

W.M. Irvin Elementary IB World School Parent and Student Handbook



2020-2021

WM Irvin ELEMENTARY
1400 Gold Rush Road
Concord, NC 28025
704-260-6330 * 704-260-6349 (Fax)
KIDS PLUS 704-260-6347
Nurse 704-260-6346

ADMINISTRATIVE TEAM
Tonya Williams- Principal
Jaimie Peterson- Assistant Principal
Brian Dulin- Assistant Principal

MISSION STATEMENT
Irvin develops inquiring leaders who are knowledgeable and caring, who are respectful of diversity, and who become responsible, global citizens as lifelong learners.

VISION STATEMENT
We work with our families and community to prepare all students to be creative thinkers and leaders.

IB WORLD SCHOOL
WM Irvin Elementary is an IB World school offering the Primary Years Programme. These are schools that share a common philosophy- a commitment to high quality, challenging, international education that WM Irvin Elementary School believes is important for our students. For more information visit www.ibo.org

Guidelines are subject to change based on safety precautions that will be taken in regard to COVID 19. Please scroll down to see COVID 19 section of our handbook for additional information.



School Colors
Royal Blue and Gold

School Mascot
Irv the Eagle

Start Time.....8:15 am
Students Enter Building.....7:45 am
Tardy.....8:15 am
Dismissal.....3:00 pm
Office Hours 7:15 am-3:45 pm
Teacher Hours 7:45 am-3:15 pm

SAFE SCHOOLS

Please help us keep our school's safe by following the
Safe School Rules when you visit.

***No Visitors or School Volunteers will be permitted at school during COVID 19. In addition, parents will NOT be allowed to walk their student into the building or to the classroom and must remain in their vehicle at all times. ***

- 1. Please sign in using our Lobby Guard program. You will need your ID to do so. A visitor pass will be provided for you to wear while on campus.** Preschoolers do not need to wear a visitor's pass. Small kiddie stickers are **provided for them.**
- 2. State your appointment or teacher/parent conference information to the receptionist.** Please do not interrupt instruction in a classroom. The receptionist will help you if you do not have an appointment with a staff member. Make sure that the receptionist is aware of the nature of your visit before you exit from the office and re-enter the building.

ATTENDANCE

We emphasize school attendance at Irvin Elementary. As parents and teachers, we know there is a clear relationship between good attendance and school achievement. Our goal is to encourage students to strive for perfect attendance!

We know that all children will not attain this goal, yet it is still our hope to instill the importance of good school attendance. North Carolina Compulsory Attendance Law (GS115C-378) states parents and guardians are responsible for seeing that their children attend school each day it is in session (180 days from 8:15 a.m.– 3:00 p.m.). A student must be in attendance at least 3 hours 20 minutes during the official school day to be counted present. Attendance in NC is mandatory from a child's 7th birthday until their 16th birthday. When a child is enrolled prior to the 7th birthday then attendance is subject to all attendance laws.

According to NC law, trips or vacations are considered unexcused absences unless prior approval is received from the principal. If you are planning a trip and believe the absences should be excused, please obtain an "Opportunity for Education" form from the school office or download one from our website. This form will need to be returned back to school at least one week before the absences begin. Please note that no forms will be accepted after the trip has been taken.

No trips of any nature will be approved as excused absences during the End of Grade Tests for grades 3-5.

Any missed work is completed after the trip. Teachers are required to provide all missed work upon the return of a student. Any work a teacher may choose to give prior to a trip is a teacher courtesy only and not a requirement

A. Absences

1. Excused

Absences from school will be excused for the following reasons:

- Illness of the student.
- Quarantine
- Death in the immediate family.
- Religious holidays approved by the school system.
- Education opportunities with prior approval from the principal***(maximum of 5 days/year)**
- Court or Administrative proceedings.
- The school may request a doctor's statement for frequent or lengthy absences for illness.

2. Unexcused

Unexcused absences will be considered truant. Absences will be considered unexcused for the following reasons:

- Bad weather
- Missing the bus
- Car trouble

- Lack of heat, water, or electricity
- Shopping
- Baby-sitting
- Lack of clothing or shoes
- Over sleeping

Other reasons not listed under excused absences-

When a student has accumulated between three and six unexcused absences, parents will be notified by the Principal that they may be in violation of the Compulsory Attendance Law. After ten unexcused absences, the principal will have a conference with the parents.

3. Notes

When a child returns to school after being absent, the parent or guardian is expected to send a note stating the reason for the absence. Written notes or email messages should always be sent even when there has been verbal communication. An absence excuse form is available on our website.

4. Returning after sickness

Child must be free from diarrhea, vomiting and fever for 24 hours without medication before returning to school.

B. Tardies/Early Check-Outs

Cabarrus County Schools has a policy regarding tardiness and early check-outs. A student is considered tardy when he/she is not in his/her classroom when the final tardy bell rings (8:15 a.m. at Irvin) the only exception to this is those students who ride a bus that is late. Parents will receive a Connect-Ed. call with each instance of late arrival. If a student has missed more than 4 hours of instructional time due to tardies he/she will not be eligible for perfect attendance. When a student has 10 tardies, you will be contacted by administration. Upon the 12th tardy, a referral for school social work/counseling services will be made.

Beginning August 2019, CCS has established a new policy regarding tardies. a student will be given one (1) unexcused absence when the student has accumulated a combined total of five unexcused tardies (example: 3 late check-ins + 2 early check outs will count as one unexcused absence).

ARRIVAL AND DISMISSAL

It is important for each of us to cooperate and follow directions when bringing or picking up children. Safety is our main concern. Parents need to avoid getting out of their cars and crossing the drop-off lane; this slows the flow of traffic and causes delays.

Morning Arrival

On occasion, parents will need to see their child's teacher before the school day begins or after school. Parents should park in the visitor parking area. **The adult supervision provided by staff should make it unnecessary for parents to walk their children to class on a regular basis.** Parents **should not park** in the staff parking lot or in the student drop-off lane.

Students should not arrive at school before the assigned time unless he/she is enrolled in the Kid's Plus before school program.

Car riders may be dropped off in the designated area only. Car riders may enter the building at 7:45 a.m. **Students who arrive in their classrooms after 8:15 a.m. will be counted tardy**

Afternoon Dismissal

3:00 – Students will be dismissed.

All car riders will be picked up at the designated area. Parents are requested not to arrive early or leave cars unattended. **Car tags must be clearly displayed in vehicles to expedite the car line. If you don't have your car tag you will need to park and come in.**

Follow the directions of the staff working in the parking lot. Some people have tried to park and walk across to pick up students.. On rainy days, dismissal usually takes a little longer. Please remain in your vehicles rather than come to the office for check out.

TRANSPORTATION CHANGE FROM NORMAL PROCEDURE HOME IN THE AFTERNOON

It is necessary that you send a note with your child to the teacher concerning any change from normal procedure of transportation home in the afternoon. Children often get excited or confused and give incorrect information. **We will not take changes over the phone.** If we have a note from the parents, we can be sure the student is dismissed the appropriate way. . **Do not send an email to the teacher during the day you wish to make changes.** **Teachers may not check their email until after dismissal.**

Bus Riders

Each eligible student is assigned to a morning bus run and afternoon bus run. Students may not ride any bus other than the assigned morning and afternoon bus.

The Cabarrus County Schools Transportation Department has issued a statement-declaring children ineligible to ride a school bus if they do not have an assigned seat.

Due to this policy and maximum load capacity, we cannot accommodate special school bus transportation requests made by parents. Please do not send notes or make phone calls for this reason. Your child can only ride a school bus on which he/she has an assigned seat.

EARLY DISMISSAL

If a parent comes to school to pick up his/her child during the school day, the parent must come by the school office first to sign the student out of school. Office personnel will call your child to the office for dismissal. Early dismissals should be kept to a minimum. **We request that parents arrive before 2:30 p.m. to check out a child early.** We also request that the teacher be notified in writing when a child is to be picked up early and who will be picking up the child. School personnel will require identification for anyone picking up a child. Please have picture ID ready. Any child **leaving prior to 11:40 a.m.** will be marked absent for the day.

INCLEMENT WEATHER

The school superintendent decides when schools require closing. Parents should listen to the radio, watch local TV channels, or visit Cabarrus County Schools website for information concerning school closings. Connect-Ed messages also are sent. A decision to close schools or to operate on a delayed schedule will be announced by 7:00 a.m. Should inclement weather situations occur after school begins, the news will also be announced on radio and TV.

DO NOT telephone the school.

The Kids Plus after school program DOES NOT operate if school closes early because of inclement weather.

A form will be sent home at the beginning of the year for parents to indicate what their child is to do when school closes early due to inclement weather. Working parents must make arrangements in advance for child care when school is dismissed early.

NURSE-Rosalyn Sloan 704-260-6346

To provide the best environment for your child's learning experience and to protect the health of others, send your child to school feeling well. Should symptoms of any oncoming illness be displayed, keep your child home for observation. Call the school to indicate that your child will not be in school. Your child should stay home from school if he or she:

- Has a fever of 100.4 or higher
- Has been vomiting or has diarrhea
- Has a rash with fever
- Has symptoms that keep your child from participating in school such as:

- o Very tired, unable to focus in class or lack of appetite
- o Cough that he or she cannot control or sneezing often
- o Headache, body aches and/or earache
- o Bad sore throat with or without fever and swollen glands, unable to control pain or swallow liquids
- o Eye drainage – thick mucus or pus from the eye, uncontrollable itching

If your child contracts a contagious disease, please notify the school office, so that other children in that classroom can be observed more closely. Return your child to school only after all infectious and contagious symptoms have disappeared.

24 Hour Rule:

- Your child should be fever free without medication and no vomiting or diarrhea for at least 24 hours before returning to school.
- If your child was given an antibiotic, please keep them home for at least 24 hours after the first dose.

Returning to school:

- When your child returns to school, send a written note, signed by the parent/legal guardian indicating the days of the child’s absence and the reason for the absence.
- When a child becomes ill at school, he/she is referred to the school nurse. The nurse will make the preliminary determination on whether the child needs to go home. When called, the parent should make arrangements immediately for the student to be taken home.
- No medication can be given to a student without the written permission of the physician. This rule includes over the counter medication such as Advil, Benadryl, Pepto-Bismol, etc. A specific form must be completed by the physician, signed by the parent, and brought or faxed to the school.

ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

If your child must have medication of any type during school hours, including over-the-counter drugs, you have the following choices:

1. You may come to school and give the medication to your child at the appropriate time(s).
2. You may obtain a copy of a medication form from the school nurse. Take the form to your child’s doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day it is to be administered. This form must be completed by the physician for **both prescription and over-the-counter drugs**.
3. You may discuss with your child’s doctor an alternative schedule for administering medication (e.g., outside of school hours.)
4. If your child is subject to unusual health hazards such as allergy to bee stings, and/or requires special medical intervention (e.g., asthma, diabetes, etc.), please notify the principal.
5. **The school does not assume responsibility for students who administer medication to themselves (self-medicate).**
6. At the conclusion of a student’s treatment, the unused medication must be removed from the school by the parent.

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the doctor, and the medication has been received in an appropriately labeled container. Medication must be brought in by a parent and given to the school nurse. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to this policy.

If you have any questions about this policy or other issues related to the administration of medication in the schools, please contact the school nurse.

MAKING UP MISSED WORK

If your child is absent two or more days, make-up work may be picked up from the front office **at the end of the day**. Please notify the office by 9:15 a.m. in order for teachers to have work ready for pickup. Teachers will have make-up work ready when a student returns. It is not always possible to prepare work ahead of time.

This is considered a courtesy to parents when a teacher is able to get items ready ahead of time. Asking the teacher to prepare work for your child ahead of time is not always practical since the teacher would be in the middle of instructional time.

When your child returns to school he/she will have 1 day per missed day to complete all assignments (ex: 3 days missed = 3 days to make-up work).

RELEASING CHILDREN TO CUSTODIAL PARENTS

A child must be released by the school to either parent unless legal papers have been presented to the principal showing custody. This applies even if a child is living with only one parent. If you have custody of your child and do not wish for him/her to be taken from school by his/her other parent, you must present your legal paper to the principal. **PLEASE REVIEW YOUR LEGAL PAPERS ON FILE IN THE OFFICE AT THE BEGINNING OF EACH SCHOOL TERM TO BE SURE THEY REFLECT THE MOST RECENT COURT DECISION.**

KEEPING INFORMATION CURRENT

It is important to keep the school office informed of contact information.

Please notify the school immediately if there is a change in status during the school year:

1. Address
2. Phone number (home, work & mobile)
3. Employment
4. Other information that could be helpful to the school and your child.

CAFETERIA

We are pleased to announce that Cabarrus County School's School Nutrition Program will be continuing the option available to select schools in North Carolina that participate in the National School Lunch & Breakfast Programs. It is called the Community Eligibility Provision (CEP) and will be offered beginning our 2018-2019 school year at WM Irvin Elementary. **ALL** enrolled students will receive a nutritious Breakfast & Lunch at **no cost**, regardless of family income. If students want to purchase extra food, there will be a fee associated with this purchase.

Breakfast: We are pleased to offer a breakfast program for our students. All students who wish to eat breakfast are to report directly to the cafeteria upon arriving at school.

Lunch: Balanced lunches, which provide 1/3 of the daily food requirements for children are served in the cafeteria. A copy of the month's menu is available online.

Children are prohibited from bringing glass containers to the cafeteria or to school.

LUNCH GUIDELINES

In November 2006 the Cabarrus County School Board adopted guidelines to promote student health, reduce childhood obesity, provide a variety of nutritional foods, and promote lifelong healthy eating habits. Parents are encouraged to include healthy choices in lunches brought from home and should not include soda, energy drinks, fast food items, or candy. When visiting the school to eat a meal with your child, you are encouraged to purchase a school-prepared lunch and set a healthy example for your child. Foods brought into the school with fast food or other restaurant packaging are discouraged. If brought to school, fast foods may not be eaten in public areas, i.e., cafeteria, classrooms, or in view of students. We have no areas available for private eating. Please consider re-wrapping restaurant food in Ziploc baggies or plain foil and placing in plain brown or white bags before entering the school, then eating in the cafeteria will be acceptable. The entire policy is posted on the Cabarrus County Schools website at www.cabarrus.k12.nc.us under the Child Nutrition link.

Please help us keep our school safe by following the *Safe School Rules* when you visit for lunch.

****Due to COVID 19 Restrictions- No Visitors or School Volunteers will be permitted at school during COVID 19. In addition, parents will NOT be allowed to eat lunch with students.***

Breakfast and lunch will be served in the classrooms. There will be no food sharing during this time. No outside food or food brought in for treats during this time. *

1. **Complete a name tag and wear it.** Preschoolers do not need an identification tag.
2. **Always wait in the cafeteria for your student.** Going into the classroom or waiting in the halls is not a part of a safe school and can interrupt the instructional day.

INTERRUPTIONS

Classroom interruptions are discouraged at Irvin Elementary. We strongly believe that they interfere with the learning process of all students. Please try to schedule doctor appointments, trips, calls to teacher and conferences before or after the school day so your child will not miss valuable educational instruction. Any call to the teacher during the instructional day, will be sent to voicemail so there is no interruption to instruction. Students cannot be checked out after 2:30.

APPOINTMENTS WITH STAFF

Please call to set an appointment with all Administrative Staff, Counselors and Teachers. Scheduling ahead of time allows us to fully address you or your child's needs.

****Due to COVID 19- all meetings will be held virtually.****

EXPECTATIONS OF STUDENTS

Students are expected to abide by all student rules and policies of both WM Irvin Elementary School and the Cabarrus County Board of Education. Copies of pertinent policies (Substance Abuse, Corporal Punishment, Student Suspensions, etc.) are sent home to all parents on the first day of school.

CABARRUS COUNTY BOARD OF EDUCATION WEAPONS AND DANGEROUS OBJECTS POLICY

It is the policy of the Cabarrus County Board of Education ("Board") that no employee or student shall possess or carry (whether openly or concealed) any gun, rifle, pistol, dynamite, cartridge, bomb, grenade, mine, power explosive as defined in NC Gen. Stat. 14-284.1, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles or any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes, in any school building or bus, on any school campus, grounds, recreation area, athletic field, or other property owned, used or operated by the Board of Education.

SCHOOL WIDE RULES

WM Irvin Elementary is implementing schoolwide rules and expectations. Please see the following rules and expectations for all areas of our school.

S.O.A.R

Eagle Leaders SOAR by:

- Safety first
- Being Orderly
- Always doing your best
- Respecting yourself and other

Voice Levels:

Level 0- No talking, no sounds

Level 1- Whisper

Level 2- Normal speaking voice

Level 3- Outside voice

FIELD TRIPS

****Due to COVID 19- There will be no field trips or inhouse field trips during the 20-21 school year. Students will participate in virtual field trip experiences when applicable****

Since field trips are educational, all students in a class should go on the field trip unless there are unusual circumstances. **Many trips restrict the number of adults per class. In these situations, the classroom teachers will invite different parents on each trip to share the chaperoning duties among as many parents as possible.**

If parents want to take their child home directly from the field trip site, they must see the teacher and sign-out the student.

CHAPERONES

We welcome parents and volunteers as chaperones on field trips. All parents who accompany students and classes on field trips are defined as chaperones and must have a cleared background check on file with the school. Parents who serve as chaperones may not bring older or younger siblings. To apply for a background check, you may visit the Irvin homepage under “Quick Links” to find information regarding “Volunteering”. As a rule, parents are not allowed to ride school buses with students on field trips. Occasionally, parents are needed as monitors on the school bus. The classroom teacher, in connection with administration, determines this need. Only those parents who have been trained as bus monitors may ride the bus with students on field trips.

POLICY REGARDING BULLYING

Bullying and/or harassing are strictly prohibited by CCS policy (see specific policies below.) The repeated pattern of intimidation may be real or threatened.

- There are 3 types of bullying
 - o Physical
 - o Emotional
 - o Relational
- Bullying may include, but is not limited to...
 - o verbal taunts, name-calling, implied or stated threats, and intentional and/or stated exclusion from peer groups.

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. Parents and students may use the [CCS Bullying Report link](#) to report the report electronically or report the incident directly to the teacher, administrator, or guidance counselor. If these or other related situations arise during

SOLICITATIONS

Students are not allowed to sell items or collect money for any organizations. All fundraisers, PTO events, etc. are through the parents, not the students.

HEALTH SERVICES FOR CHILDREN

ALCOHOL AND DRUGS IN ELEMENTARY SCHOOLS

If a student in grades K-5 is in possession of alcohol or drugs, the following guidelines will be followed:

- Each case or occurrence will be dealt with individually.
- Students who are in possession of alcohol or drugs not prescribed by a doctor or are under the influence of same will be removed from class and may be suspended from school. In either case, a parent conference will be required before the student returns to class.
- The principal will get all of the facts concerning the case and confer with the associate superintendent, and an appropriate plan of action shall be set in motion.
- It will be a joint decision of the principal and Deputy Superintendent before calling in any outside agencies.
- Law enforcement will be called in, as appropriate

504/ADA POLICY

It is the policy of WM Irvin Elementary School not to discriminate against any qualified disabled person, solely by reason of his/her disability, in admission, or access to, or treatment in, any program or activity sponsored by this school.

Inquiries regarding compliance with this policy should be directed to one of our school counselors.

PROGRAMS FOR STUDENTS WITH SPECIAL NEEDS

Exceptional Children: We have special programs with specialized teachers to meet the needs of exceptional children. The following special programs will be offered to those students who qualify:

1. Academically/Intellectually Gifted
2. Learning Disabled
3. Mentally Handicapped
4. Speech and Hearing Impaired
5. Physically Handicapped
6. Behaviorally/Emotionally Disabled
7. Other Health Impaired
8. Autistic
9. Visually Impaired

TELEPHONES

Students will be allowed to make phone calls for sickness only. **Children will not be allowed to call home for homework, library books, etc.**

Teachers will only be called to the phone for emergencies. Irvin Elementary has a voice mail system. The system will pick up before and after school hours and in some instances during busy times while school is in session.

Please leave your name and number with a brief message; messages will be checked daily, before lunch and at the end of the school day.

Any staff being requested to return a call to a parent that is a long distance call will do so only in a dire emergency.

PICTURES

Individual pictures of each student will be taken in the fall and class group pictures in the spring. The date and prices of pictures will be announced in advance.

MEMORY BOOKS

Memory books are also available at the end of the year. The date and price will be announced in advance.

DRESS CODE

****Due to COVID 19- Facial Coverings are required at all times. This includes while students are traveling on the school bus and while in the school property.****

Please review this policy with your child. Parents will be called to bring appropriate clothing for their child.

The Board of Education Policy specifies that appropriate hair and dress styles are essential to the maintenance of a proper atmosphere for the educational process and will be required for all students in the Cabarrus County School system. Extremes in hairstyles and modes of dress deemed by the school principal to be clearly inappropriate or which tend to disrupt or detract from the educational process will not be permitted within the school.

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 greater).
- Pants: Fitted at the waist.
- Shoes: Shoes or sandals.

WHAT NOT TO WEAR!

- Tank tops, muscle, 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.
- Excessively tight or baggy clothing; clothing with holes or slashes
- Bedroom slippers or pajamas (unless school dress day)
- Excessively long or oversized shirts, coats, or jackets
- Sunglasses, hats, caps, stocking caps, toboggans, bandannas, headbands or any other headgear while in the school building.
- Any apparel or accessories that depict gang affiliation, including rosary beads
- Excessive face painting.
- Shoes with wheels/ or shoes that light up or flash

STUDENTS SELF-ESTEEM AND RESPONSIBILITY

We encourage responsibility in our children. It gives them a sense of pride and accomplishment to walk to class independently of an adult or older sibling. Dropping your child off at the front door facilitates their growth.

EXTRA MONEY AND VALUABLES AT SCHOOL

It is requested that children NOT make a practice of bringing money and valuables to school. For your younger students, parents are requested to put money for field trips, fees, etc., in an envelope with the child's name, teacher's name, the amount of money enclosed, and the purpose for the money written on the outside.

No toys are allowed at school at any time.

LOST AND FOUND

Irvin Elementary keeps a special Lost and Found area. When students go out to recess they are responsible to collect their belongings before leaving the playground. Should items inadvertently be left, the custodians check the area at the end of the school day and place items in the back lobby for student pick up. All items left will be packed and given to charity each month. We encourage parents to put names in clothing and on lunch bags to assist students in properly identifying their belongings. When small items like jewelry or money are found, they may be turned in to the office and claimed there.

PARENT-TEACHER CONFERENCES

The parent-teacher conference is a very important method of ensuring good communication between the home and school. The conference allows parents to discuss the progress and expectations of their child, while the teacher can learn more effective ways to work with the child.

Parent-teacher conferences will be arranged by your child's teacher at the end of the first nine weeks of school. It is extremely important that you take advantage of this opportunity to discuss your child's progress. Your child's teacher will advise you when the conference will be held.

If you wish to have a conference with your child's teacher at any time during the school year, please contact the teacher by note, email or telephone. Conferences can be arranged before school, during teacher planning time, or after school at 3:15 p.m.

FOOD POLICY FOR STUDENT PARTIES OR TREATS

All foods provided for students are to be pre-wrapped or packaged. These foods may come from a supermarket, bakery or caterer. **Homemade items are not allowed** for student consumption.

This precautionary guideline assures the school staff that foods are sanitary. It provides school personnel with a "contents label" to protect students with specific food allergies.

This policy applies to students only.

STUDENT BIRTHDAYS

****Due to COVID 19- no outside treats can be shared with students****

No invitations to birthday parties are allowed at school. These are not items that can be distributed on the school campus, bus, or during Kids Plus.

Many parents like to send a treat for each child in the class on their child's birthday. **Sending a small treat, which can be incorporated in the students' lunch period does this best.**

For example:

- a pre-wrapped oatmeal cookie for each child.
- a box of bakery cookies or pastries (enough for each child to have one)
- a pre-wrapped Rice Krispy Treat

Be sure to speak with your child's teacher before making any birthday treat arrangements so that conflicts or misunderstandings can be avoided.

No flowers or balloons should be sent to your child during school; these items cannot be sent to your child's class or home on the school bus.

KIDS PLUS

Hours and Days of Operation

During the regular school year, the centers will operate each school day, beginning on the first day of school. On these days the Before School Care will operate from 6:30 a.m. until approximately 7:45 a.m. After School Care operates from the time school is dismissed until 6:00 p.m.

On days when school is dismissed prior to regular closing time, the center will operate from 12:00-6:00 p.m. at no extra cost to parents. This policy does not include early dismissal due to inclement weather. (On days when school opening is delayed due to weather conditions, Before School Care will open at the regular time of 6:30 a.m. and operate until the designated starting time.) There will be no additional cost for this service.

On Teacher Planning days and school vacation (e.g., Christmas, Easter, and summer), centers where there is sufficient interest will operate from 6:30 a.m. – 6:00 p.m. An effort will be made to place children at other centers for teacher planning days when there is not sufficient interest at their regular center. This policy would not be in effect if inclement weather cancels scheduled teacher planning days (See Special Days Care).

On days school dismiss early because of snow or other hazardous weather conditions, the child will be picked up at the Kids Plus program location within 1 hour of the announced dismissal time. The child cannot be assigned an afternoon seat on the bus on these early dismissal days. The parent or guardian is expected to listen to the media on days of probable early dismissal. The school will not call the parent.

Any time a schedule is deviated from due to bad weather or other unforeseen incidents, credit would be issued for any monies already paid.

PETS AT SCHOOL

Because of the number of students with allergies or asthma and the possibility of disease transmission, pets at school are discouraged. 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:

- Pet visitation must be pre-approved by the Principal
- Parent must provide the school with documentation of recent pet vaccinations (rabies), if applicable
- Parent must provide transportation to and from school. No pets can be taken on a bus.

PLAYGROUND SAFETY

During the school day only students and staff are allowed on the playground. The playground areas at Irvin Elementary are unsupervised after school hours (3:00 p.m.). Do not allow children to return to playground areas without adult supervision. Kids Plus does use the playground from 3:00 to 6:00 p.m., but are in charge of the supervision of their enrolled students and they do not supervise the general public. Unsupervised students will be requested to leave the playground during the Kids Plus occupancy hours. Please report any existing playground safety concerns to the office. Thank you for your cooperation in taking proper precautions to prevent injuries from occurring.

PLAYGROUND RULES

*** Students are not allowed to bring recess equipment to school from home. All equipment (basketball, soccer ball, etc.) will be provided by the school.**

1. Equipment

- a. No chasing or running around the equipment area.
- b. Slides**
 - Only one person may go down the slide at a time.
 - Sit down while sliding.
 - Do not climb up the slide.
- c. Swings**
 - Only one person allowed on a swing at a time.
 - Do not push or pull others on the swing.
 - Sit on the swing correctly.
 - Do not “hog” the swings...take turns.
- d. Other Equipment**
 - Do not climb or sit on top of the equipment.
 - Clogs, slides, and slick bottom shoes are not allowed on the equipment.
 - Wear shoes with a rubber sole because they do not slide as easily.
 - Take turns if others are waiting.

2. Playground Balls

- a. The field behind the equipment will be used for football, Kickball, softball, etc.
- b. If the ball goes into the area that is not mowed, ask a teacher to go get the ball or watch you go get the ball.

3. Jump Ropes

- a. Jump ropes need to be on the sidewalk in the designated area.

4. Running and Chasing

- a. Tag, chasing games, etc., will be played on the field behind the equipment.
- b. Do not interfere with any ball games that are being played.
- c. Stay in the mowed area only.

5. Basketball

- a. Play in the designated area.
- b. If the ball rolls into the parking lot, ask a teacher to go get the ball or watch you go get the ball.

6. Bark, wood shavings, sticks, rocks, etc., are to remain on the ground at all times.

7. No pushing, hitting, or rough housing will be allowed at any time! Keep your hands, feet, and other objects to yourself.

8. Practice good sportsmanship at all times. (“Clubs” cannot be formed or used to exclude children on the playground).

9. When the signal is given to line up, students are to line up immediately in a quiet and orderly fashion.

Reporting Problems: The student needs to give a verbal report to an adult on the playground immediately when a problem occurs.

Consequences: When a rule is broken, a warning will be given and the student will be placed in time out.

WM Irvin PTO

Irvin hopes to have an active Parent Teacher Organization. All parents are encouraged to join the PTO. The PTO will hold monthly meetings for parents. For more information about becoming involved in the PTO, please stop by their table at Open House and/or Curriculum Night, or call the school to find out how to contact a board member and learn more about how you can help. The PTO also has a link on the Irvin website.

GRADING

We use a Standards Based Grading system for Kindergarten – 5th Grades. Each grade level has very specific curriculum standards aligned to the Common Core State Standards and the North Carolina Essential Standards that students are expected to demonstrate by the end of the school year. Each standard identifies what students should know and be able to do. When we share your child's academic progress using standards, we are providing important and specific information about learning successes and areas of needed improvement. The score reported will be determined strictly on the child's level of mastery of the standard. Academic achievement is evaluated using the following standards-based score:

- 4 – Exceeds Grade-Level Standard
- 3 – Meets Grade – Level Standard
- 2 – Progressing toward Grade-Level Standard
- 1 – Limited Progress toward Grade-Level Standard

The expectation is that all students will master the standards by the end of the school year. Therefore, there may be standards for which your child receives a 2 (Progressing toward Grade-Level Standard) during the first couple of quarters. Our goal is that every child receives a mark of 3 (Meets Grade-Level Standard) by the end of the year for each of the standards.

REPORT CARDS

Report cards are available on the assigned date to students following the end of each nine weeks of school. Grades K-5 report cards are distributed by hard copy. Report card covers should be signed and returned the following day. Teachers and parents may discuss the report card at the first nine-week's conference-but the report card will not be sent home until the assigned date.

At the end of the school year, all report cards are distributed at the end of the day only.

Report Card Dates:

- 1st Nine Weeks: November 4, 2020
- 2nd Nine Weeks: January 27, 2021
- 3rd Nine Weeks: April 14, 2021
- 4th Nine Weeks: June 3, 2021

RETENTION/PROMOTION

Retention and promotion recommendations are made by teachers after reviewing both the student's classroom work and the student's scores on the End-of-Grade tests for children in Grades 3-5 or the End of Year Assessments in Grades K-2. The Cabarrus County Shared Accountability Policy states very specific guidelines for teachers and parents to follow. This policy is distributed at the beginning of the school year. Additional copies may be requested from the school.

North Carolina law says that the principal makes the final decision in promotion and retention decisions.

HOMEWORK POLICY

DEFINITION: Homework refers to an assignment to be completed during a period of supervised study in class, outside of class, or at home.

POLICY STATEMENT: Irvin Elementary School supports educational research indicating the value of regular, independent reading in the development of literacy skills. The length of time students read should increase as students grow in their reading skills through the elementary grades from (approximately) 45 minutes per week in kindergarten and first grade, to 80 minutes per week in grades 2-3, and to 120 minutes per week in grades 4-5.

COMMUNICATION FOLDERS

PURPOSE

Each student will receive a communication folder by the school. The purpose of this folder is to send information home and to school. Please check your child's weekly folder each Tuesday for important information on their academic progress, behavior and information from the school.

SCHOOL INSURANCE

Group accident insurance is available for students in case an accident or injury occurs at school. Student insurance may be purchased at a low cost through a private company approved each year by the Board of Education. Information on this insurance, its cost and other details of the plan are given to parents during registration or on the first day of school.

TECHNOLOGY

Each classroom has open access to computer for instructional use. Teachers and students will also have access to laptop carts as well as networked computers stations in each classroom. Teachers will look for frequent opportunities to embed and integrate technology into the curriculum. Students will be required to adhere to all Cabarrus County Schools technology guidelines. Failure to adhere to those guidelines could result in a students' access to technology being revoked.

Teachers may use selected Internet sites for instructional purposes with the entire class. Students are monitored closely while they work on the Internet. Students are not allowed to access the Internet without teacher supervision.

TEXTBOOKS/ MATERIALS

Textbooks, calculators, laptops, iPads and other materials issued 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 materials that are lost, stolen or damaged.

STUDENT IDs

Each student is assigned a Student ID. This ID card is used to check out materials in the media center and for purchasing breakfast and lunch. If a student loses or breaks their ID card, they can be replaced. There is a \$5 replacement fee associated with newly issued cards.

**NOTICE TO PARENTS:
Right to Review Teacher Qualifications and Assessment Information**

As a parent of a student at W.M. Irvin Elementary School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers.

- Whether the NC Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the NC Department of Public Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teacher's aides or similar paraprofessionals provide services to your child and, if they do, their qualifications

Furthermore, parents have the right to request and be provided with information regarding student participation in state and district assessments including the subject being assessed; the purpose of the assessments; and the source of the assessment (state or local). Typically, schools administer assessments during the beginning, middle and end of the year. Schools share assessments results with families in multiple ways: parent teacher conferences, individual student reports, report cards/ progress reports, etc.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled and qualified and sharing important information regarding assessments..

If you would like to receive any of this information, please call the school at 704-260-6330.

Tonya Williams
Principal

W.M. Irvin Parent/Family Engagement Plan

Involving parents and family members is an essential component of nurturing our students. At W.M. Irvin, we welcome parent and family input to ensure the success of our students. We will regularly communicate information about curriculum and assessments as well as school events and any changes that may occur through a variety of different avenues, including social media and the school website. Parents are also asked to give input through a *Parent Satisfaction Survey* each year. Parents can address questions to our front office staff; if they do not know the answer, they are able to contact the appropriate school personnel and obtain the requisite information. We also will have a translator available to assist, as needed.

Every year this Parent/ Family Engagement Plan is printed in our Student Handbook along with a copy of our *Title I Compact*. At the beginning of each year, teachers, parents and students sign this compact, which develops a partnership between them in order to support student success. As a PBIS school, we promote responsible student behavior. In addition, we send essential school communications home each Tuesday via the student folder. All parents are encouraged to schedule a conference at the end of the first quarter. Parents may request additional conferences throughout the year, as needed. A translator will be provided, if needed.

Within the first quarter of the school year, a Curriculum Night will be held. At this event, parents can learn about the grade level curriculum and Title I program, review state testing data, and join the PTO. Parents are also invited into classroom events a few times a year to see student learning “in action” within the classroom, as well as learn strategies to assist their children at home.

PTO meetings will also be held quarterly and all parents are invited to attend. The PTO Board will also meet each month. In addition, parents are invited to serve on our School Improvement Team, which also meets monthly. The PTO Board and School Improvement Team are great ways for parents to participate in the work and planning of our school. If you would be interested in serving, please let your child’s teacher know.

W.M. Irvin embraces the philosophy of providing an invitational school environment. We will continue to encourage businesses to partner with our school, especially businesses owned by families of students who attend W.M. Irvin. Input and feedback from parents will be solicited through the use of parent surveys and conferences. Parents are encouraged to contact an administrator with any suggestions or questions they may have and to be active within the school!

Parent Signature: _____ Date: _____

Cabarrus County Schools
Parent/Student/Teacher/Administrator Compact
WM Irvin Elementary School

This compact is an agreement between all parties listed below. It defines the roles and responsibilities of each person involved in the education process in an effort to foster the student's ability for maximum achievement. This is a covenant between key stakeholders to provide for the social, behavioral, and academic needs of the students that attend W.M. Irvin Elementary

As a PARENT/GUARDIAN, I want my child to achieve their utmost potential; therefore, I will encourage them to do the following:

- Attend school everyday
- Establish a routine for nightly reading with limited distractions
- Monitor my child's progress and alert their teacher immediately when I notice problems
- Establish a reading plan for my child
- Attend key school events

I welcome the fact that I will receive information from teachers and staff at Irvin Elementary regarding my child. I also welcome the right to request information regarding my child and their teacher at any time.

Parent Signature: _____ Date: _____

As a STUDENT, I want to work to the best of my ability. I will strive to:

- Be at school each day, on-time, ready to learn, and participate in all activities
- Respect and cooperate with adults and fellow students
- Create goals with my family and work with them to achieve these goals
- I will read at home each night
- Ask for help from my teacher and family when needed

Student Signature: _____ Date: _____

As a TEACHER, I want all students to be successful: therefore, I will:

- Expect all students to achieve high growth
- Provide for the individualized needs of all students through progress monitoring
- Know the content of my grade level and utilize provided curriculum documents
- Build a relationship with each family and keep them informed of their child's needs and progress in each subject
- Provide parents with resources and materials to utilize with their child at home

Teacher Signature: _____ Date: _____

As an ADMINISTRATOR, I support the philosophy of the home and school working together. I will:

- Expect staff to have high expectations for all students
- Ensure all students have equal access to high quality curriculum
- Challenge staff to create a superior learning environment through effective small group instruction and engaging classroom activities
- Encourage staff to extend learning beyond the classroom
- Involve parents in the decision-making process
- Strategically use Title 1 resources
- Create a balanced environment that supports high achievement for students and a supportive community for teachers

Administrator Signature: _____ Date: _____

W.M. Irvin Elementary School Academic Honesty Policy

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences. -Principles into Practice: Assessment in the Primary Years Programme, 2018

Mission: Irvin develops inquiring leaders who are knowledgeable and caring, who are respectful of diversity and who become responsible, global citizens as lifelong learners.

Vision: We work with our families and community to prepare all students to be creative thinkers and leaders.

Belief:

WM Irvin believes that by promoting a culture of integrity and honesty from a young age, students are encouraged to develop as principled learners who have the skills needed to be successful. Development of the attributes of the IB Learner Profile is essential to this belief. As a staff, we are responsible for promoting these beliefs with students and encouraging them with each other.

Wrong is wrong, even if everyone is doing it. Right is right, even if no one is doing it. - Unknown

Purpose:

WM Irvin strives to establish a culture of academic honesty. It is the goal of the school to help students develop personal integrity and promote an understanding of academic honesty through the Learner Profile.

Responsibility:

School:

- establish the principles of academic honesty with students, appropriate for their age
- develop curriculum and UOI that allow students to develop the habits of academic integrity
- set guidelines with teachers to make sure there is a consistent approach to academic honesty

Teacher:

- show honesty in their work
- assist students in developing personal responsibility for learning, by directly teaching the Approaches to Learning Skills (self-management, social, communication, thinking, and research) across the curriculum
- provide activities to practice the Learner Profile

Media Specialist/Technology Facilitator:

- Instruct students on how to locate, evaluate, use, and cite digital and print information correctly for the use of student publication.
- Provide professional development to teachers on proper research procedures to teach students.

Student:

- practice academic honesty by submitting authentic work
- cite text used that is not their own
- demonstrate the attributes of the Learner Profile through learning and assessment and by being respectful of others' learning

We do	We do not
<ul style="list-style-type: none"> ● Acknowledge help from others ● Summarize key ideas from digital and print sources ● Communicate new ideas in own words ● Work collaboratively in groups to share information 	<ul style="list-style-type: none"> ● Present another person's work as our own ● Copy entire sentences from a book or print source ● Pass off another student's work as his or her own when working in groups

Parent:

Parents must sign the code of conduct
Title 1 Compact

Code of Conduct:

Students' rights and responsibilities are outlined in the CCS Student Handbook/Code of Conduct and include:

- Students' responsibility to create and complete their own work
- Students' rights to their own work and digital access/digital accounts
-WM Irvin's policy will work in conjunction with the CCS Student Handbook/Code of Conduct.

Discipline Process:

1) redirection from the teacher and student reflection of behavior

Proactive strategies and ongoing prevention include:

- Communication about the policy is in Irvin's handbook under SOAR expectations.

2) parent phone call or conference

3) referral to the office

Policy Review

The Academic Honesty Policy will be reviewed and revised as needed towards the beginning of each school year.

Honesty Pledge - "On my own, I try my best to SOAR."

Appendix: COVID 19

Protecting Students, Families, Teachers and Staff

-  Face coverings required for every teacher, staff, and student from kindergarten through high school to reduce disease transmission
-  Schools must limit total number of people in the building so that 6 feet of distancing is possible
-  Symptom screenings, including temperature checks, must take place daily before children can enter school buildings
-  Schedules must allow time for frequent hand washing and schools will regularly clean classrooms, bathrooms, buses and equipment
-  Seating on buses will be limited to one student per seat (unless a family member)
-  Procedures must be in place for handling suspected, presumptive or confirmed cases of COVID-19
-  Plans must be in place for vulnerable teachers and staff
-  Remote learning option available for students and families

11

Proven Measures for Minimizing Risk



The infographic consists of three vertical panels, each with a light purple background and a dark purple border. The first panel features a line-art icon of a face mask, the word "WEAR" in bold purple letters, and the text "a cloth covering over your nose and mouth." The second panel features an icon of two people standing with a horizontal line between them labeled "6 FEET", the word "WAIT" in bold purple letters, and the text "6 feet apart. Avoid close contact." The third panel features an icon of hands being washed with water droplets, the word "WASH" in bold purple letters, and the text "your hands or use hand sanitizer." At the bottom of the infographic is a dark blue banner with the text "@NCDHHS" on the left and "#StayStrongNC" on the right.

WEAR
a cloth covering over
your nose and mouth.

WAIT
6 feet apart. Avoid
close contact.

WASH
your hands or
use hand sanitizer.

@NCDHHS #StayStrongNC

Appendix: COVID 19

Visitors: No visitors or school volunteers will be permitted at school during this time. In addition, parents will not be allowed to walk their students into the building or to the classroom and must remain in vehicle at all times.

Cafeteria Service: Breakfast and Lunch will be served in the classrooms. Please use the online K12 Payment Center when making cafeteria payments. There will be no food sharing during this time. Please refrain from bringing in outside food as treats for the class.

Field Trips: There will be no travel field trips. Students will participate in virtual field trip experiences when applicable.

Dress Code: Facial Coverings are required at all times. This includes while students are traveling on the school bus and while in the school property.