

**Harrisburg  
Elementary School  
Parent/Student Handbook  
2022-2023**



Harrisburg Elementary School  
3900 Stallings Road  
Harrisburg, NC 28075

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Assistant Principal: Paula Shrum  
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## SCHOOL MASCOT

Stinger the Yellow Jacket

## SCHOOL COLORS

Black and Yellow

## MISSION STATEMENT

Our Mission is to empower our community of learners to be successful citizens by providing a nurturing and challenging academic environment in which to develop their potential to become leaders of tomorrow.

## CABARRUS COUNTY SCHOOLS

### BELIEF STATEMENTS

#### WE BELIEVE IN:

- Educating the whole child.
- Personalized educational approaches for each child.
- Caring and respectful relationships.
- Safe, motivating, and inviting learning environments.
- Integrity and honesty.
- Parent and community partnerships.
- Fiscal responsibility and efficient operations.
- Data-driven decisions.
- Achieving success and educational excellence.

### ACCOUNTABILITY

#### Parents

Love your children  
 Provide for needs  
 Provide resources  
 Support school efforts

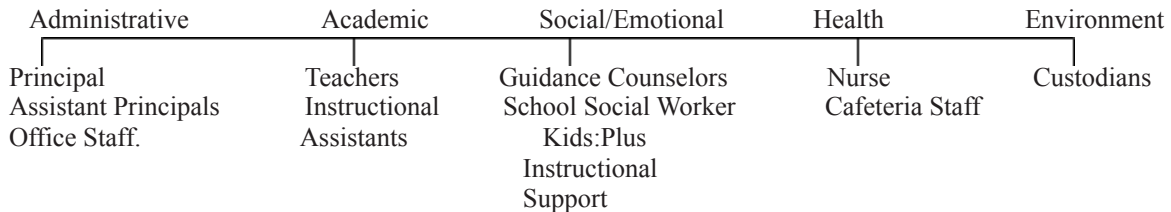
#### Students

Complete all assignments  
 Display positive attitude  
 Use Ready, Respectful, Responsible,  
 behaviors

#### School

Provide safe place  
 Teach curriculum  
 Assess  
 Communicate results

- North Carolina provides the following benchmarks to ensure student success at the elementary level:  
 Students are to be on grade level in reading before entering 3<sup>rd</sup> grade.  
 Students are to be on grade level in reading and math before entering 4<sup>th</sup> grade. Students are to be on grade level in reading, math, and science before entering 6<sup>th</sup> grade.
- Conferences with your child's teacher are very important. Conferences will be scheduled near the end of the first quarter in October and ending in November. Exact dates will be released at a later time. Report cards are issued four times a year and additional information is sent home on a regular basis. Please sign all reports and return to school the next day. The first report card will be discussed during a scheduled conference.
- Grade placement is the legal responsibility of the principal who seeks input from teachers and parents. If your child is not on grade level, shows signs of immaturity or lack of readiness, retention gives the child extra time. Parent support is necessary for retention to be successful. We want each child to be successful.
- Accountability is ensured at all levels by the dedication and hard work of our staff members.



## BEHAVIOR

Our school uses a proactive approach to discipline called Positive Behavior Intervention & Support (PBIS). Positive Behavior Intervention & Support focuses on creating and sustaining school-wide, classroom, and individual systems of support that improve the educational environment for all children by explicitly teaching behavioral expectations and then recognizing the positive behaviors shown by students. Our three core values are being **Ready**, **Respectful**, and **Responsible**. Students are explicitly taught what it looks like to be **Ready**, **Respectful**, and **Responsible** everywhere in our school. Please read our school matrix and parent matrix on the following pages.

- ❑ Students are expected to conduct themselves appropriately at all times. Grade levels create specific behavior plans with expectations, interventions, and consequences designed to be effective with students at that level. Teachers will inform you of the details.
- ❑ Our school uses specific terminology to help students develop a sense of responsibility for their choices and their actions around our three core values of being **Ready**, **Respectful**, and **Responsible**.
- ❑ Students receive individual and whole group recognitions throughout each week as they exhibit our core values and meet behavioral expectations. We will be giving students **positive office referrals** this year for excellent behavior.
- ❑ **Behaviors that will not be tolerated and will result in a suspension are: bullying, racial slurs, weapons/drugs/cohol/tobacco, fighting: purposely injuring or aggressively harming a student or staff member, making threats to injure/kill/harm physically or emotionally.**

	Hall ways/ Walk ways	Cafeteria	Playground	Bus	Assemblies	Restrooms	Classroom
<b>BE RESPECTFUL</b>	Silent / Level 0  Walking feet  Keep hands and feet to myself  Follow traffic patterns	Be silent in serving line and first 10 minutes at table  Use indoor voices after 10 minutes  Walk and follow traffic patterns Keep hands and feet to myself	Keep hands, feet, and other objects to myself  Play fair and share  Include others	Listen to bus driver  Keep hands, feet, and other objects to myself  Use a quiet voice and kind words	Eyes on speaker  Respond appropriately to presenter/performer  Remain silent (level 0)	Respect privacy of others  Keep hands and feet to myself	Raise hand to talk or ask questions  Keep hands, feet, and other objects to myself  Listen to adults and follow directions  Use inside voice and kind words
<b>BE RESPONSIBLE</b>	Stay with my class  Go only where I need to go  Walk safely	Clean up after myself  Place trash, plates, bowls, and/or utensils in the proper place	Use playground equipment properly  Play safely  Keep up with my belongings	Follow the bus rules  Keep my belongings in my bookbag	Respond appropriately (ex. applause) to presenter or performer  Clap when appropriate (at end of song or if invited to by speaker)	Use bathroom manners: flush, wash hands, clean up paper towels  Notify an adult about messes or broken items  Return to class promptly	Use time appropriately/wisely  Do my best job/be proud of what I've done  Take care of the school and materials
<b>BE READY</b>	Stay to the right  Always <u>walk</u> in a line  Stop at each intersection  Keep hands and feet to self	Have my nametag, money, and/or lunch box ready	Line up when the whistle blows/first signal  Enter the building silent / at level 0	Sit with bottom on bottom, back on back, and feet on the floor  Stay seated Listen carefully	Walk quietly in & out of cafeteria  Follow adult directions (ex. for where to sit)  Stay seated during the performance	Use bathroom at appropriate times  Return to class promptly	Be in my seat  Have materials ready  Eyes and ears on the speaker

**Level 0 = Silent**

**Level 1 = Whisper**

**Level 2= Inside Voice**

**Level 3 = Outside Voice**

## PBIS MATRIX FOR PARENTS

	School	Bus	Car Riders	Cafeteria
<b>BE READY</b>	<p>Sign in at the office, present ID, and wear a visitor's pass at all times</p> <p>Walk your child(ren) to the office after the tardy bell rings to sign them in</p>	<p>Have your child at the bus stop 10 minutes before the scheduled stop time.</p>	<p>Drive slowly</p> <p>Observe traffic patterns</p> <p>Drop off / pick up students in the car rider line ONLY</p> <p>Walk your child(ren) to the office after the tardy bell rings to sign them in</p>	<p>Be aware that some of our students have severe food allergies – observe “peanut-free” seating areas</p> <p>Refrain from sharing food with anyone other than your child</p>
<b>BE RESPECTFUL</b>	<p>Discuss concerns with your child's teacher first</p> <p>Protect instructional time in the classroom—schedule appointments with the teacher</p> <p>Adhere to the tobacco-free policy while on school grounds</p>	<p>Contact the Bus Supervisor at the school with any bus or bus stop concerns</p>	<p>Stay to the right side while in line to allow buses to pass you on the left</p>	<p>Refrain from bringing fast foods and containers that identify them as such into the cafeteria</p> <p>Model appropriate voice level when visiting with your child</p>
<b>BE RESPONSIBLE</b>	<p>Sign your child's papers as needed</p> <p>Stay informed: Read school newsletters, memos, websites, etc.</p> <p>Provide support to your child- help with homework</p> <p>Model school rules that are posted</p> <p>Send in a note when your child is absent.</p>	<p>Send in a written note about any changes in transportation</p> <p>Provide supervision for your child at the bus stop in the morning and afternoons.</p>	<p>Observe “No Parking” areas</p> <p>Students may exit cars once the 7:45 am bell rings</p> <p>Send in a written note about changes in transportation to <u>each</u> child's teacher</p> <p>Early pick up must be before 2:30 pm in the office</p>	<p>Keep your child's lunch account up to date</p> <p>Promote healthy eating by packing a nutritious lunch for your child</p>

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### PBIS ACKNOWLEDGEMENT SYSTEM

An integral part of our PBIS initiative is to recognize the positive behavior shown by our students. Students will be individually recognized when they are “caught” being Ready, Respectful, and Responsible by staff members. Students will be recognized as they earn house points. Our four houses are Altruismo, Amistad, Isibindi, and Reveur. Kindergarten (Amistad), 1<sup>st</sup> Grade (Reveur), 2<sup>nd</sup> Grade (Altruismo), 3<sup>rd</sup> Grade (Isibindi). 4<sup>th</sup> and 5<sup>th</sup> graders are sorted into their house and will stay in that house until they are promoted to middle school. We have purchased an app this year to support our students earning points for their houses. Students will be recognized through this app as well as on other social media and school website. For more information about our house system please visit the website. <https://www.cabarrus.k12.nc.us/domain/12803>

### CCS ATTENDANCE POLICY

Attendance in school and participation in class are integral parts 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 old attend school. Parents/legal guardians have the responsibility for ensuring that students attend and remain at school daily.

### **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)

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.

### **Unexcused Absences**

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) – Parent notification

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.

At the elementary and middle school level, a student will be given one (1) unexcused absence when the student has accumulated a combined total of five unexcused tardies of (15) minutes or more (example: 3 late check-ins + 2 early check outs will count as one unexcused absence).

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

**According to Attendance Works, "If children do not 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." (AttendanceWorks.Org)**

## HARRISBURG ATTENDANCE POLICY

Your child must be at school for us to provide the educational services necessary for success. The state requires 1,000 hours of instructional time delivered during 180 days. Absences and tardies take away our opportunity to teach.

- ❑ A child may be legally absent for illness, injury, quarantine, death in the immediate family, medical or dental appointments, court proceedings, and religious observances. All work must be completed. Assignments can be picked up in the office after 3:00pm IF you have made arrangements with the teacher.
- ❑ If your child is absent, please call the school between 7:45am and 8:15am to let us know and send a written excuse the morning your child returns or submit an **Absence Excuse Form** under the **Parent link** on our website <https://www.cabarrus.k12.nc.us/domain/1561>.
- ❑ Educational opportunities may become an excused absence IF the principal grants approval BEFORE the absence. No more than 5 days will be approved. The form can be found on our website or picked up in the main office. **All work plus additional assignments related to the educational opportunity must be completed.**
- ❑ **No educational opportunity absences will be excused during the week of any testing. Students are required to be tested by law.**
- ❑ **In order to be considered in attendance, a student must be present in school for at least one half of the school day or at a place other than the school with the approval of the appropriate school officials for the purpose of attending an authorized school activity.**
- ❑ **At the elementary school level, more than ten (10) absences a year are considered excessive. At the middle school level, more than ten (10) absences in a course per semester or twenty (20) absences a year are considered excessive. At the elementary and middle school level, a student will be given one (1) unexcused absence when the student has accumulated a combined total of five unexcused tardies of (15) minutes or more (example: 3 late check-ins + 2 early check outs will count as one unexcused absence).**
- ❑ **BEING ON TIME IS ESSENTIAL! The first bell rings at 7:45am.** Bus and car riders will enter the building and pick up breakfast on the way to their classroom. **The tardy bell rings at 8:15am.** When students arrive after the tardy bell (8:15am), they begin the day with missed assignments or incomplete work. We must be able to account for your child. If the “tardy sign” is displayed on Parent Drive, **you MUST park your car and walk your child to the office.** Sending your child leaves him/her unsupervised during the walk across our campus with no one expecting him/her. Please help us be safe. Students must be in class when the bell rings at 8:15am.
- ❑ Buses and cars arrive on our campus at the same time. All signs must be obeyed. Everyone MUST watch for cars, children, and staff members. All traffic should proceed slowly. Children are to be dropped off and picked up ONLY on the curbside of the extreme right hand lane IN FRONT of the school. There is NO supervision for children at other points.
- ❑ **If an emergency causes you to need to pick up your child before the regular dismissal time, please do so before 2:30pm** to allow enough time to move your car off campus before the buses and other cars begin to move for regular dismissal. Early check outs will be recorded as **missed class time**.
- ❑ **If your child’s transportation needs to change for the day, please send in a written note to your child’s teacher. In the event of an emergency, phone changes can only be approved by an administrator.**

## COMMUNICATION

It is very important that we keep all lines of communication open. These are ways you can help.

- ❑ **Keep information accurate and current.** If you move or change phone numbers, let us know immediately. We also need current information concerning your place of employment so we can reach you in the event of illness or accident.
- ❑ A child can have only one domicile. This is the child’s home. Even if two parents have custody, only one home can be considered the domicile. We must have accurate information about this. All parents are asked to submit proof of residence. This can be a copy of a utility bill with the parent’s name and address on it, contract, and rent or lease agreement. If this is not available, you may come by the school and complete a certification of domicile form.
- ❑ Parents stay informed of school events and their child’s school activities by reading and signing notes, report cards, folders and other documents. Please sign and return these promptly. Teachers send newsletters home on a regular basis and our school newsletter is distributed once per month.
- ❑ A parent-teacher conference is required at the end of the first quarter. Other conferences will be requested as needed and you may arrange for conferences at any time.
- ❑ Attendance at Open House, Curriculum Night, and PTO meetings also help you to stay informed and help you be a part of your child’s school experience. These are not appropriate times for individual conferences.
- ❑ We maintain an open-door policy. Teachers and administrators at the school are always open to making an appointment with you to discuss your needs and the needs of your child.
- ❑ **NOTICE: If anyone needs a reasonable accommodation or requires any written materials to be printed in an alternate format, please contact an administrator at Harrisburg Elementary School at least 48 hours before the event.**

### **CUSTODIAL PARENTS**

In situations where parents do not share the same home, the school must release a child to either 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 document(s) to the principal. PLEASE REVIEW YOUR LEGAL DOCUMENT(S) ON FILE IN THE OFFICE AT THE BEGINNING OF EACH SCHOOL TERM TO BE SURE THEY REFLECT THE MOST RECENT COURT DECISION. In the event of a disagreement, please hold all meetings and discussions off campus. If there is conflict on campus, local law enforcement officials will be called.



## CALENDAR

For the most current school calendar, visit [www.cabarrus.k12.nc.us](http://www.cabarrus.k12.nc.us). Hover over Our District and drag down to academic calendars. Due to weather-related changes or legislative changes, this is your most accurate source of information. You are encouraged to use the school calendar for planning vacations to avoid unnecessary absences for your child. **Report card dates** and **progress report dates** can be found on our school's web page.

## GRADES

Report card grades are assigned by classroom teachers. They are based on many factors including recorded grades, class participation, products, completion of assignments, performance on tasks and tests, etc. Grades K, 1, 2, 3, 4, and 5 assign number grades based on a Standards-Based Scale as indicated below:

1	Limited progress toward grade-level standard
2	Progressing toward grade-level standard
3	Meets grade-level standard
4	Exceeds grade-level standard

Other potential letters that may appear on the report card are below:

Non-Scaled Grade Descriptions	
C	Consistently
S	Sometimes
N	Not Yet
NA	Non Applicable

## TESTING AND ASSESSMENT

Kindergarteners, First, and Second graders are evaluated at various times during the year to determine their strengths and needs in reading, writing, and mathematics. Teachers use a variety of strategies and instruments to accomplish this.

Third, Fourth, and Fifth graders will be assessed during the year by their teachers. Also, they are involved in state-mandated End-of-Grade tests in reading, math, and science (5<sup>th</sup> grade only). Grade 3 students will take a beginning of grade assessment in reading. North Carolina state law requires that third graders read at a proficient level on the end-of-grade assessment or alternative pathway, or be retained in the third grade. There will be supports in place to assist students such as re-testing, summer reading camp, and another opportunity to re-test. Please talk with an administrator if you have questions.

## STUDENT ASSIGNMENT

Students are assigned to classrooms by a team of people who have the learning needs of the students in mind. Teacher preferences cannot be considered. Changes in student placement are seldom considered. These practices help ensure that our classes are balanced and that everyone receives quality instruction.

## PARTIES

- Refreshments for special days are allowed at Harrisburg Elementary. Teachers will coordinate these events with parents. **However, all foods must be pre-packaged, labeled, and contain NO peanuts or peanut products.**
- Birthdays celebrations for individual students are not permitted due to the infringement on instructional time. However, a simple snack may be sent to be served during lunch-time. The snack must be pre-packaged, labeled, and contain NO peanuts or peanut products. Examples: cupcakes and cookies. This snack needs to be coordinated with the classroom teacher in advance.**
- Balloons, flowers, gifts, etc. should not be delivered to students at school. No item will be delivered to students in class, and they cannot be transported on the bus.
- Birthdays party announcements and/or invitations may not be distributed to anyone at school (including Kids:Plus and other school functions).**
- The school (including any staff member) cannot provide names, addresses, or phone numbers to students or parents.**



- For health reasons and upon recommendation of School Food Services and the School Leadership Team, all foods provided for students must be pre-packaged. These items may come from a supermarket, bakery, or caterer. Homemade items are not allowed for student consumption. This is a precaution to ensure that students are protected from unnecessary health concerns. The contents label will also provide information to help us protect children with certain allergies.
- Spirit Rock: Please use the reservation form on the website to reserve the rock.** The rock can be painted after 5:00pm for display the next day. Ex. Paint after 5PM on 8/25 to display for a student's birthday on 8/26.

### **FIELD TRIPS**

Field trips are extensions of the regular program. **Therefore, all children will participate unless there are unusual circumstances such as persistent misconduct or failure to participate in the regular academic program. In these cases, parents may be asked to accompany the child on the trip or the child may be excluded from the trip and assigned to an alternate setting at the school.** All parent chaperones will be asked to pay field trip fees. Parents must provide their own transportation to and from field trips. All parent chaperones must have completed a background check with Cabarrus County Schools prior to chaperoning a trip. When parents volunteer to chaperone, it is necessary that they accompany the class with the intention of monitoring a group of students and helping the teacher ensure that the learning experience is beyond what can be offered in the regular classroom. Other children should not accompany chaperones on field trips.

### **CAFETERIA**

Harrisburg Elementary has an excellent cafeteria staff. They provide a friendly atmosphere and balanced meals for our students. We have a wonderful dining area where children enjoy a break in the regular work of the day.

- Breakfast: Students who wish to eat breakfast can grab one in the main hallway upon entering the school. Students will eat breakfast in their classrooms. (Students on **late buses** will have an opportunity to eat breakfast without a recorded tardy.)
- Lunch: Classes are scheduled to be in the cafeteria for 25 minutes. Teachers require that lunch periods begin and end with no talking. This promotes good eating habits and an opportunity to clean up the area upon leaving. Menus are available at <https://www.cabarrus.k12.nc.us/Page/897>
- Students may choose one entrée (plate) and two sides (bowls).
- Parents and guests are welcome to attend lunch with their child, but we ask that you only sit with your child at a location indicated by the teacher. Please do not bring in food to share with classmates. You may only bring in food for your child. Please sign in at the office and wait outside cafeteria for the arrival of your child's class. Let the teacher know in advance of your plans to come for lunch. We have been asked to provide a count to the cafeteria.
- KINDERGARTEN PARENTS:** Please wait until the first week in November to visit your child during lunch. This allows the kindergarten students time to adjust to school and learn routines and procedures.
- Fast food and the containers that identify them as such, as well as other identifying restaurant containers are not allowed in the cafeteria.** This means that parents are not allowed to bring in foods with fast food or other restaurant packaging and eat them in front of students. Items may be repackaged or in plain wrappers/containers.
- Glass containers are not allowed.
- Parents are discouraged from bringing or sending their child a lunch that includes energy drinks, fast food items, candy and carbonated beverages.
- Milk is provided with lunch and breakfast. If your child requires that water be provided by the school, a **physician's statement is required.**
- Microwave ovens are not for student use. Teachers cannot heat food for students due to the limited lunchtime.
- Paying for breakfast and lunch: You may deposit money in your child's account for lunch, snacks, drinks and the purchase of additional meals by logging on to [www.lunchprepay.com](http://www.lunchprepay.com) .
- Free and reduced lunch applications are available this year.
- Your child always has the option of bringing a bagged lunch from home.
- Our cafeteria offers guidance for healthy eating by identifying foods that meet criteria for Winners' Circle meals. Encourage your child to choose healthy foods.
- Prices: (Paid/Reduced/Adult)
 

Breakfast:	\$1.30/\$0/A la Carte
Lunch:	\$2.75/\$0.40/A la Carte

### PICTURES

Individual pictures of each student will be taken in the fall and class group pictures will be made in the spring. The date and prices of pictures will be announced in advance. Yearbooks will be sold in the spring, as well.

### SOLICITATION

Students are not allowed to sell items or collect money at school for any outside organizations. Our school keeps its own fundraising activities to a minimum. Even for school fundraisers, students are NOT to sell door to door for their own safety.

### TELEPHONE USE

Students will be allowed to make calls based on the level of need determined by staff members. Teachers' instructional time must be protected. Each staff member has a voice mailbox. You may leave a voice message if you call during the instructional day. However, some messages are not retrieved until the following day. Send written notes about changes in transportation or other urgent needs.

### HEALTH CONCERNS

- The School Nurse is responsible for the health activities of the school.
- Medication is managed through the office of the school nurse.** You must have forms completed by your child's physician before medicine can be given at school. The medicine must also be in its original container. Please call the school nurse at (704) 260-6206 if you have questions about medicine being given to your child (including over the counter medications such as Tylenol).
- Children bringing cough drops to school must come to the nurse's office with a note from parents.** In general, younger children are not advised to self-medicate.
- Although inhalers, various medicines, and cough drops may stay with the child in certain cases for self-medicating, the school nurse must have a record of them and monitor their use.
- A Dental Health Team will complete screenings and make referrals, as well as offer education in preventive measures.

### SAFETY

Student and staff safety is our first concern. We have several procedures in place to ensure the safety of everyone on our campus.

- Safety procedures are in place for tornado, fire, lockdown, and evacuation. These drills are practiced during the school year. In the event of crisis, law enforcement officials will direct you to a place where your child can be signed out. Hopefully, we will never have to use these procedures. If needed, however, accounting for each student will be necessary, and although the process will not allow immediate pick-up, it will provide safety for everyone. Please remain calm and allow community safety experts to do their jobs.
- Staff members take walkie-talkies to the playground to provide immediate access to office personnel.
- Sign in and sign out procedures are in place and enforced.
- All individuals are to wear identification badges or stickers while on campus. Students are provided with a badge. If lost, a replacement must be purchased for \$5.00. Parents will be notified when a new name tag is needed.
- Playground rules are taught and close supervision is provided. There is no supervision after school. Please do not allow children to return to school grounds without adult supervision.
- The staff asks that parents and members of the community express any safety concerns in writing to the principal.
- No student shall manufacture, distribute, dispense, possess or use any alcoholic beverage, drug, or drug paraphernalia on school property.

## VISTORS AND VOLUNTEERS

Our school is part of our community. We welcome you to visit. However, instructional time is valuable and teachers should not be interrupted during the instructional day for unscheduled conferences and visits. Please call and arrange a parent conference if you have a question or need to speak to your child's teacher. Everyone must register in the office before going to a classroom. Visitors checking out students will be required to show identification. Arrangements must be made in advance if you wish to visit or volunteer in a classroom. Students from other schools are not allowed to visit classes or the playground during the school day without their parents/guardians. School volunteers are vital to the work of our teachers. Please contact the PTO officer in charge of the volunteer program or call your child's teacher through the school office at (704) 260-6190 if you would like to volunteer.

## WEATHER

Go to [www.cabarrus.k12.nc.us](http://www.cabarrus.k12.nc.us) for current information on school closings. When inclement weather occurs, the following options may be implemented.

- School open.
- School opening is delayed 1, 2, or 3 hours.
- School may close before the regular dismissal time.
- School is closed.

There are some things you can do to help.

- Visit the website, or listen for announcements on radio and television. Channel 9 is usually quick to post the information. If weather events occur during the school day, please listen for news statements. Please do not call the school as the phone lines need to be open for emergencies.
- Fill out the information forms carefully. It is imperative that your child and your child's teacher know where your child is to go if school dismisses early. Teachers are responsible for supervising children and cannot make phone calls. Teachers also need to get home for their own safety – so it is very important for you to pick up your student on time and be sure he/she knows what to do.

## DRESS CODE

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: Must be mid- thigh or longer
- 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 with slashes or holes above mid thigh
- Clothing advocating drug, weapons, 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, 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.

## VALUABLES

- Students should not bring extra money or other valuables to school. When money is sent for fees, lunch, fieldtrips, etc., please enclose in an envelope with the child's name and purpose for the money.
- Toys and other possessions should not be brought to school unless required by a classroom assignment.
- North Carolina law declares parents/guardians liable for damage fees for the loss or abuse of textbooks and library books, calculators, technology devices and other supplemental resources.
- We maintain a lost and found collection in the back lobby. Please search there for lost items.
- All personal items should be labeled with your child's name. (Jackets, coats, lunch boxes, water bottles, etc)
- All electronics must be left in book bags during the school day.

## HARASSMENT & BULLYING

It is the policy of the Cabarrus County Board of Education to maintain a learning and working environment free of bullying, sexual harassment and harassment based on gender. Therefore, the Board strictly prohibits all forms of sexual harassment and harassment based on gender, whether perpetrated by an employee or a student. The repeated pattern of intimidation may be real or threatened. There are 3 types of bullying: physical, emotional, 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 sites, texting, blogging, and the Internet. Our school does not tolerate bullying of any sort including name calling, laughing at someone's expense, physical/verbal threats or emotional bullying, etc. Comments that are aimed at genders, races, socio-economic conditions, cultures, countries of origin, etc., are considered to be bullying behaviors.

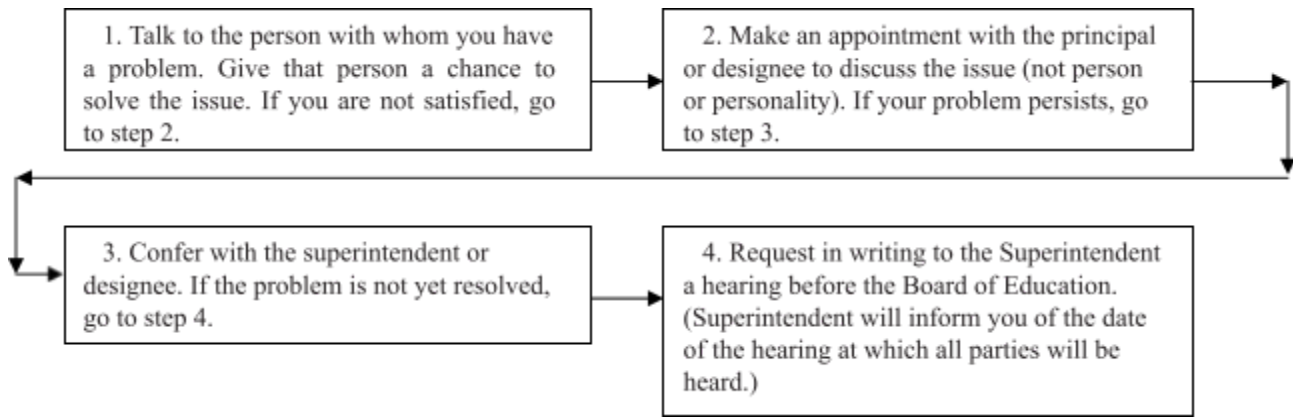
Students who feel bullied, harassed, or intimidated at school by an adult or another student should report the concern to a teacher, administrator or other staff member at school. Bullying and Harassment Reporting Forms are available on the CCS website and in the school's office.

## NON-DISCRIMINATION

It is the policy of Harrisburg Elementary 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 the principal. We have designated programs with specialized teachers to meet the needs of children who qualify.

## GRIEVANCE PROCEDURES

When there is a disagreement, clear communication and open discussion will serve all parties well. Please follow the procedure established by Cabarrus County Schools.



## PARENT INVOLVEMENT AND ENGAGEMENT PLAN

### Statement of Purpose:

The involvement and engagement of parents and community members is an essential component of nurturing students. Every effort to invite and consider parent and community input must be made to ensure the success of our students. Our School Improvement Team (SIT), comprised of staff members, parents, and administrators, assisted with the development of our parent involvement plan.

### I. Parent Involvement Policy

The School Leadership Team, comprised of representatives of the staff, parents, and administrators, were involved in developing the Parental Involvement and Engagement Plan. The policy from previous year(s) was reviewed. Input was requested with additions/deletions, etc. Staff, parents, and students will be responsible for implementing the policy. The Parent Involvement and Engagement Plan will be distributed at the beginning of the year. Parents are asked to read the plan and sign and return the acknowledgement form (last sheet of this packet).

## **II. Annual Information Meeting**

The annual public meeting will be held in conjunction with Curriculum Night. Testing and curriculum information will be provided to the parents.

## **III. Flexible Meeting Times**

Events and meetings conducted at Harrisburg Elementary are held at various times to meet the needs of our staff and community. Examples of morning events are Coffee with the Principal, PTO, and grade level events. Evening meetings for PTO meetings, and grade level presentations are also held during the year.

## **IV. Parent Information and Opportunities**

Harrisburg will strive to send home information in a timely manner through the use of newsletters, memos, fliers, school website, phone calls, various school meetings, and school functions. During the first month of school, parents and community members are invited to a curriculum night during which important information is shared. Cabarrus County also distributes a booklet of information, which includes rules and information about a variety of programs offered by the schools and the district.

Harrisburg will use a variety of methods to provide feedback to parents about their child's progress, including mid-quarter progress reports and quarterly report cards. Conferences are conducted at the end of the first nine weeks for the teacher and parent to discuss each child's performance. Additional conferences are conducted as needed. Teachers also send home a communication folder weekly, which includes items such as student work samples and tests, teacher newsletters, notes, memos, etc. School-wide results will be shared on the State Report Card. All parents receive written reports of state testing results, such as End-of-Grade testing. Assessment results for EC and AIG students are shared through conferences with parents to review results of testing.

During Curriculum Night, teachers explain grade level curriculum expectations and standards. Our school sends home written explanations and memos with information to parents, and many of these items are translated into Spanish. Additional translation services are available as requested and needed. Our staff is available to help with explanations as needed.

All parents are invited to participate in school activities. We seek to have representation on boards and committees that reflect our diverse population. Our School Improvement Team is made up of parents and teachers who meet in School Improvement Goal Teams once per month. Comments, concerns, and suggestions from staff and parents are addressed. A school survey is conducted every year. The PTO Board, which is comprised of parents, teachers and administrators, meet on a regular basis to identify ways to keep parents connected to the school. Please contact the school at (704) 260-6190 for more information.

Our staff makes itself available to parents. They communicate via written notes, phone calls, and emails and involve appropriate staff as needed for translations and to make contact. Our teachers and PTO seek out volunteers to assist in various efforts throughout the year.

## **V. School-Parent Compact**

Each year compacts are provided from our central office to be signed by needed stakeholders in August. Parents, students, and teachers enter into a compact that identifies responsibilities of each party. By the end of the first nine weeks, our school compact is shared with parents for review.

### ***Harrisburg Elementary Shared Accountability Compact***

At Harrisburg Elementary, we believe that each child can be successful. We also believe that it takes a full team to help each child reach the high goals we have for him/her. We all have to make a commitment to do our part to ensure achievement.

#### ***As a responsible student at Harrisburg Elementary, I promise to . . .***

- Come to school every day.
- Do my very best.
- Use self-control in what I say and do.
- Show respect to others and myself.
- Complete and return all assignments on time.
- Follow all school rules.

#### ***As a responsible parent, I pledge to . . .***

- Make sure my child is rested, dressed appropriately, and at school on time each day.
- Read all school communications and sign and return if requested.
- Provide a quiet place for homework and reading and encourage good work habits.
- Monitor my child's homework.
- Attend parent/teacher conferences as requested.
- Read with my child daily.
- Support the school staff in their effort to maintain responsible behavior.
- Communicate regularly with my child's teacher.

#### ***As a responsible teacher, I believe that every child can learn and I pledge to . . .***

- Provide a safe and positive classroom environment.
- Plan and implement meaningful lessons using the NC Standard Course of Study.
- Have high expectations for students, parents, our school staff, and myself.
- Explain instructional goals and the grading system to the student and parent.
- Communicate regularly with parents and maintain an open door policy.
- Be a responsible, positive role model.
- Treat every child and parent with dignity and respect.

### **VI. Building Parent Involvement Capacity**

Each year the principal of the school will present during a PTO meeting the school's test results, school performance grade and growth and proficiency results. Our staff will strive to incorporate parent training into school and grade level meetings and presentations as appropriate. Our guidance counselor acts as a liaison to provide parents with contact information and resources. Parents are invited to participate in their child's learning through various programs and meeting opportunities that are provided during the school year. We strive to utilize volunteers, community groups, and community agencies to provide support to our students with tutoring, lunch buddies, etc. Translations are sent home in English and Spanish.

### **VII. LEP and Disabled Parents**

All parents are provided the same opportunities and invitation to be a partner in their child's education. Our county makes arrangements for disabled needs or translation services if provided prior notification of accommodations needed.

### **VIII. Parent Requests**

Parent requests will be forwarded to appropriate personnel and followed up as needed. Our administrators and staff strive to be prompt in addressing parent requests, as does our School Leadership Team.

### **IX. Annual Evaluation**

Each year, parents are asked to complete a school survey to provide feedback to the school.

### **X. Other Involvement Practices**

As a school, we have the ability to request translation services for conferences, home visits, translating notes for teachers, meetings, etc.



## **YOUR CHILD'S DAY**

These reminders will help your student be successful at Harrisburg Elementary. These reminders do not cover all aspects of the school day.

### Before School

Call if your child is sick.  
Send written notes about changes in transportation.  
Allow your child to walk to class on his/her own.  
Check to see that notes, lunch money, homework, and books are in the book bag.  
Have your child at school on time to be in class by 8:15am.  
Walk your child to the office if you are late.

### During School

Avoid interruptions for appointments and family activities.  
Volunteer.  
If early dismissal is necessary, please visit the front office first.

### After School

Pick up students at 3:00  
Sign up for Kids:Plus if your schedule prevents on-time pick up.  
Supervise homework.  
Check your child's communication folder and sign documents as needed.  
Check for notes from the teacher.  
Help your child in planning for tomorrow.

## **FOR ADDITIONAL INFORMATION**

Please log onto the Cabarrus County Schools website at [www.cabarrus.k12.nc.us](http://www.cabarrus.k12.nc.us). Read the information brought home by your child, and visit the Harrisburg Elementary website (accessed through the CCS website). Also, please attend school functions. Participating helps you to gain information and shows your child that you are fully involved in his/her education.

**We welcome you at Harrisburg Elementary School! Your Support is critical to student success!**





# MULTI-TIERED SYSTEM OF SUPPORT

NC Department of Public Instruction



Follow us @ncmtss

NC Multi-tiered System of Support

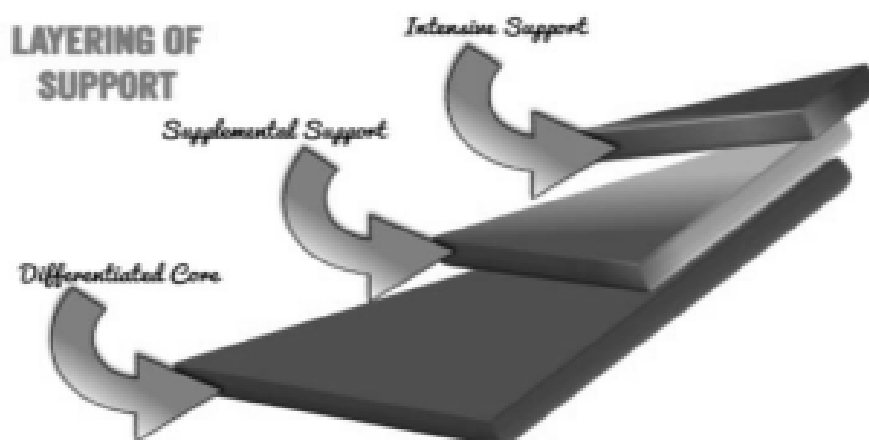


## What is a Multi-Tiered System of Support?

You may hear your child's school refer to developing "MTSS" or a Multi-Tiered System of Support. By definition, MTSS is a tiered framework, which promotes school improvement through engaging, research-based academic and behavioral practices. North Carolina employs a systems approach, using data-driven problem solving to maximize growth for all students.

### So, what does this REALLY mean?

It just means that ALL students will be provided the instruction they need to make progress towards standards. All students will receive core instruction with instructional and behavioral practices based on the needs of the district and school populations. The school MTSS team will check to make sure the practices are being used effectively. When groups of students or individual students are not making progress, then the school team will review the instruction, the curriculum, and the environment to consider what changes are necessary to meet the needs of the students. Some students will need changes such as a supplemental layer of support in addition to and connected to core instruction. Again, based on a review of data, a few students will need core, supplemental and intensive layers of support to make growth and progress towards standards. The diagram below is a good visual for this layering of support.



### Resources:

<http://mtss.ncdpi.wikispaces.net/>

<http://www.nasponline.org/resources/factsheets/rtiprimer.aspx>

<http://www.rtinetwork.org/parents-a-families>

<http://www.ncpublicschools.org/pa>

# Parent Engagement Impacts MTSS

## WHAT IS PARENT and FAMILY ENGAGEMENT?

Parent engagement is defined\* as a regular, two-way, and meaningful communication about student learning, and other school activities, including:

- Assisting in their child's learning by engaging with school personnel;
- Being actively involved in their child's education at school;
- Serving as full partners in their child's education and being included, as appropriate, in decision-making and on advisory boards or committees to assist in the education of their child; and The carrying out of other activities such as those described in section 1116 of ESSA and Public Law 107-110, Title IX, Section (9109 (32).
- When children are struggling at school, it is important to find out why and to identify supports that are matched to their needs. If you suspect your child is a child with a disability and may need special education services, you have the right to request a full and individual evaluation.

\*Summarized from *Every Student Succeeds Act (ESSA) 2015*; For more information- <http://www.ed.gov/essa>

## HOW DOES INVOLVEMENT IMPACT THE DEVELOPMENT OF A STRONG SYSTEM OF SUPPORT?

- MTSS is a school improvement framework. A high level of family involvement is one of the common characteristics of high-performing schools (Henderson & Mapp, 2002).
- Schools that implement an MTSS examine data around attendance, behavior and academic success. Students with involved parents, no matter what their income or background, are more likely to:
  - ✓ Earn higher grades and test scores, and enroll in higher-level programs
  - ✓ Be promoted, pass their classes, and earn credits
  - ✓ Attend school regularly

## MTSS QUICK FACTS:

- **All** staff and students are part of a multi-tiered system of support.
- MTSS utilizes a systematic problem-solving model to analyze multiple pieces of information to determine how all students are responding to classroom instruction.
- School teams look at instructional practices, curriculum and environment to ensure students get the help they need when they need it.
- MTSS is a layering of academic and behavior supports. Additional support is added as needed.
- **All** students have access to all layers of instructional support. Instruction increases in intensity as layers are added.

**Signature Acknowledgement Page**

Name of Student: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

By signing below, I acknowledge that I have received a copy of the following:

- Harrisburg Elementary Parent Handbook (pgs. 1-12)
- Parent Engagement Plan (pgs. 12-15)
- MTSS Parent Resources (pgs. 16-17)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_