

**COX MILL
ELEMENTARY SCHOOL**



**PARENT – STUDENT
HANDBOOK
2016 – 2017**

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COX MILL ELEMENTARY SCHOOL

1450 Cox Mill Road
Concord, N. C. 28027
704-795-6519 704-795-1011(Fax)

Nurse -704-795-6519 ext. 412

KIDS PLUS – 704-262-9532

Cafeteria – 704-721-3670

ADMINISTRATIVE TEAM

Alison Moore – Principal
Traci Davis – Assistant Principal of Instruction
Jean Wilkins – Assistant Principal/Bus Supervisor

MISSION STATEMENT

Cox Mill will be a collaborative team of students, staff and parents empowering one another to gain and use information, maximize resources and achieve success in the 21st Century.

VISION STATEMENT

To Inspire (Dreams), To Empower (Actions) and To Achieve (Success)

SCHOOL MASCOT/COLORS

Our mascot is the Comet and our colors are red and navy blue.

SAFE SCHOOL PROCEDURE

Parents and visitors are always welcome to visit our school. For security purposes we ask that all adults stop in at the front office to sign in. You will need to provide a picture ID when signing in and/or checking out students.

GENERAL DAILY SCHEDULE

6:00 am – KIDS PLUS

7:45 am – Breakfast for car and bus riders in the cafeteria; other students report to classrooms

8:15 am – Tardy bell rings (students who arrive after 8:15 am must report to the office for a tardy slip. Car rider parents, please accompany your child to the office.

8:15 am – 2:55 pm - Instruction begins/Specials/PE/Lunch

3:00 pm Dismissal

3:00 pm-6:00 pm – KIDS PLUS

WELCOME TO THE 2016-2017 SCHOOL YEAR

Part of our commitment to having a great school year requires an understanding and support of some basic information, rules and procedures. The cooperation of students, parents and all staff will ensure the effectiveness of these guidelines and provide a safe environment for students to engage in learning. Please take the time to read the handbook, sit down with your child to discuss the expectations, and then check their understanding of the role they will take in having a great year at school.

Instructional time in a school day is precious. The school schedule includes 6 hours and 45 minutes for the students in one day. When you take out time for recess, lunch and transitions, the time is lessened even more. Each grade level is responsible to cover a vast range of standards to prepare students for the next grade level and life ahead.

We need your help to guard the instructional time in a day for our students. There are several things that parents can do to help their students get the most out of each day and to limit interruptions to the instruction.

1. Help your child be at school each day for the entire day.
 - a. Limit doctor and dentist appointments in the middle of the day. Some appointments are unavoidable, but trying to schedule first thing in the morning or at the end of the day is one step in safeguarding the instructional day.
 - b. Plan for the school day: Our morning bell rings at 8:15. Students must be in the classroom before the bell rings to be on time. When a student is dropped off in the front after 8:10, he/she will most likely not be in class before the bell rings.
2. Limit bringing items to school during the school day.
 - a. If your child forgets something at home, let him/her accept the natural consequence. Children who forget lunch will be able to charge in the cafeteria. Children who forget homework, projects, etc. will be allowed to turn in the work the next day.
 - b. If celebrating your child's birthday with small cupcakes let your child's teacher know a day or two ahead that they will be in the office. The teacher will pick up the cupcakes at lunch that day.
3. Plan for daily transportation changes ahead.
 - a. Write a note to the teacher to clearly explain a transportation change on a given day.
 - b. In the event of an emergency transportation change, call the school office prior to 2 PM, so that we may alert the teacher and the child to the change.

To help safeguard the instructional time, the front office will not call down to the classrooms throughout the day. Children who are waiting for cupcakes or a necessary forgotten item (glasses, lunches, etc.) may check at the front office during lunch time.

Please plan to take an active role in your child's education. This can be done by communicating regularly with your child's teacher, working with your child on homework assignments, and joining our fabulous Parent Teacher Organization (PTO). All are ways to help us achieve the goal of continuing to be a great school.

We encourage you to contact the school anytime you have questions or concerns. We will make every effort to answer your questions regarding your child's education at Cox Mill Elementary School.

We appreciate your support for our instructional day and your child's education. Thank you in advance for adhering to these expectations.

Thank you for taking the time to read this handbook and to discuss it with your child. We look forward to working with you this year

ATTENDANCE

There is no substitute for the uninterrupted personal contact between teachers and students in the classroom environment where learning experiences are carefully planned by the teachers. Regular school attendance, including arriving at school on time each day, is the joint responsibility of students, parents, guardians, teachers and other school personnel.

The regulations issued from the office of the State Superintendent of Public Instruction says, "a child shall be present at least one-half of the school day in order to be recorded present for that day." This means that your child must be present until 11:40 to be counted for a full day of attendance. In regards to make-up work, your child's teacher will determine the procedures. Please contact the teacher directly. Vacations and trips taken on scheduled school days are considered unexcused absences unless a request for prior approval for an Educational Opportunity is received and approved by the principal.

CCS Attendance Policy

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the state between the ages of 7 (**or younger if enrolled**) and 16 years attend school. Parents/legal guardians

have the responsibility for ensuring that students attend and remain at school daily. At the elementary level, more than 10 absences a semester, or 20 absences a year, is considered excessive. Parents and teachers must form strong partnerships to support academic success and good attendance. We also take steps to further promote the importance of arriving at school on time and remaining for the full instructional day.

Lawful/Excused Absences

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the teacher on the day the student returns after an absence. (*Absence excuses may also be submitted online at our school website*). An absence may be excused for the following reasons:

1. Personal illness or injury which makes the student physically unable to attend school;
2. Isolation ordered by the State Board of Health;
3. Death in the immediate family;
4. Medical or dental appointment;
5. Participation under subpoena as a witness in a court proceeding;
6. Observance of an event required or suggested by the religion of the student or the student's parents.
7. Participation in a valid educational opportunity, such as college visitation, or service as a legislative or Governor's page, with prior approval from the principal/designee.
8. Local School Board Policy;
9. Absence related to deployment activities(children of military families)

Absences/Interventions

- Parents/Guardians routinely receive Connect-Ed calls/alerts regarding absences
- Parents/Guardians receive written notification when a student accumulates 6 unexcused absences
- Parents/Guardians will be invited to conference with the principal & school social worker at 10 unexcused absences
- Absences due to extended, ongoing illnesses will generally require a statement from a physician.
- Continued excessive absences may require additional resources to ensure the regular attendance of a student

Tardies/Early Check-Outs

An accumulation of ten (10) tardies and early check-outs, (or a combination of), per semester, will result in the following:

- Five (5) – Teacher contact with parent
- Seven (7) – Administrator/designee contact with parent; problem-solve
- Ten (10) – Student ineligible for ‘Perfect Attendance’ recognition for the school year; begins make-up time; make-up time continues for each additional tardy/early check-out during the semester. Administrator has the discretion to impose additional consequences and refer for additional services. Early check-outs = administrative contact w/parent
- Students who reach ten or more tardies/early check-outs (or a combination of) during 1st semester, will start over 2nd semester, however, ineligibility for Perfect Attendance recognition will carry over. If tardies/early check-outs resume 2nd semester, the administrator has the discretion to

Arrival/Dismissal/Transportation Procedures

We encourage students to arrive by 8:10 am. The tardy bell rings at 8:15 am. School officially begins at 8:20 am, and dismiss at 3:00 pm. Students are welcome in the building at 7:45 am and staff will be stationed throughout the building to supervise these students, as they move to their classroom or the gym on PLC morning. Students may not enter the building before 7:45 am and must be picked up by 3:15 pm. Before and afterschool care is available with Kids Plus if needed. Please call 704-262-9532 to arrange Kids Plus care if needed.

begin make-up time and impose additional consequences at any time prior to ten (10).

If children don’t show up for school regularly, they miss out on fundamental reading and math skills and the chance to build a habit of good attendance that will carry them into college and careers. (Attendance Works)

Tardy Policy

We encourage all parents/guardians to ensure that children arrive at school in a timely manner. Students need to be in the classroom before the tardy bell rings, ready to start their day.

Bus Riders – If a CCS bus is late, students riding this bus will not be recorded as late.

Car Riders - If a car rider is late, both parent and student must come into the front hallway and sign in. The student will receive a tardy slip to proceed to class. Parents should not walk the student to class at this time. Students dropped off after 8:10 am may receive a tardy if not in the classroom prepared for instruction by 8:15 am.

Withdrawal Procedures

Parents should notify the teacher and the front office staff as soon as possible before the student is to be withdrawn from the school. Textbooks and library books should be returned. Lunch and/or other fees should be paid upon withdrawal.

For early dismissal, parents/guardians must provide a photo ID in order to check out his/her child. Please contact the school office if anyone other than the parent/guardian/emergency contact is picking up your child. Children will be picked up at the school office after they have been signed out. If your child returns to school again on the same day before dismissal, the parent and student should report to the office first to sign in before going to the classroom. Students must attend school at least 3 hours and fifteen minutes to be counted present for

the day. **If it is necessary to take your child out of school early, please do so before 2:30 pm. Students cannot be checked out after 2:30 pm.**

TRANSPORTATION CHANGES

Children thrive in a safe and consistent environment. It is extremely important for elementary school-age children to have a consistent routine for transportation. All parents are expected to share afternoon transportation with classroom teachers at the start of the school year. All information is available for car and bus riders, as well as Kids Plus at Open House. Parents that utilize outside daycare vans must ensure that teachers are informed of the name of the van and specific days the student will ride.

During the school year, it may be necessary for a child to utilize a different form of transportation on a given day. These steps will ensure your child's safety.

1. A written note should be sent to the classroom teacher. Preferably the day before, but at least the morning of the change. **DO NOT EMAIL**

CLASSROOM TEACHERS WITH CHANGES DURING THE SCHOOL DAY OF THE CHANGE.

2. In emergency situations, a phone call may be made to the front office **by 2:00 pm**. This gives ample time for the office staff to contact the teacher and student to alert of the change.

BUS RIDER GUIDELINES/EXPECTATIONS

Student **BUS PASSES** are given out by the classroom teacher on OPEN HOUSE NIGHT. If your child did not receive a bus pass from the teacher, please come to the gym OPEN HOUSE NIGHT to register for a pass. After OPEN HOUSE NIGHT, bus passes will be issued several days after your child is enrolled.

Students who have not been assigned to a bus may not ride a bus. Students may not ride a different bus from one to which they have been assigned.

Bus drivers are committed to providing safe and dependable transportation for our students. It is important to have a partnership between the driver and the students to ensure the safety of everyone. Please help to support school bus safety by reviewing the following rules with your children.

School Bus Rules and Guidelines

These School Bus Rules and Guidelines are for the safety of the Students and the Bus Driver. Remember, *school provided transportation is a privilege, not a right.*

Rules

Be **Safe** at all times.

1. Remain seated, facing forward in your assigned seat.
2. No eating or drinking.
3. Keep your body parts and all other objects to yourself and inside the bus.
4. Use appropriate noise levels.

Be **Respectful** at all times.

5. Follow the School Bus Driver and/or Monitor's directions the first time given.
6. Be respectful with words and actions.

Be **Responsible** at all times.

7. Ride only on your assigned bus; get on and off at your assigned stop.
8. Maintain cleanliness and appearance of the bus. Do not damage the bus in any way.
9. Middle and High School Students – May use personal electronic devices responsibly.
10. Elementary School Students – MUST keep personal devices off and put away.

Additional safety rules and regulations can be found at CMES website under parent links.

CAR RIDER GUIDELINES/EXPECTATIONS

Please adhere to the following guidelines when dropping off and picking up your children. At OPEN HOUSE NIGHT all car rider families should get a **CAR RIDER TAG**. Please place the tag on the driver's side of your car where it can be clearly seen by a staff member. Review the number with your child to help with a consistent flow of the afternoon pick-up process. We know that traffic during arrival and departure times is

sometimes hectic. Please have patience when dropping off and picking up children. Follow the traffic pattern for AM drop-off and PM pick-up.

MORNING DROP-OFF

1. Students may arrive at school no earlier than 7:45 am. We ask for your support with student safety and wait for our staff members to be on duty to assist with your child exiting the car.
(passenger side only)
2. Stay in line and follow the directions provided by the staff members.
3. Do not leave your cars unattended.
4. Parents must remain in the car rider line for student drop off. Only parents with an appointment or business in the office are allowed to park during the morning drop off.

AFTERNOON PICK-UP

1. Pick-up begins for all students at 3:00 pm.
2. When your tag number has been called, pull up to cone stations A – F. Staff members will direct your child to your cone station and help to load them into the car.
3. When exiting the campus for morning and afternoon, please make a **RIGHT TURN ONLY** onto Cox Mill Road.

We know that traffic during arrival and departure time is sometimes hectic. Please have patience when dropping off and picking up your children. Follow the traffic pattern for AM drop-off and PM pick-up

KEEPING INFORMATION CURRENT

It is extremely important to have accurate and current information at school to be able to notify parents, guardians and emergency contacts in case of an emergency. Please notify the school immediately if there is a change in status during the school year.

1. Address
2. Phone number
3. Employment
4. Other information that could be helpful to the school and your child.

Parents are responsible for accurate reporting of their home address and other emergency information. False reporting of an address in order to attend a different school is a Class F Felony.

COMMUNICATION

- Good communication between home and school is vital to a successful school experience for each child. Your child will take an active role in the communication process through the delivery of their weekly communications folders. Communication folders are sent home on Fridays. Teachers, PTO, local community organizations, and the administrative team will send home written communication via this folder. Expect to see news, bulletins, student work, etc. to come home in the Friday folder. Check your child's teacher's website on a regular basis and their book bags daily. Other forms of communication will be via student agendas, email and school and district websites.

Connect Ed Phone/Email Messages

Messages can be sent to your designated phone number or email address to remind you of happenings at school and calendar events. We can also notify you for more urgent matters such as school closings, bus delays, etc. It is very important for the school to have your most current phone number and email address for both parents, so we may contact you when necessary.

Parent – Teacher Conferences

The parent-teacher conferences are very important to assure good communication between the home and school. The conference allows both parent and teacher to discuss the child's progress and expectations for instruction. Conferences will be scheduled by your child's teacher towards the end of the first quarter. You are allowed to have a conference with your child's teacher any time during the school year. Please contact the teacher by note, email, or telephone to arrange a mutual and appropriate time.

Classroom Visitation

Parents are welcome to visit their child's classroom and should adhere to the following procedures when doing so:

1. Schedule an appointment with the teacher ahead of time for a classroom visit. Parents are not allowed in their child's classroom without teacher or administrative approval.
2. Report to the office to get a visitor's pass before going to the classroom.
3. Avoid engaging the teacher in conversation while they are instructing or supervising their students.

INCLEMENT WEATHER

School will be closed when the superintendent considers the weather conditions unsafe for travel. Decisions to close or delay opening is usually announced by 7:00 am. Local television and radio stations will broadcast this information and the school district will post school closings on their website. Parents will also receive a ConnectEd phone call.

Should inclement weather occur after school begins, radio, television, and ConnectEd will also inform you. Please do not call the school or ask your child to call you in this situation. It is important to keep our phone lines open for emergencies. Make sure your child knows what to do and where to go if school closes early. The Kids Plus after school program **does not** operate if school closes early due to inclement weather, so please make arrangements in advance for child care if school is dismissed early.

During periods of inclement weather, one of the following three options may be announced:

1. **Closed** – schools will be closed for students and teachers.

2. **Open with Limited Bus Routes** – schools may operate on a regular schedule or modified schedule depending upon circumstances. Buses will operate except on roads that have been previously identified on the limited route schedule.
3. **Delay** – school will operate, but on a delay basis. Typically a 1 or 2 hour delay is called. In some situations if a delay is called and weather conditions quickly become worse, school could be canceled for the day. If so the announcement to cancel will be made before the delay period expires.

THE ABSENCE OF ANY ANNOUNCEMENT MEANS SCHOOL WILL BE OPEN AS USUAL.

Discipline/ Communication/ Behavior

Comet Character Cards

C – Completes Work

F – Follows Directions Promptly/On Task

M – Moves Quietly and Safely

R – Shows Respect/Responsibility

T – Talks at Appropriate Times and Levels

Cox Mill staff and students will use the character card to communicate with parents about the behavior of the child during the week. As a rule, the character cards are sent home weekly for parents to review and sign. In some instances, the teacher may send it home daily. If you have questions about the character cards, contact your child's teacher.

ISS – In-School Suspension

ISS is assigned to students by an administrator for disciplinary actions of a more serious matter. When ISS is assigned, the administrator will notify the parent of the reason(s) and the duration of the suspension. ISS can be assigned for all or a portion of the day and students will work on assignments from the classroom teacher. Students assigned ISS during their lunch period will eat lunch in ISS as well.

PBIS – Positive Behavior Intervention Support

The core values at Cox Mill Elementary School are: **Be Respectful**, **Be Responsible**, and **Be Ready**. Our staff members will refer to these as "**The 3 R's**". All students will be explicitly taught what it looks like to be respectful, responsible, and ready in every area at our school. These behavior expectations are clearly displayed on the walls around our school and in our classrooms. The matrix below defines the expected behavior in all areas of our school.

	Classroom / Connect	Hallways / Walkways	Cafeteria	Bathrooms	Bus	Playground
BE RESPECTFUL	<ul style="list-style-type: none"> * Listen and follow directions * Raise your hand to talk/ask questions * Wait your turn to speak * Keep hands, feet and objects to yourself * Follow individual classroom rules 	<ul style="list-style-type: none"> * Level 0 * Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> * Show good table manners; Listen to adults * Stay in designated area * Silent lunch (for the first ten minutes); Level 2 afterwards * Follow traffic patterns * Line up in appropriate area 	<ul style="list-style-type: none"> * Allow for privacy * Level 0 * Wait until it is your turn 	<ul style="list-style-type: none"> * Obey the bus driver * Keep hands, feet and objects to yourself * Voices at a Level 1 (quiet whisper) * Voices at a Level 0 (silent) when lights come on 	<ul style="list-style-type: none"> * Practice good sportsmanship * Share and respect equipment and materials * Treat others the way you want to be treated
BE RESPONSIBLE	<ul style="list-style-type: none"> * Be on time * Complete and turn in all assignments * Return signed papers * Sit appropriately at your seat * Tidy up all classrooms before leaving 	<ul style="list-style-type: none"> * Walk in a single file line * Stop at the "Stopping Stars" 	<ul style="list-style-type: none"> * Clean tables and floor * One trip through the line * Stay seated 	<ul style="list-style-type: none"> * Wash hands with soap and water (1 pump of soap; 2 paper towels) * Flush the toilet * Keep water in the sink * Clean up after yourself 	<ul style="list-style-type: none"> * Keep aisle clear * Report problems to the bus driver * Honor assigned seating and be aware of your surroundings 	<ul style="list-style-type: none"> * Play safely * Return materials to the appropriate space when finished playing * Treat playground equipment properly
BE READY	<ul style="list-style-type: none"> * Be prepared for class * Wear nametag * Have materials ready especially when going to Connect Classes 	<ul style="list-style-type: none"> * Eyes facing forward * Walk to the right 	<ul style="list-style-type: none"> * Have nametag and money ready * Feet on the floor, knees under your table * Tray organized, trash ready * Be ready for dismissal 	<ul style="list-style-type: none"> * Use bathroom at appropriate times * Return to class promptly 	<ul style="list-style-type: none"> * Sit and remain seated * Face forward * Keep school supplies / materials in book bag * Watch for your bus stop 	<ul style="list-style-type: none"> * Stay in approved areas * Line up at first signal * Wear proper outside shoes

Bullying/Harassment

Bullying and/or harassing are strictly prohibited. The repeated pattern of intimidation may be real or threatened. There are 3 types of bullying: emotional, physical, and relational. Bullying may include, but is not limited to verbal taunts, name-calling, implied or stated threats, and exclusion from peer groups. Bullying can occur in person, or through social networking, texting, blogging, and the internet.

Students who feel bullied, harassed or intimidated at school by an adult or another student should report the concern to a teacher, administrator or other staff member at school. Bullying and Harassment Reporting Forms are available on the CCS website and the CMES website.

Dress Code

All students are expected to wear clothing that is appropriate for school. Appropriate, comfortable, and safe clothing should be the guidelines in selecting what your child should wear.

What to Wear

- Skirts and shorts: no more than three inches above the knee
- Shirts and blouses: must cover the student's midriff; no plunging necklines or exposed cleavage; straps must be the width of the student's ID card (two inches or wider)
- Pants: fitted at waist
- Shoes: shoes, sneakers, or sandals (no flip flops or shoes with wheels)

What Not to Wear

- Tank tops, mesh or see-through shirts/blouses
- Clothing advocating drug, alcohol, or tobacco use
- Clothing with inappropriate or suggestive language
- Clothing that discriminates against particular groups
- Clothing that is excessively tight, baggy, with holes or slashes
- Excessively long or oversized shirts, coats or jackets
- Sunglasses, hats, caps, stocking caps, toboggans, bandannas, or any other headgear while in the school building
- Any apparel or accessories that depict gang affiliation
- Excessive face painting

The Cabarrus County Board of Education specifies that each student must come to school appropriately dressed in clothing that is not disruptive to the educational process and does not endanger the health and safety of self and others.

Identification Badges

Each child will be provided with an identification badge at the beginning of the year. The student should wear the badge at all times unless directed otherwise by the teacher. It will be used for identification, library check out, and to purchase lunches. **If the badge is lost or broken it will be replaced for a \$5.00 fee.**

Homework

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Homework is a worthwhile use of time outside of regular school hours, to practice, maintain, complete, make up, or enrich classroom activities.

Nightly reading for students is an essential part of their growth and development. It helps to build stamina which is very much needed during testing situations.

Student Responsibilities:

- Make sure you understand the assignment before leaving school
- Take home all necessary materials to complete assignments
- Arrange with your parents for a place to work
- Do homework with minimal parent help
- Complete homework on time

Parent Responsibilities:

- Read and discuss homework with your child
- Provide an appropriate time and environment for learning
- Promptly communicate any questions or concerns regarding homework to your child's teacher
- Develop a routine that ensures:
 - All assignments and materials are brought home
 - All assignments and materials are returned to school on time
 - The student has an organized way of keeping and carrying homework

BREAKFAST/LUNCH PROGRAM

Breakfast is available to all students daily. Students on a late bus will still be served. If school is delayed due to weather conditions, breakfast **will not** be served.

We welcome parents and other family members to eat lunch with their children on the stage of the cafeteria. Adult lunches are a la carte. It is requested that visitors sign in, get a visitors pass and meet the students in the cafeteria. You do not have to call ahead for reservations, but it is good practice to call ahead to assure the class is on a normal lunch schedule. Students are allowed to bring a lunch box or bag lunches to the cafeteria. However, glass items are not

permitted. Foods from fast food restaurants must be rewrapped in plain paper and drinks must be in plain paper cups.

A allergen-free table is provided for students with allergies. No peanut products will be allowed at this table. Students are allowed to invite a friend or two, with school lunches, to sit with them at the table for company.

Cafeteria Meal Prices

Breakfast...\$1.15 (paid)
\$.00 (reduced price)
Lunch.....\$2.55 (paid)
\$.40 (reduced price)

Please keep your child's meal account current. Payments for meals can be done daily, weekly, monthly or by the semester with cash or check. You can also take advantage of the new online **K12 Payment Center**. Access to this can be done by going to the Cox Mill website under the parent link or the Cabarrus County website. Students who forget or lose their meal money will be allowed to charge for the day. Students may not charge more than \$5.00. Students will be given an alternate lunch consisting of a sandwich, juice or milk if they owe \$5.00 or more to the cafeteria. A la carte items will not be sold to students owing a charge and charges will not be allowed during the last three weeks of school. The cafeteria manager will notify you when your child makes a charge. A second notice will be sent home when the account reaches the \$5.00 limit.

Free and reduced-priced meals are available for families who qualify. Cabarrus County Schools provides applications to all students at the beginning of the year, or you can email the cafeteria manager Ms. Coleen Watts at: coleen.watts@cabarrus.k12.nc.us

Health & Wellness: Administration of Medication in school

If your child must have medication of any type given during school hours, including over-the-counter drugs; an employee is authorized to administer any drugs or medication to a student when all of the following conditions are met:

1. A physician has prescribed the drug or medication for use by the student.
2. A physician has certified that administration of the drug or medication to the student during the school day is necessary to sustain the student's attendance at school.
3. The student's parent or legal custodian has made a written request that the employee administer the drug or medication for use by the student.
4. The employee administers the drug or medication pursuant to the written instructions provided by the student's parent or legal custodian
5. Students may self-medicate:
 - OTC drugs with a parent's note (date, when, how much, in the labeled container with a small quantity)
 - Prescription drugs with a physician authorization and apparent consent including inhalers, Epi-pens, oral RX, etc.

Health & Wellness: Nurse

IT IS IMPERATIVE THAT YOU MAINTAIN CURRENT PHONE NUMBERS. PLEASE CONTACT THE OFFICE IF YOUR PHONE NUMBER/S CHANGE.

The school nurse is located in the front office area and is available during student hours. The nurse is available to administer medication, monitor students with chronic health problems, communicate with parents, and provide support for parents and student in regards to health and wellness. The nurse will also check and monitor students who become ill or injured while at school.

1. For cuts/scrapes soap, water, and clean bandages will be used. First aid spray and other ointments CANNOT be used.
2. School Emergencies: When your child is sick or injured at school, we will contact you. If your child is taken to the doctor/hospital as a result of an incident at school, please notify us immediately.

Health and Wellness: Lice Policy

A copy of our policy will be sent home and our school nurse will answer any questions if necessary.

Health and Wellness: Ticks

According to Health Department recommendations, teachers are allowed to remove ticks at school. Parents are to be notified by telephone if a child has a tick that is attached. A letter is also sent home with every child who has a tick removed at school.

BIRTHDAYS

In an effort to protect the academic day, birthday parties will not be permitted during the school day. In an effort to maintain consistency for all students, **only** individual mini-cupcakes may be brought in for the class and given out during the day at the teacher's discretion.

It is also against county policy to distribute party invitations by parents, students, or staff at school. The delivery of balloons, gifts, flowers, etc. to school is strongly discouraged. These items will not be delivered to students during the school day. These items are also prohibited on the school bus.

Food Policy

Food that is sent to school must be bought and labeled with the ingredients. Items purchased at bakeries must contain ingredient labels. This precautionary guideline provides school personnel

with a "contents label" to protect students with specific food allergies. Classrooms that have students with severe, life-threatening allergies may be prohibited from bringing in certain foods.

PETS AT SCHOOL

Pets at school are discouraged due to the number of students with allergies, asthma and the possibility of disease transmission. In the event that a teacher would like a student to bring a pet to school for a curriculum-related event, the following must occur:

- 1. Pet visitation must be pre-approved by the Principal.**
- 2. Parent must provide the school with documentation of recent pet vaccinations (rabies), if applicable.**
- 3. Parent must provide transportation to and from school. Pets are not allowed on a school bus.**

PARENT TEACHER ORGANIZATION

Cox Mill has a very active Parent Teacher Organization. The PTO holds five general meetings a year for parents.

The PTO is a tremendous asset to our school community. Over the last few years, the PTO was instrumental in adding to our school's 21st century tools. The PTO has been able to outfit each classroom with a SMART board, purchase laptops for all students' use and purchase document cameras for every classroom to share. The PTO holds various activities throughout the year for the parents and children to come and enjoy. Events such as Family Game Night, Family Fun Fit and the Family Dance. Our PTO board is always looking for new members to get involved. For information about becoming involved in the PTO, please visit their website at:

www.coxmillpto.org. You can also access this through a link on the school's homepage. This website is an all-inclusive page that has information about all things PTO. You can also "like" the Cox Mill PTO on Facebook!

Volunteers

Parents are encouraged to volunteer at school. Parents and other volunteers must come to the office and sign in before going to the classroom. Volunteer badges must be worn while working at the school. There are also volunteer opportunities for parents who need to work at home. Contact the PTO parent volunteer coordinator to put your name on the list.

Background Checks

Keeping our students and school safe is a top priority for our school district. We need every volunteer, and we value our volunteer's time and contribution to our schools and students. Safety is a concern that we must all share. Therefore, we use criminal background checks to help us gain confidence in the volunteers who surround our students. Cabarrus County Schools use Background Investigation Bureau, LLC (BIB) as our background screening partner. For

more information regarding background check requests, visit the Cox Mill website and click on Parent/Quick Links. See Mrs. Kolibas in the front office for further information about the process for background checks.

PowerSchool Parent Portal

PowerSchool is a secure web-based student information system that provides real-time updates to parents, teachers, students and school administrators about grades, attendance and assignments. More information can be found on the CMES or CCS websites.

Report Cards

Report cards will be issued after the end of each 9-week grading period. The purpose of report cards is to keep parents up-to-date on their child's academic performance, work habits, and to enlist parents' support as they work together with the school staff to improve educational opportunities for students. Please review the report card with your child and return the signed report card cover.

K – 2 students will receive a paper copy of the report card to bring home.

3 – 5 students will have an electronic report card for parents to access through Powerschool.

Telephone Use

Students are permitted to use the school telephone only in an emergency situation. The classroom teacher will grant permission for the student to use the telephone. **Forgotten homework, instrument, or school materials do not constitute an emergency.** Personal cell phone use for talking/texting is not allowed during the school day.

Textbooks/Materials

Textbooks, calculators, media center books, and other materials are the property of Cabarrus County Schools. They are provided to enhance the education of your child. They should be used with care and returned in good condition. Students are responsible for any texts/materials that are lost, stolen or damaged.