Endhaven Elementary School

(School Website Linked Above)

ENDHAVEN ELEMENTARY PARENT HANDBOOK

HOURS OF OPERATION

Main Office Hours of Operation	**Opens at 7:30 am** **Closes at 4:00 pm**
Registration / Student Enrollment	**9:00am - 1:00pm *Or by appointment**
School bell schedule	**8:15 am - 3:15 pm**
Student Arrival (Carpool & Transportation)	**7:45 am - 8:15 am** ***Please have students at school by 8:10 am. They need to be in their seats by 8:15 am ready to learn.**
Attendance Tardy	**8:15 am**
NC Universal (free) breakfast for all students	**Provided as "sit-down" in the cafeteria until 8:10am, then "grab-and-go." Please make sure your child is here by 8:00am to have plenty of time to eat breakfast.**
Parent Transportation Change notification to Office	**Handwritten Note to your child's teacher, include: Child's name, Dates of changes and if the change is permanent.** ***Emails/Dojo- Do not rely on emails/Dojo messages for Transportation changes, unless you receive a reply from the teacher or Ms. Economon (registrar & attendance secretary), verifying the change; otherwise children will dismiss via their regular transportation.** ***Emergency Changes- please call the school by 2:00 PM.***

	Rebecca Economon: rebeccah.economon@cms.k12.nc.us
No early student dismissals after	**2:30 pm**
Dismissal Time	**3:15 - 3:30 pm**
Meet our Administrative Team!	**Endhaven Administrative Staff (coming soon)**

COMMUNICATION & CALENDARS

- Most school and district communication is done through ParentSquare.
  - ➢ Access the ParentSquare app on your smart phone (download ParentSquare through the Apple App Store or Google Play)
  - ➢ You can also access ParentSquare through online at: www.parentsquare.com.
  - ➢ Use the email or phone number associated with your CMS registration to log-in to ParentSquare
  - ➢ Message teachers and staff directly through ParentSquare
  - ➢ Teachers post important information for their classes
  - ➢ Principal posts "Endhaven Updates" newsletter weekly
- Email
  - Staff Directory
  - School
- Phone calls 980-343-5436
- Weekly "Endhaven Updates" Newsletter from the Principal posted weekly in ParentSquare
- Weekly or bi-weekly newsletters from individual teacher or grade level team posted in ParentSquare
- Parent Conferences- End of Quarter 1 and as requested by parent
- Endhaven/PTA Events Calendar
- School Supply Lists 25-26
- CMS Website and CMS Facebook Page
- Endhaven School Website
- Endhaven PTA Website and Endhaven PTA Facebook Page
- School Counselors Website
- CMS Calendars
- Code of Conduct/Parent-Student Handbook/Required Forms
- Endhaven Positive Student Incentive/Behavior Plan
- Lunch Menu
- School Nutrition Page - Lunch prices, apply for free/reduced lunch, student accounts
- Bus Transportation Request - Must create an Alpha account
- After School Enrichment Program

VISITORS & SCHOOL SAFETY

Safety is always our top priority. Please read the following visitor policies at Endhaven.

- All parents are encouraged to become a CMS Volunteer, you will need to register yearly. Becoming a

registered volunteer will make visits to the school quicker and easier.

- All visitors must enter through the main entrance under the covered awning.
- To access the building, all visitors must ring the bell by the main entrance.
- Staff members are not allowed to open doors for visitors, even if they recognize you. Please do not be offended by this, but rather know that this is the protocol they are required to follow, for the safety of our students and staff.
- Visitors will be required to state their name and purpose for visiting before receiving access to the building.
- Once inside, visitors will need to proceed directly to the main office to sign-in, or wait for a staff member to meet you at the door.
- Visitors are required to present a valid photo ID upon entry, sign-in using the Lobby Guard system, and wear a visitor sticker at all times while on campus. This includes our bus lot, playgrounds and entire outdoor grounds.
- Individuals on campus not wearing an employee badge or visitor sticker will be directed to the main office by staff members
- All exterior doors providing access to the building will remain locked at all times. Doors are not to be propped open for any reason. No exceptions.
- Classroom doors must remain locked at all times. Teachers may choose to leave their doors open for air flow, but the door must be locked, such that all the teacher needs to do is close the door to secure their classroom (some doors are locked and unlocked by key only on the outside of the door).
- All staff has been trained on our School Safety Plan, the details of which are confidential to our school, in the interest of safety

INSTRUCTIONAL EXPECTATIONS

- Attendance matters! Students are required to attend in-person learning daily Monday - Friday (barring illness and emergencies). There are NO virtual learning options at Endhaven.
- SEL (social-emotional learning) through the Capturing Kids Hearts (Restorative Practices) - morning meeting/circle and closing circle at the end of the day.
- Curriculum content
    - Language Arts - EL Education Curriculum, aligned to the NC Standard Course of Study (NCSCOS) for English Language Arts (ELA)
    - Math - Illustrative Mathematics, aligned to the NCSCOS for Mathematics
    - Science/Social Studies - CMS created courses and content aligned to the NC Essential Standards for Science & Social Studies
- Canvas - Students in some classes/grade levels will use Canvas to complete and submit assignments throughout the school year.
- Digital Citizenship - completing course through media with Mrs. Crews and applying learning daily in their use of technology
- Support Services - Partner w/ identified families & students to provide support as appropriate
    - School Counselors
    - Exceptional Children - EC (Special Education)
    - Talent Development - TD (Gifted program- Co-teaching with core teachers)
    - Multi-Language Learner - ML (Formerly English Language Learners or ELL)

- Speech Pathologist - SLP

ATTENDANCE & TARDIES

ATTENDANCE
Students are required to be in school each day we are in session unless illness or some other important event prevents attendance. Excused absences, per NC DPI, include:

- Illness of student
- Death in immediate family
- Quarantine
- Observance of a Religious Holiday
- Court or administrative proceedings

Parents must use this link: "Report an Absence" (also found on our school website) to submit absence excuse notes. Letters are sent to families via US Mail when a student has three, six and ten unexcused absences.

Students are considered to be chronically absent if they miss 2 or more days of school a month. Students are not allowed to have more than 10 unexcused absences in a school year. Parents of students who have attendance issues will be contacted by the classroom teacher, school counselor, and school admin to help elevate further absences. Students who are tardy, cut school or class or have excessive unexcused absences (more than 10) are in violation of the student code of conduct and are subjected to adjudication as an undisciplined youth in Juvenile Court.

TARDIES:
The tardy bell rings at 8:15am.

- Students must be in seats and ready to learn by 8:15am daily, not walking in the front door at 8:15am. Please set your child up for success and have them to school on time.
- Students arriving with a parent/guardian after 8:15 should follow the Endhaven Tardy Policy (linked). Please note, parents will need to park, walk students to the front door and complete a Google Form to sign your student in (bring cell phone for QR code). Parents will not need to come to the front office to sign-in late students. *Be sure to read the full tardy policy and procedures linked above*.
- Students arriving late for school due to a delayed bus will not be marked tardy or penalized in any way

CARPOOL PROCEDURES - AM & PM

If you will be dropping your child off in the morning and/or picking up in the afternoon, be sure to familiarize yourself with our carpool procedures linked below.

Endhaven AM & PM Carpool Procedures

WALKER PROCEDURES

- Only students who live in the CMS determined **“walker zone”** will be allowed to dismiss as “walkers.” We receive a list of students each year from the district that are designated as being in the “walker zone” (i.e. “No Transportation Zone”) and only these students will receive a “walker” tag for their backpack and be walked out to the crosswalk.
- Some neighborhoods, such as White Oak, ***are*** eligible for bus transportation, but are also close enough to walk. If you live in one of these neighborhoods, you will need to get approval from the school for your child to be a “walker.”
- If you do not live in the CMS determined “walker zone” or approval from the school, your student will need to be dismissed as a car rider, bus rider, day care van rider, or enroll in our ASEP program. Parents will NOT be permitted to park in a surrounding neighborhood and walk onto campus to pick your child up in our car rider waiting area. You will be required to come through the car rider line to pick up your student.
- IF you were approved in the 24-25 school year to be a walker you DO NOT need to complete this form for those students who were attending school in the 24-25 school year. If you have new students to Endhaven for the 25-26 school year in the same family please complete the form for those students only (ie Pre-K / Kindergarten).
- All students new to Endhaven have to complete the walker form prior to becoming a walker.

Walker Policy
Walker Request Form

Bus Transportation

How will I get bus transportation information this year?

- Here Comes The Bus app
- AlphaPortal- Parents can sign up for an account to review and/or print their child’s boarding pass.
- Email Transportation at transportation@cms.k12.nc.us
- Call Transportation at 980-343-6715
- Contact your child's teacher via ParentSquare

Registering for Transportation or Checking Transportation Status

If you need to sign your student up for transportation or you need to check the status of your student's transportation request you can do so on AlphaPortal. You will need your student’s ID # to complete this process. Once your student has been assigned a bus, your student's status will be updated in AlphaPortal and on the Here Comes The Bus app. You must sign up for an AlphaPortalaccount to request transportation for your student. The school can NOT register your student for transportation.

Timeline: Primary Stops ONLY

Student is Registered:	**Can Begin Riding The Bus:**
By Aug 12th	**First Day of School**
*New Registration during the school year	*Can take up to a week to process. You will be contacted by transportation and the school with a start date.

Alternate / Custodial Stop Request: Please note that transportation to alternate stops (e.g. daycare centers, grandparent, other parents house etc.) does not carry over from one year to the next. These stops must be requested each year and the alternate stop location needs to be within the attendance boundary AND be an already established bus stop.

These stops will be communicated from CMS Transportation once the student has been assigned an alternate stop. Please know that these stops are being processed AFTER primary stops. Alternate / Custodial stops may take several weeks to process. Once your student has been assigned an alternate stop, your student's status will be updated in AlphaPortal and on the Here Comes The Bus app.

Important Information Regarding Transportation Services

Please note that transportation services are managed by a separate department, independent from Endhaven Elementary. Our school does not have control over the following transportation matters:

- Student pickup and drop-off times
- Bus stop locations
- Bus driver assignments or supervision

Our school serves as a communication liaison, sharing transportation updates as they are provided to us. Please be aware that delays and driver substitutions are often not communicated to schools in advance. We will share all transportation information through ParentSquare as soon as we receive it. When bus route changes occur, these updates may not be reflected in the "Here Comes the Bus" app.

For Transportation Concerns: If you have questions or concerns regarding transportation services, please contact the Transportation Department directly:

Ardrey Kell/Ballantyne Ridge Transportation Area
Manager: Jasmine Collins
Phone: 980-343-5715

For Student Behavior Issues: If you have concerns about student behavior on the bus, please contact our school office. We handle all student-related disciplinary matters, including those that occur during transportation.

Heather Conn- Assistant Principal
Susie Rose- Dean of Students
980-343-5436

Cell Phones and PTD (Personal Technology Devices)

Students may have cell phones on campus but they must be ***TURNED OFF and STORED*** in the student's backpack or otherwise out of sight during the entire school day and on the school bus. Students are not permitted to use cell phones or PTDs (i.e. smart watches, tablets, i-Pads, personal laptops) to make calls, access the internet, text messages, etc. at any time during the school day, including lunch, recess, and the school bus. Violations may result in confiscation and/or other disciplinary actions, under Rule 5 of the CMS Code of Student Conduct. Smart watches are to be on "school mode" and only used as a watch during the school day. You may not text or make phone calls from them. If a student needs to contact their parents they may do so in the front office with teacher permission. If a student continues to use a cell phone/smart watches / PTD or has it out/visible after being reminded to turn it off/put it away, it will be confiscated and returned to the student at the end of the school day. Teachers have the right to NOT allow smart watches to be worn in their classrooms. In those cases all PTD's must be stored in students' backpacks out of sight. If a student continues to break the school technology rule an office referral will be written and a students PTD will be confiscated and a parent will need to pick it up from the front office.

Students have access to CMS provided technology throughout the school day for educational purposes. ***Students DO NOT need to bring their own technology to school***. If students do bring technology to school all school rules need to be followed. The school is NOT responsible for any damage or theft of cell phones or PTD's. Please see the Student Code Conduct Rule 5 for details.

1-1 Device Take-Home

The purpose of the 1:1 device take-home initiative is to provide each student with their own device for educational purposes, promoting personalized learning, digital literacy, and equitable access to technology, thereby preparing students for success in the digital age.

Every Year students will be required to complete the Device Care course during technology class and complete the Student Technology Agreement prior to having a device assigned to them. They also cannot have any outstanding fees for previous devices, in previous years from any CMS school.

Students should report the damage, loss, or stolen device as soon as possible to their teacher, technology contact, or via the Student Technology Issues Form. For stolen devices, a police report must be created and the report number provided to the school.

The technology contact will follow the CMS procedure for recording the damage and fee(s) assessed in Frontline Asset Management and on the Tech Tracker. The damaged device will be sent to the Depot for repairs (if repairs can be made to the device).

The student will be provided with an invoice for fees assessed and methods of paying the fee either through Online School Payments or receipt cash or check payment. The parent/guardian notification letter will be attached to the invoice to inform the parent/guardian of the fee.

The student will not be able to take a device home until fees are paid. They will be issued a loaner device by the technology contact that must stay at school. The technology contact will communicate with the admin team as needed.

Families can pay through the Online School Payments portal for the appropriate damage type(s) on the invoice.

Endhaven Technology Contacts:
Vincent Marino- vincent1.marino@cms.k12.nc.us
Joe Smith- josepha.smith@cms.k12.nc.us

ONLINE SCHOOL PAYMENTS

Payment for field trips, agendas, magazine subscriptions, technology fees, media fees, etc. are made through our Online School Payments platform. Please DO NOT send in cash or checks with your child to pay for these items. It will be sent back to you. Teachers are no longer responsible for collecting, counting, receipting, and turning in money collected for various school fees. If you cannot access OSP from home to make payments, the parent/guardian will need to come in-person to our front office and pay with cash. Do not send cash to school with students to pay these types of fees. (Students may bring cash to school during the Book Fair or other fundraisers ex. Fall Festival raffle baskets).

PARENT PORTAL & GRADING

Grades for students in grade levels 3rd, 4th & 5th will be stored in PowerSchool. Parents can access their child's grades in PowerSchool through the ParentPortal. Student specific letters will be sent home with all 3rd-5th grade students with directions for accessing the ParentPortal. You can also download the powerschool app for easy access to your students' academic information.

The CMS grading policy, along with more information about the ParentPortal, and more, can be found on the CMS Handbooks & Forms Page on the CMS Website.

We encourage parents to check PowerSchool **weekly** with their student, to stay on top of students' grades and missing assignments. Open communication between home and school is necessary for student achievement. Please parentsquare / email the teacher with any questions or concerns.

CMS Grading Policy

HOMEWORK

Homework is not a requirement at Endhaven Elementary, however teachers may choose to assign homework to reinforce concepts taught in class as necessary, according to the guidelines below. Also, it is good practice to encourage reading each night! **Students should read (or be read to) for 15-30 min each night.**

Maximum Homework Times: Acknowledging that many of our students have activities after school and out of respect for family time, students should not spend more than the maximum time listed below on completing homework assignments:

- Kinder & 1st Grade – No more than 15 min/night (which can include reading time)
- 2nd Grade – No more than 20 min/night (which can include reading time)
- 3rd Grade – No more than 30 min/night (which can include reading time)
- 4th Grade – No more than 40 min/night (which can include reading time)
- 5th Grade – No more than 50 min/night (which can include reading time)

****IF your child becomes frustrated OR is unable to complete their homework in this timeframe STOP, document, and contact the teacher. Homework should serve as additional practice with concepts learned in class. Unnecessary anxiety is not the intent of homework.**

WEEKLY FOLDERS

Each student will receive a folder that is to go home once every week on Thursday. This folder will contain communications from the school, PTA and/or CMS. Classroom/Grade Level newsletters as well as graded student work samples should also be sent in the Thursday folder. Students are to return the folders on the next school day.

LOST & FOUND

The “lost & Found” for student items is located beside the side doors to the bus lot. There is a large bin as well as racks for hanging items like sweatshirts. Please have your students regularly check the Lost and Found for their belongings as you pass by this area for recess. Items will also be periodically displayed in the front lobby during events so students and/or parents can claim their belongings. Items not claimed at the end of the first and second semesters are donated to a charitable organization.

CLASSROOM SNACK TIME

Students will be given time during the day to have a snack. Grade level teams will determine snack time based on the grade level’s schedule, lunch, and recess times. **Snacks should be nutritionally healthy and non-messy.** Snacks can **NOT** be desserts, candy, chips, or any other junk food item. Students may bring in healthy items such as **fruit, vegetables, pretzels, popcorn, cheese sticks, granola bars, mini protein bars, ect.** Snacks should not need utensils to eat, it is not lunch time.

Lunch

Students can bring a packed lunch from school or buy a school lunch. The school lunch menu can be found through Nutrislice. If your child has a dietary restriction you will need to call the school at 980-343-5436 and speak to the cafeteria manager, they are the only ones who can place restrictions on your students lunch account. You will also have to complete a Special Diet form each year and turn into the Cafeteria Manager. Students have the ability to buy the full school lunch or they may purchase things ala carte, which also includes snack items such as ice cream, chips, and sparkling flavored juice. Please have conversations with your child about family rules for these items. Families are encouraged to put money on their child's account in advance, you can do so via PayPams. Families can also apply for Free and Reduced lunch if needed through the online portal only, the application process opens August 1st.

Students	Breakfast	Lunch	Reduced-Price Lunch	Milk (1/2 pint)
Pre-K	Pre-K- No Charge	$2.50	$0.40	$0.75
Elementary	No Charge	$2.75	$0.40	$0.75

LUNCH WITH STUDENTS

Due to an increase in student enrollment numbers we will NOT be able to allow visitors during student lunch times. We simply do not have enough space in the cafeteria to allow guests to come eat with students on a weekly basis. We will allow parents to come to lunch with their student on special occasions such as birthdays and this must be pre-arranged with the classroom teacher. All other requests must be approved by school administration.

BIRTHDAY CELEBRATIONS

Special treats such as cupcakes, cookies, donuts, etc. can be provided for the class to celebrate birthdays at lunch time OR in the classroom at a time agreed upon by the classroom teacher (i.e. end of the day). All treats MUST be store bought, and there must be enough for each child in the class. Birthday “parties” may

not be held at school. **Parents are not permitted to bring in gifts, balloons, party favors, or decorations for their child's birthday.** Please save these items for home.

Testing Schedule

i-Ready- Universal Screener for Reading and Math		
BOY	K-3	Sep 29-Oct 15
	4-5	Sep 8-22
MOY	K-5	Fen 2-27
EOY	None	
DIBELS (K-3 Reading Assessment)		
BOY	K-3	Sep 2-24
MOY	K-3	Jan 9-Feb 2
EOY	K-3	May 11-June 10
Benchmarks- MVPA's		
Semester 1	3-5 Reading & Math 5 Science	Dec 1-5
Semester 2	3-5 Reading & Math 5 Science	April 23-30
ML Testing		
WIDA Screener	K-5 New ML Students	Aug 25-Sep 23 *within 30 days of starting school in the USA
ACCESS	K-5 ML Students	Feb 2026
NC State Testing		
BOG	3rd Grade Reading Only	Aug 25-Sep 13 (Window)
EOG's	3-5 Reading & Math 5 Science	May 28-June 10

*EOG test scores will not be sent home, parents can access students scores though infinite campus.
**Parents can request test scores, they can only be provided via phone or through a password protected email.

***Test windows can change by the discretion of the state and CMS Board of Education.