. Tablets that need to be halved or quartered should be done so by the parent before sending the medication to school.
4. **The medication must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name/signature, and current prescription date.**
5. A form is provided and **MUST** be signed by a parent **and** the doctor.
6. Medication will be kept in a secured cabinet at all times.
7. Medication will be given by school personnel only with written permission from the doctor **and** parent.
8. Medication must be brought to school by the parent - **NOT** the child.

NAMETAGS

Students wear nametags at all times to create a sense of community and so that staff may call students by name. One nametag is provided each year; replacement nametags are \$1.00. Parents and volunteers also wear nametags when on campus.

PARTIES

Class parties are held at specific times during the year. Grade Level Coordinators and Room Parents assist teachers in the planning and hosting of parties. These celebrations are theme-related, i.e., winter, end-of-year, not religious-based. Birthday snacks or treats are permitted during your child's lunch period. **Any treats must be in the original store container with a label listing ingredients.** As an initiative with our Health Committee, we are asking parents that if possible, please bring healthy snacks for the students. An additional alternative would be pencils, stickers or other fun items other than food. The cafeteria will also provide birthday treats at a nominal fee. Please call the cafeteria manager for more information. We realize that social occasions occur and students want to extend invitations to their friends; however, party invitations cannot be distributed during the school day.

PHYSICAL EDUCATION

The state of North Carolina requires that all students receive 150 minutes of physical activity each week. Students will participate in physical activity on a daily basis. Physical education is required by the state for all students unless the student has an excuse from a physician due to a physical disability. If a child must be excused from P.E. due to an illness or injury, a note from the parent or doctor must be sent to school. Students are encouraged to dress appropriately for physical education. Tennis shoes must be worn during PE to be safe and more successful during activities.

PERSONAL BELONGINGS

Music players and electronic games are not to be brought to school. Toys and games should only be brought to school when they are part of class instruction. **A student may bring a cell phone to school, but it must be turned off and kept in the student's backpack. If the student removes the cell phone from the backpack during the school day, it will be confiscated and must be picked up by the parent.** Students are not allowed to bring items to school to sell for other organizations. Please label coats, caps and sweaters to help identify them if they are lost. Students are discouraged from bringing money to school except for specific purposes. Neither the teacher nor the school can be held responsible when money or personal items are lost.

REPORT CARDS/PROGRESS REPORTS

Report Grades are issued four times during the school year, at the end of each quarter. You are encouraged to attend a fall conference to meet with your child's teacher at the end of first quarter. You are asked to sign and return the cream colored card in the report card envelope. The actual grade report is for your records. If a student owes book fees, cafeteria charges, and/or picture money at the end of the school year, parents will need to come to the school and pay the fees to receive the final report card in June. Progress reports are sent home at mid-term of each grading period. Please return them to the teacher with your signature.

Grading Scale

Grading codes for grades K-2 are printed on the report card.

Grading codes for grades 3-5 are:

A	90-100	Excellent
B	80-89	Very good
C	70-79	Satisfactory
D	60-69	Inconsistent
F	Below 60	Unsatisfactory

SCHOOL VISITS

Visitors are welcome and encouraged to visit the school. To preserve the integrity of the instructional program and ensure the safety of our students, all visitors must report to the office. **All visitors must wear a name tag/badge before they are free to move about the building.** If anyone is found not wearing a name tag, you will be asked to report to the office.

At times, parents may request to observe in their child's classroom. We ask that you notify the teacher or administration of your request at least five days in advance. A member of the administrative team or designee will also sit in on the observation to answer any questions or to provide clarification.

SAFETY LOCKDOWN

Safe and orderly schools are essential to student success. To make sure that all of our campuses are safe and orderly, CMS schools practice regular safety lockdowns. A safety lockdown means that the building can be locked down and secured quickly in the event of an emergency. Students follow drill procedures similar to those for fire and tornado drills.

SCHOOL SPIRIT

PAC colors are black and yellow. Our mascot is "Charlie" the Charles H. Parker Bee. Students are encouraged to wear school T-shirts and sweatshirts each Friday to boost school spirit. PAC attire is available through the PTA.

TECHNOLOGY

Charles H. Parker Academic Center is committed to providing our students with enriching learning experiences across all content areas. We embrace instructional technology and the unique opportunities it provides us to enhance our classroom instruction. Technology allows our students to communicate, collaborate, and think critically and creatively. Students will be issued devices through the school. A Bring Your Own Technology (BYOT) Compact will be sent home with students if they prefer to use their own devices. This document will need to be returned and signed by both the parent and student before technology can be brought to campus. Use of technology will be closely monitored by teachers and administration. If students use technology inappropriately (i.e. cyber bullying, inappropriate searches, use of technology outside of educational supports), they will face consequences according to the CMS Student Code of Conduct.

TELEPHONES

School telephones are business phones. Student use is restricted to calls of an urgent nature.

Walking to Class in the Morning

During the first two weeks of school, parents can walk students to class if they have signed in at the main office. Beginning September 11 (Independence Day), students will walk to their classrooms on their own. While we understand that parents want to walk students to class and visit with teachers in the morning prior to the 9:15 AM bell, this cannot be allowed for safety reasons.