



# Student and Family Handbook 2024-2025

**Olde Providence Elementary School**  
*OP is the place to Be. Belong. Become.*

**3800 Rea Road**

**Charlotte, NC 28226**

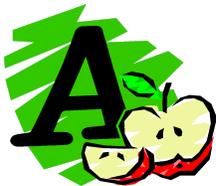
**Telephone: (980) 343-3755**

**Fax: (980) 343-3722**

**Meredith C. Arledge**  
**Principal**

### **Olde Providence Vision**

*At Olde Providence Elementary School, we are committed to excellence and to addressing the social and emotional needs, as well as the instructional needs, of every student. We believe that all students can achieve and we will work with our students and families to make that happen for every student.*



## Absences

Students are expected to be in school each day unless ill or unable to attend due to an unavoidable circumstance. When a child is absent for any reason, the parent or guardian should notify the school of the reason for the absence or send a note explaining the expected absence. In order to code an absence as excused, the school is required to have a note from home within two days of the child's return to school.

The note should contain the following:

- Date(s) of absence(s), student's name, and teacher's name
- Specific reasons matching "lawful, excused absences" as determined by Public School Law
- Signature of the parent/guardian

**PLEASE NOTE:** A written note from a parent does not automatically result in an excused absence. The reason for the absence must be one of those determined by Public School Law. Excused absences are: illness of student, death in the immediate family, quarantine, observance of a religious holiday, court, or administrative proceeding. Unexcused absences include, but are not limited to, missing the bus, oversleeping, car trouble, lack of water, heat, or electricity, inclement weather, babysitting, trips, etc. Three absences or more will result in the school contacting the parent.

## Accidents

Parents will be notified of accidents needing medical or immediate attention. **Parents must ensure that teachers and the office always have current emergency telephone numbers. Please return your child's emergency card by the first day of school.**

## Agenda

Agendas will only be used in fifth grade. It will help these students build responsibility, self-reliance, and resourcefulness as students learn organizational techniques. Fifth grade students are the only students receiving agendas this year.

## Arrival Procedures

Parents are strongly encouraged to use the school bus transportation provided by Charlotte-Mecklenburg Schools. If you do provide transportation in the morning, please do not go to your child's classroom. Please remain in your car and a staff member will open the door and let your child out of the car at the designated site **beginning at 7:45**. The arrival procedure will keep the traffic flowing in the morning. Selected staff members will be on duty to open and close the vehicle's door to ensure the safety of all students. Please make sure your child is at school no later than 8:15 a.m. After 8:15 am, the adult will need to walk the child into the building and sign in at the front office.

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

1. Instruct your students to remain behind the colored line on the sidewalks.
2. Do not use the bus parking lot during arrival or dismissal times.
3. Cross only at the crosswalks.
4. Refrain from using cell phones during pick up/drop off.
5. Follow the direction of the transportation director.
6. Follow posted traffic direction signs.
7. All car riders must be dropped off in the carpool line. There is no drop-off/pick-up behind the cafeteria or on the bus lot or on Rea Road.
8. **Car Side Walkers** will cross the crosswalk when directed by an OP staff member. Edenbridge walkers will be directed by a crossing guard with support from OP staff members.
9. Parents with strollers waiting for the bell to ring with students for arrival should stand **behind the cones** and the carpool loading area and the bus loading area. On the carpool side, parents should stand under the tree that is across the parking lot on the playground side and wait with students until the bell rings.

10. **Bus Side Walkers** - Parents should wait with their student(s) under the tree at the far side of the bus lot. A staff member will cross the bus parking lot and walk the students across the bus parking lot and ensure students are safely in the building.

11. **Dogs are not allowed on CMS properties.** Any dogs arriving with families should remain in the vehicle. This is a safety precaution to protect all students. **\*If a parent forgets their walker tag they must come in the building and present their license to the front office secretary.**

**\*\*\* If your child forgets their water bottle or anything we can provide them at school no need to make a special trip back up to school.**

## Attendance

There is strong evidence of a direct correlation between good attendance and student achievement. Parents and guardians are responsible for seeing that their children attend school each day it is in session (GS-115C-378). Students are counted present if they remain in school until 11:45 a.m. or if they enter school by 11:45 a.m. and stay for the remainder of the day.



## Birthday Celebrations

At OP, we believe in honoring children on their birthday. We will do this by allowing families to bring in a **store bought nut free treat** to be distributed to the class during their lunch time (the last 10-15 minutes). The parent/guardian may bring the treat to school in the morning and the teacher can hand them out during lunch or the parent can come in during lunch and hand out treats to the class at the end of the lunch period. Please check in with the cafe manager to ensure the product is allergen free. Birthday invitations may be brought to the school only when every homeroom student is being invited. No individual invitations can be distributed at school. The school day is reserved for instructional purposes; the delivery of flowers, balloons, and/or gifts to students are prohibited.

## Breakfast

Breakfast offered at no cost to all students each day. Students will go directly to the cafeteria to eat their breakfast and then head to their classroom.

## Bus Transportation

School buses will come to a complete stop at each bus stop; if a student is NOT in sight, the bus will continue on its route. Students should arrive at the bus stop at least 10 minutes prior to the scheduled pick-up time. To allow for uncontrollable incidents, such as traffic delays, students should wait for the bus at least 15 minutes after the scheduled pick-up time before leaving the bus stop. Parents are responsible for student safety at bus stops. Parents are encouraged to work together at bus stops to establish a phone tree for communication and to ensure that students have appropriate supervision while waiting for the bus. Students may not ride home with a friend on another bus. We will utilize Parent Square to let parents know when the buses have left the lot. Don't forget to download the Here Comes the Bus App on your device. [Where's My Bus App](#)



is for...

## Cafeteria Expectations

We expect our cafeteria to be a reflection of proper manners and courtesies taught and practiced at home. Because of the large number of students gathered together, students are expected to display polite manners, use quiet indoor voices, and follow all cafeteria rules. **While students are learning and practicing cafeteria expectations, parents may not eat lunch with their children for the first four weeks of this school year. Please remember that anyone coming to eat lunch with his/her child must have supervised volunteer status and be on the blue emergency card.** Please be sure to stop by the front office with a photo I.D. first to check in and receive a visitor's badge. Only family and friends listed on the emergency card will be allowed to eat lunch with the student. If a friend or family member is not listed on the blue card but would like to come eat lunch with your child, please come by the school and put their name on the blue emergency card. Please keep in mind that the person will also have to show their photo I.D.

## Cell Phones

All cell phones **should be turned off upon entering the school building or classrooms and stored in your child's backpack. Smartwatches are not to be worn as a form of communication.** To help ensure safety, please refrain from cell phone use in the morning and afternoon carpool line. Students may keep a cell phone in their book bag but they must turn it off and may not use it during the school day. Smartwatches are also to remain in the book bag during the instructional day. If a child has his/her phone out during the day, the teacher may take it and keep it in his/her possession until the end of the day.

## Change in Address or Phone

Please notify the office and your child's teacher if you move or change your telephone number during the year. Students who begin school at OP and move during the school year may have the opportunity to continue to attend OP for the remainder of the school year; however, transportation will not be provided if a child moves out of OP's attendance area. Please promptly notify the school office of your new address and provide an updated proof of residence.

## Change in Transportation

Parents are required to submit a transportation form (provided) to the school at the beginning of the year to indicate their child's morning and afternoon mode of transportation. Whatever method you choose, we ask that you keep it the same to avoid confusion for your child, teacher, and office staff. You must call the school and email your child's teacher and the secretary with any changes **before 11 a.m.** on the day of the change. For safety reasons, this will be strictly enforced. **We cannot change a child's transportation without written notice from the parent.** Always inform your child's teacher of any permanent change in your child's transportation.

## Checking In and Out

It is very important that students remain in class for a full daily schedule. Tardiness and early dismissals interrupt the instructional time of all of our students. A student is tardy after 8:15 a.m. **At that time, a parent or guardian MUST accompany the child to the main door office and sign their child in.** If a student must check out during the day (before 2:30), a parent or guardian must come to the school office to sign out the child **and present a valid I.D.** The child will then be called to the office. Please do not call and ask that a child wait for you in the office. Office personnel will call for the student when you arrive. Continued early dismissals will be referred to the school administrators or the school counselor. Children will only be released to individuals who are listed on the blue emergency card. Please be sure to list the names of all relatives or friends who have permission to pick up your child. **NOTE: Students will not be dismissed after 2:30 p.m.** If a friend or family member is not listed on the emergency card but will be picking up your child up early from school, please send a note in writing no later than **11am** with the person's full name and your signature. Please keep in mind that the person will also have to show their photo I.D. and you will need to add their name on the blue emergency card. **Carpoolers must be picked up by 3:25 p.m.**

## Child Custody

If there are special custody agreements for a child, the parent(s) should notify the registrar, principal, and child's teacher by providing official court documentation to the main office. Otherwise, the school considers both parents to have equal access to children. Also, please give a copy of the custody agreement to our data manager.

## Communication

A blue communication folder will come home each Wednesday with all communication from the school each week in addition to a weekly email/newsletter on Mondays or Fridays from your child's teacher. As always, feel free to reach out to the school with additional questions or concerns. We will also answer your emails and phone calls within 24 hours.

## Concerns

If you have questions that are specific to your child's progress or a classroom issue, please approach your child's teacher or appropriate staff member directly *before* bringing the concern to a school administrator. It is important to keep open lines of communication between parents and teachers to ensure the best education for your child. If you have an academic concern, please contact your child's teacher, or Dean of Instruction before bringing it to the attention of the administration.

## Conferences

All parents are expected to attend a pre-arranged parent-teacher conference at the end of the first quarter. These conferences provide a planned opportunity for parents and teachers to discuss your child's achievement and to plan cooperatively for continued student progress. Please contact your child's teacher to schedule additional conferences as needed. Protecting the instructional time for all of our students is a priority when scheduling conferences. As a professional courtesy, please schedule conferences in advance.



## Delayed Opening, Early Dismissal, or Cancellation of School

The Superintendent of Schools and/or the Board of Education may suspend the operation of any school(s) for particular days or portions of days in the event of emergency, hazardous weather conditions, or other conditions requiring the cancellation of classes. Notification will be available by 5:30 a.m. via media announcements – television and radio stations, social media, and the CMS website [www.cms.k12.nc.us](http://www.cms.k12.nc.us). Parents are encouraged to listen to the television and radio reports if they anticipate the closing of school. In the event of cancellation, all CMS-sponsored activities for students will be canceled. If weather conditions worsen during the day after children have arrived at school, local radio stations will make an announcement regarding early dismissal. A ConnectEd message/Parent Square message will also go out.

## Discipline

The OP team is committed to creating a positive school climate that is conducive to effective teaching and learning. Behavior and discipline are shared responsibilities of the home and the school. Our discipline model is aligned with the CMS Students Rights and Responsibilities Handbook, a comprehensive document that covers expected behavior of

students while they are on the bus, at school, and involved in school-sponsored activities. In addition, consequences for inappropriate behavior are clearly spelled out. Please review our Behavior [Matrix](#).

## Dismissal

- PM dismissal on the car lot will be directed by a staff member. Five cars are loaded at a time; areas for student loading are indicated by painted stripes on the sidewalk. Staff members will monitor students as they put students in cars, loading the car on the passenger side of the vehicle, and opening and closing doors for students.
- Please be advised that students who walk to Windyrush or Summerlin to meet their parents are escorted by OPE staff to the sidewalk by the parking/bus lot. You must wait for your child to be released to you and present a “walker tag” to pick up your child. You may want to reconsider picking them up in the carpool line.
- There is also a crossing guard to safely cross our students on Edenbridge and Rea Road where you will wait for your child under the tree to be released to you and you will present a “walker tag” to get them.
- Parents who pick up their students early for appointments (**before 2:30pm**) should report to the office. At that time the child will be summoned from the classroom and then signed out through the secretary. If your child is in a mobile, you will be given permission to go to the mobile to get your child once the teacher has been contacted. For all other situations, you MAY NOT go directly to the classroom; they cannot be dismissed to you from the classroom.
- For safety reasons, any early pickups **must occur by 2:30 p.m.** Please do not put a staff member in an uncomfortable position by asking for your child when the time of 2:30 p.m. has passed. Thank you.
- Transportation changes must be emailed to your child's teacher and the data manager **by 11 a.m.** to ensure timely notification. Frequent changes are discouraged and should be for emergencies only.
- Car side walker's- Parents should congregate outside of the building at the trees across the parking lot when waiting for the students to be dismissed. Your child will be walked across the crosswalk in a line and we will release them one at a time when the parent presents a “walker tag” to the staff member. Do not wait in the lobby, hallways, classrooms, or sidewalk. This allows the teachers to provide an orderly dismissal. At times, parent volunteers may be in the school and may ask the office to have their student dismissed to the designated area. It is important to wait in the lobby area for your child instead of taking your child from the teacher's line. This helps ensure a safe and orderly dismissal.
- Dogs are not allowed on CMS properties unless they are a trained therapy dog and have permission to be on campus. Any dogs arriving with families should remain in the vehicle. This is a safety precaution to protect all students.
- Parents who pick up students to walk them home should wait under the trees at the benches and students will walk across the upper crosswalk to leave campus. Edenbridge crosswalk parents may pick their children up on the church side of the crosswalk. Please remain under the tree and present a “walker tag” to our OP staff to receive your child.
- Students who walk home alone or ride their bikes will sign a release form that will be turned in to the front office secretary.

## Unescorted Walker/Biker Procedure

If you are an afternoon walker/bike rider you must sign a waiver using this google form allowing your student to walk or ride their bike in the afternoon off campus. If we do not have this form signed, we will bring the student back in the building and call home for a parent to pick up your student. Thanks for ensuring the safety of our students here at OPE!

\* A 3-5 student may escort a family member home in K-2 if the parent signs the waiver for them to do so. If the older sibling is absent the student in K-2 may not ride home alone on this day.

[https://docs.google.com/forms/d/e/1FAIpQLScrRGxL3TBWrY\\_zsDuoG\\_gfI3gc4McXJ4H8XPX97hJ9\\_VR0lg/viewform](https://docs.google.com/forms/d/e/1FAIpQLScrRGxL3TBWrY_zsDuoG_gfI3gc4McXJ4H8XPX97hJ9_VR0lg/viewform)

## Dress Code

Students are expected to adhere to the standards of cleanliness and dress that are compatible with the requirements of a productive and safe school environment. A student's appearance, mode of dress, or condition of personal hygiene will not be permitted to disrupt the educational process or constitute a threat to the health or safety of others.

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

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



## Emergency Locator Cards

The school annually updates all contact information on the Emergency Locator Cards. It is important that the information be accurate since in medical emergencies, time and accuracy are essential. Please be sure to complete all information on the front and back of the blue card. **The school can only release a student to individuals authorized by the parent/guardian on the emergency card.** Please list multiple names so that in the event of an emergency, you have choices as to who can pick up your child. This is very important because if there is a late bus and a parent wants a neighbor to take their child home; however, the neighbor is not listed on the emergency card.

## Exceptional Children's (EC) Services

The primary purpose of the EC program is to ensure that students with disabilities develop academically, mentally, physically, and emotionally through the provision of an appropriate and individualized education in the least restrictive

environment. Students with disabilities receive specially designed instruction from certified special education teachers and related services based on educational needs. Services are provided in varying amounts of time and may range from consultative to full-time services. The need for special education is determined through a comprehensive evaluation process. Additionally, we have an MTSS process where students who are not performing on grade level will be provided with targeted and intentional interventions. Progress monitoring will occur to ensure gaps are closing and parents will be identified if our teachers and academic facilitators see a need.



## Field Trips

Field trips are a direct outgrowth of the instructional program. Written parental permission is required for students participating in each field trip. Telephone calls are **not** acceptable. A fee may be charged for non-required trips to offset the cost of buses and drivers. *Students will not be excluded from a field trip because of the inability to pay these fees.* All students are required to travel and remain with their class on field trips. The classroom teacher will notify parents when chaperones are needed for field trips. Younger siblings may not accompany parent chaperones on field trips. Parents acting as chaperones may not drive their child to and from the field trip. The chaperone may follow the bus and must have been screened as a volunteer in CMS. Contact our data manager if you have questions about the volunteer process. <https://www.cmsvolunteers.com/>

## Food Policy

Recent changes in society and our environment necessitate that we use foods in the classroom with a measure of caution. Increases in food-borne pathogens that can cause severe illness and a great increase in the number of children with potentially lethal food allergies dictate that care be taken with foods brought from home and eaten in school. The following cautions are to be followed in all schools in order to protect the health and safety of children and staff:

- Any food shared in the cafeteria or during the administration scheduled parties **must be from an inspected commercial facility** and must be labeled with its contents (Ex: Harris Teeter cupcakes, with a printed list of ingredients from the HT bakery).
- Fresh fruit and vegetables may be shared, but must be thoroughly washed.
- Avoid using a knife that has been used to cut sandwiches with peanut butter, cheese, or meat. Cross contamination could lead to allergic reactions or food poisoning.
- Products such as milk, cheese or fruit juice, which have not been pasteurized, may not be shared in the classroom or at school activities.

### **Under no circumstances should the following foods be brought in from homes:**

- ground beef products – hamburgers, casseroles, dishes containing ground beef
- venison (deer meat) in any form
- food products made from peanuts and/or tree nuts

**It is the parents' responsibility to provide information regarding food allergies to the teacher.**



## Health

A child who is ill is routinely sent to the school health room where the school nurse, office staff, or parent volunteer will assess the child, contact the parent or guardian, and send the child home if necessary. If your child has a chronic health problem (i.e. diabetes, seizures, asthma, severe allergy etc.), be sure to make the teacher and office staff aware of his/her special needs. Parents will be contacted if there is a significant injury at school or if a child has an elevated temperature. If for medical reasons, it is inadvisable for a student to take part in physical education classes, games, or play outside during recess, written notification should be sent to the classroom teacher. If this is more than a one time situation, a doctor's note will be required. As a general rule, we assume if students are well enough to attend school, then they are well enough to participate in the total program.

## Homework

**The purpose of homework should be to:** Extend learning and provide practice in applying concepts presented in class; strengthen concept and skill development; and develop initiative, responsibility, self-direction, and organizational skills.

Grade	Suggested Time
K-1	15 – 30 minutes each night which includes reading time
2-3	30 – 45 minutes each night which includes reading time
4-5	45 - 60 minutes each night which includes reading time



## Illness

In the event of an illness, the parent or guardian should notify the school by phone at 980-343-3755 or email the school nurse or front office. If you suspect your child has a communicable disease, please note that at the time of your call. If an illness occurs during the school day and a student must go home, a staff member will contact the parents. The person picking up the student should come to the office to sign out the child. If a child has an accident or is suddenly taken ill, every effort is made to contact a parent to arrange for transportation home for further medical treatment if necessary. Children with 101° must go home and not return for 24 hours and/or until the temperature is lower than 100.4° without medicine. Please see the latest [COVID guidelines](#).

## Kindergarten Immunizations

North Carolina state law requires that all students enrolling for the first time or transferring must present a certified birth certificate, proof of address, and record of immunizations. If required immunizations are not presented at time of registration, the parent/guardian is given thirty (30) days to fulfill this requirement. Otherwise, the student is not legally enrolled and must be excluded from school (coded as a suspension) until all records are in order. Kindergarten students must also have a CMS Health Assessment/Physical form completed by a physician before beginning school.

Forms are available in the office. **The immunizations required for school enrollment are:**

### [Link to Vaccination Form](#)

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

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

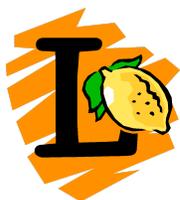
4 Polio doses - 4th dose on or after the 4th birthday

3-4 Hib dose - Not required after age 5

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

2 Varicella doses

**Please use this web site for information and forms.** <https://www.cmsk12.org/Page/4987>



## Lost and Found

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

## Lunch Boxes

If a parent drops a forgotten lunch box at the front desk, the student will retrieve the lunch box while he/she is going to the cafeteria. Teachers will conduct a lunch check first thing in the morning so that students who have forgotten their lunch boxes can check the front desk to see if their parents delivered their lunches. The secretary will not summon the student from his/her classroom to retrieve the lunch box.

## Lunch with Students

For the first four weeks of school and for safety reasons, parents may not eat lunch with their children. We recognize how enjoyable this is but ask for your understanding and patience as students learn the procedures and expectations. Thank you. We will begin having visitors on Friday, September 29th. Lunch is not free for students. Students are not allowed to share money with other students. If you feel you may qualify for free or reduced lunch, please go to this website: <https://www.cms.k12.nc.us/cmsdepartments/nutrition/Pages/FreeandReducedMeals.aspx>



is for...

## Medication Policy

As a general policy, the school recommends that children receive medication at home whenever possible. If your child must have medication of **any** type given during school hours, **including over-the-counter medication**, you have the following choices:

1. You may come to school and give the medication to your child at the appropriate time.
2. You may take a *Medication Authorization* form to your child's doctor and have him/her complete the form. The doctor and the parent must sign it. **This form must be completed by the physician for both prescription and over-the-counter medications.** Prescription medicines **must** be brought to school in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. When dosage or times change, a new pharmacy-labeled bottle must be obtained. Over-the-counter medications must be received in the original container and will be administered according to the doctor's written instructions. Please instruct your child regarding his/her responsibility in taking medication at school. All medications **must** be brought in by the parent or designee. Students **may not** bring their own medication to school.
3. School personnel will not administer any medication to students unless:
  - o A Medication Authorization is properly completed.
  - o The medication is in a properly labeled container.

To ensure that medications are given to students in the safest and most effective manner, there will be no exceptions to this policy.

## Mid-Quarter Progress Reports

Students are on a nine-week grading schedule. *Mid-Quarter Progress Reports* are issued midway through each nine-week grading period to inform parents of their child's academic progress before final grades are issued. We encourage you to talk with your child and the teacher if questions or concerns are indicated on the report. Progress reports are to be signed and returned promptly.



### Nurse

Our school nurse is employed by the Mecklenburg County Health Department and is present in our school. Nursing services include identification of health problems, referrals to community resources, and consultation with parents and physicians about health problems. If your child has any special medical conditions, please reach out to her BEFORE school starts.



### Observing in Classrooms

Parents are welcome to observe an instructional activity in their child's classroom. Observations of classroom instruction must be pre arranged with the classroom teacher, the principal, guidance counselor, or school psychologist 24 hours in advance. As a professional courtesy, all teachers are notified of observation times. A school administrator,

guidance counselor, or school psychologist will accompany parents during the time of the observation to respond to questions related to instruction, daily routines, grade-level expectations, etc. While visiting, please remember that an observation visit is not the time to talk to teachers. If you wish to discuss a matter with your child's teacher, a conference should be scheduled.



### Payments to School

At times, parents will be asked to provide funds for a variety of items, including field trip fees, workbooks, lost books, lunch money, etc. **We ask all payments be made online.** However, in the rare situation when you provide a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You authorize us to collect a fee as indicated (plus a bank fee if allowed by your state law). Please include the following on your check: Drivers License #, Full Name, Street Address, Phone Numbers (**\$25.00 will be charged for any returned checks plus any bank fees**)

### Physical Education Guidelines

Attire for participation in physical education consists of appropriate dress for safety, health, and motivational reasons. Elementary physical education requires students to have tennis shoes ("sneakers"-closed toe and heel). Slip-ons, Crocs, flip-flops, heels, boots, and sandals are not safe or appropriate.

### Powerschool

Parents of students in grades 3-5 can access student grades, assignments, and attendance in the Powerschool portal. Please check this regularly to monitor your child's performance/progress.

### PTA Website

[opknightspta.com](http://opknightspta.com)



### Restrictive Diet

Child Nutrition Services accommodates any special diet for medical reasons. Please notify your child's teacher and the cafeteria manager if your child has a restrictive diet based on food allergies or other medical needs.



### School Messenger System

Parent Square will be the platform to communicate with the school. Messages will be sent to all OP families to communicate important information and share upcoming events. It is important that you inform your child's teacher and our front office/data manager of any changes in address and phone numbers.

### School Supplies

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

### School Website

<https://www.cmsk12.org/oldeprovidenceES>

### Student's Property

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

- Respect all property whether yours or not--at all times. The school cannot be responsible if valuable items are lost or broken. Additionally, the Code of Conduct should be followed at all times.
- Write your child's last name on his/her clothing, lunchbox, etc. so if they lose an item, it can be easily identified and returned to them.
- Selling of items (including rainbow loom bracelets or the latest trend) is prohibited. Trading is discouraged.
- Toys, electronics, and special items are not allowed at school at any time unless it is communicated in writing by school staff for an event or special day in advance (for example, reading with a special stuffed animal day or writing directions about building a Lego tower). Even if this communication gives permission, the school is not responsible for lost or broken items and it is the family's choice whether or not they want to risk sending in the special item.

### Student Transfer

Please notify office personnel as soon as possible if your child will be transferring to another school. The teacher needs at least one day's notice to prepare transfer papers. All books and materials owned by the school should be returned. Library charges must be paid in full via on-line payment.



### Tardy Policy

Students will be marked late if they arrive after 8:15 a.m. Parents are strongly encouraged to make sure their children arrive in their classrooms by 8:15 a.m. By making sure your child arrives promptly for school, you are helping your child develop a future work ethic that is also important in the workplace. OP **requires** that a parent accompany children who arrive after 8:15 a.m. to the main office to sign your child in. Students who arrive late due to a delayed bus will not be

marked tardy. Teachers are required to keep a record of tardiness. Consistent tardiness will be referred to the school counselors and the Administrative Team. Guidelines for monitoring tardiness are aligned with the attendance policy. Early check outs also add up and count as tardies. Please make sure your child arrives and stays until the end of the school day.

## Transportation Changes

All students will be sent home the way in which the parent/guardian has indicated on the emergency card (bus, walker, car-rider, or van rider). In the event your child must go home a different way than you have indicated, your child's teacher must have written notice no later than **11am**. on the day of the change. **For safety reasons and for respecting the teacher's instructional time, transportation changes made via telephone or after the cut off time will not be honored.**

## Title IX Information



### Visitors

Visitors are always welcome at OP. For the safety of our students, all visitors must provide a **picture ID** when ringing the front doorbell. Front office personnel will then provide access to our building. Visitors must sign in with the Lobby Guard system before proceeding to a specific school location and must always wear their visitor badge while in and around our school property for easy identification..

### Volunteers

Volunteers must update their profiles each summer to remain active in the CMS volunteer system. We recommend this be done before the start of each school year. Volunteers must always wear their volunteer badge while in and around our school property for easy identification. Volunteers are an invaluable component of our overall school success. Children whose parents are involved in schools value education because they see that their greatest role models, their parents, value education. Charlotte Mecklenburg Schools has developed the *Volunteer Management System* as a means to record your volunteer time. The primary focus of the program is to ensure our students' safety at school. You will need to visit the CMS Volunteer Website to sign up as a volunteer. The online form only takes a few minutes to fill out and submit. <http://www.cmsvolunteers.com> *Volunteers must be 18 years or older and must not be alone with students.*




---

### Weather

Please visit our OPE website for information on district information regarding inclement weather. Teachers, please follow the guidelines below regarding recess:

Cold Weather Days: On cold weather days the staff and administration at OPE asks that parents have their children dress appropriately so as not to be overexposed to the cold during recess. However, when temperatures are 32 degrees or below (According to weather.com's "feels like" temperature), students will have indoor recess.

***Thank you for taking the time to read this handbook. Your cooperation and support will help OP continue to be a school that runs smoothly and safely. - Meredith Arledge, principal***