

# ELIZABETH LANE ELEMENTARY

## Family Handbook

### 2025-2026



HAWKS SOAR TO SUCCESS AT ELE!

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# ELIZABETH LANE ELEMENTARY FAMILY HANDBOOK

This document contains important information for Elizabeth Lane parents and students. Please read this handbook in its entirety. Parents and students are responsible for adhering to all CMS and ELE policies and procedures.

## CONTACT INFORMATION AND HOURS OF OPERATION

### **Address & Phone Number**

121 Elizabeth Lane Matthews, NC 28105  
Phone: 980-343-5700 Fax: 980-343-5704

### **School Hours**

7:15 a.m. School opens for students  
7:45 a.m. School day begins  
2:45 p.m. School day ends  
7:00 a.m.-3:15 p.m. School office open  
2:45 p.m.-6:00 p.m. After School Enrichment Program (ASEP)

## ACADEMICS

### **Learning Standards and Curriculum**

- The instructional program at Elizabeth Lane is based on the North Carolina State Standards for Learning. Copies of these standards are available on the CMS website in the Parent Resources section. Teachers use these standards and curriculum resources provided by CMS to plan and implement instruction designed to help students meet these learning targets by the end of the school year. Parents should address questions about our curriculum to the teacher first, and then to the grade level facilitator if additional information is needed.

### **Homework**

- All Elizabeth Lane students are expected to read every night.
- Additional homework assignments are designed to provide practice and application of skills developed in school. Homework assignments should be at the independent level for students. If an assignment is not at this level, parents should send a note with the child to the teacher so additional instruction can take place. Parents are encouraged to provide a time and place for homework.
- In addition to nightly reading, homework expectations for each grade level will be communicated with parents at the beginning of the school year, but will not exceed 10 minutes per grade level. (Example: 1<sup>st</sup> grade = 10 min., 2<sup>nd</sup> grade= 20 min., etc.)

### **Agendas**

- Students in 1st and 3rd, 4th and 5<sup>th</sup> grades will use student agendas for the 25-26 school year. The student agendas are provided, compliments of Starr and Dickens Orthodontics, at the beginning of the year. Students are required to use the agenda according to the plan that is developed by the grade level teaching team. The agenda is also used as a communication tool between school and home.

## **Exceptional Children's Services**

- Elizabeth Lane has a strong support staff for students with special needs. Services include speech/language therapy, learning disabilities resources occupational therapy, and academically gifted education. If you have questions about the school's programs, please email your child's counselor at the address on the school website. Services are available depending on an individual student's educational needs.

## **Progress Reports**

- Progress reports are issued mid quarter. These reports reflect student progress midway through the quarter. Parents of K-2 students should review the progress report sent home with their child and return the report signed to school. Parents of 3rd-5th grade students are asked to review their child's grades regularly by visiting the Infinite Campus Parent Portal. A mid-quarter acknowledgement form will be sent for parents to sign as confirmation that they have reviewed grades for their students in 3rd-5th grade.

## **Report Cards**

- Report cards are issued after the end of each quarter. Please refer to the CMS calendar for distribution dates. Parents of K-2 students should review the report card and return the signature card to school. Parents may keep the report card. Parents of 3<sup>rd</sup>-5<sup>th</sup> grade students should sign one copy of the report card to return to school and keep the other copy for their records. Parents of 3<sup>rd</sup>-5<sup>th</sup> grade students are asked to review their child's grades throughout the quarter by visiting the Infinite Campus Parent Portal. Parents may contact the homeroom teacher or office staff for assistance with login issues.

## **Social Emotional Learning**

- Elizabeth Lane implements the Caring Schools Social Emotional Learning curriculum and the Capturing Kids' Hearts practices to ensure a strong and supportive school environment. Students participate in weekly class meetings, scheduled guidance lessons and activities throughout the year focused on age-appropriate skills and strategies. Social emotional learning is also integrated with academic content instruction through read alouds, novel studies, guided discussions and writing. Students in 4th-5th grade are given an opportunity to volunteer their time to provide leadership service to K-3rd students in a variety of ways.

# **ARRIVAL AND DISMISSAL**

## **Tardies**

- Students arriving after 7:45 a.m. must report to the office with a parent to receive a Tardy Pass. Tardy passes are issued to ensure your child is reported present for the day. Parents may not escort students to class.

## **Changes to Afternoon Transportation**

- Changes to afternoon transportation plans must be communicated in writing to your child's teacher. Teachers may not be able to check email or ParentSquare messages during the school day. Therefore, transportation changes should be sent one day in advance or by written note the morning of the change.
- Temporary bus changes (riding home on a bus different than the one assigned) is not permitted. Students may not ride the bus home with a friend.
- The office must have written notification from a parent/guardian before students will be released from school to any person who is not listed as an emergency contact.

- In the case of an emergency, the parent should call the school and obtain the email address of the appropriate staff member who can accept the written notice via email. The email address must match a parent email address listed in our records. Photo ID is required when picking up students.

### **Morning Car Riders**

- Students are not permitted in the building before 7:15 a.m.
- Parents arriving at the school prior to 7:15 a.m. will be staged in the bus lot. At 7:15 a.m., they will be directed to the main car rider line in the front of the school.
  - Students are not to be released from vehicles while waiting in the bus lot prior to the morning bell.
- Parents in the car rider lane should pull forward following the directions of the adults.
- Students should not exit the car until the bell rings.
- Students should exit the car quickly after it stops completely.
  - For safety, all students must exit from the passenger side of the vehicle onto the sidewalk.
- Cars in the car rider lane must YIELD to the inside lane when leaving after drop off.
- The bus lot will open at approximately 7:25 a.m. as the secondary morning car rider lane.
  - Parents must pull forward to the end of the sidewalk and wait for traffic to stop before allowing their child to exit the car.
- Cars may not pass buses or other cars in the car rider lane.

### **Afternoon Car Riders**

- Afternoon dismissal begins at 2:45 pm.
- Parents who arrive for car rider pick up prior to 2:45 p.m. will be staged in the bus lot beginning at 2:30.
  - Parents may not enter the staging area in the bus lot until staff directs them to enter at 2:30.
- Staff members will announce numbers for students to wait in specific locations. Student(s) will be directed to a cone, and the vehicle will pull forward to meet the student(s) at the appropriate cone.
  - Do not exit the car to gather your child.
- Parents are not allowed to walk up to the car waiting area to meet a child.
- Students may not be dismissed to board a car while the car is still in the bus lot.
- A car rider tag issued by our school should be attached to the vehicle's rear view mirror to identify the student(s) the adult is picking up at all times during dismissal.
  - Tags are distributed to families after completing the car rider training video and acknowledgment form that is found on the school webpage.
  - If you do not have your car rider sign, give your child's name to the staff member who will call him or her to the appropriate cone.
- Students must enter the car on the passenger side.
- Please see the car rider procedure training video for more specific directions. If you have a question or concern about transportation, please contact our school secretary.
- No cell phone use is permitted while in the car rider line.

### **Buses**

- Students are assigned to buses based on home addresses or after school daycare stops.
- If you require a change in bus transportation due to a change of address, you must complete the appropriate change form, which is available on the CMS website.
  - A request for an alternate stop or a change of an "unsafe" stop must be made online through the CMS website.

- A student will not be permitted to ride a bus until transportation approves and adds the student to the bus roster.
- Students are not permitted to ride any other bus than the one assigned by CMS transportation.

### **Bicycles**

- Students in 3<sup>rd</sup>-5<sup>th</sup> grade who live in neighborhoods immediately off of Elizabeth Lane may ride bicycles to school. All bicycle riders must wear helmets, have locks for their bicycles, and walk their bicycles once reaching the school grounds.
- The “walker” permission form is used for parents to request that their child be allowed to bike to and from school. Students in grades K/1 are not allowed to bike to and from school without an adult or older sibling escort.
- Skateboards, scooters and skates are not approved transportation.

### **Walkers**

- The CMS Safety Department establishes a zone in which bus transportation is not provided. Students who live within that area may be given permission to walk home from school.
- Students are supervised by school staff members until they leave our campus at the crosswalk on Elizabeth Lane or the gate to the Sardis Plantation neighborhood walkway.
- Students who live outside of the approved zone may be granted administrative approval to walk from school by request using the Walk Home Dismissal Permission Form that can be found on our webpage provided the following conditions are met:
  1. Student’s home address borders the school’s walk zone.
  2. Student’s home address does not require the student to cross a non-residential street when walking from school.
  3. Parent provides written consent and agrees not to designate the student as a walker with the intention of driving and parking near the school to take the child home in a vehicle.
- Kindergarten-2<sup>nd</sup> grade students are not permitted to walk home unless they are accompanied by an adult or older sibling.
- Students will exit the building through the exterior cafeteria doors or the corner room on the left side of our building (inside the fenced area) depending on their home address.
- Parents/guardians who are walking their children home from school must wait in these designated areas at dismissal and collect their student(s) from a staff member.
- Please do not wait far away from the school doors for your child to walk to you.

## **ATTENDANCE**

Regular attendance and punctuality are important to your child’s success in school. Families should use the school calendar to plan family vacations and trips that do not conflict with the school calendar. A student must be in attendance for at least half of the school day (being present from 7:45 a.m. to 11:15 a.m. or 11:14 a.m. to 2:45 p.m.) in order to be counted present for the day.

### **Absences**

- If your child is absent from school, please email [leattendance@cms.k12.nc.us](mailto:leattendance@cms.k12.nc.us) to report the reason for absence and message your child’s teacher in ParentSquare. If you are unable to report through email, a written excuse from the parent is required upon return to school. Absences are marked unexcused if parents do not provide information.

- Absences will be excused for illness, medical or dental appointments, death of a family member, religious holiday observances or approved educational leaves (see below).
- A doctor's note is required for students who accumulate three or more consecutive absences or ten total absences without medical documentation.

### **Educational Leave**

- Parents who request educational leave must provide information five (5) school days prior to the absence on the form available in the school office or on the Elizabeth Lane webpage. The form will require that parents make a clear connection to the student's curriculum in order to be approved. More information is provided on the educational leave request form. You will receive written notification of the status of your request within five days. You may request work from your child's teacher in advance, however in many cases teachers are not able to provide makeup work until after the student returns to school. Educational leave is still an absence from school.

### **Religious Holidays**

- Absences on religious holidays that are not included on the calendar approved by the CMS board require prior approval for students. Absences on approved holidays are recorded as excused when parents send an email to [eleattendance@cms.k12.nc.us](mailto:eleattendance@cms.k12.nc.us) or a note indicating the child was absent in observance of a religious holiday. If you have questions about holidays, visit the CMS website to locate the Religious Holiday Calendar.

### **Early Dismissal**

- If you need your child dismissed early from school, please arrive 15 minutes before regular dismissal. For afternoon doctor's appointments and other planned events, please pick up your child before 2:15 pm. We recommend that you notify the teacher so your child can be prepared for pickup.
- When picking up your child, come to the school office to sign out your child and be prepared to show proper identification. The teacher will be notified and the student will be called to the office. A child will NOT be dismissed to anyone other than the parent/guardian without written permission.
- PLEASE DO NOT GO TO YOUR CHILD'S CLASSROOM OR TO THE MOBILE UNITS.

## **BIRTHDAYS**

### **Birthday Treats and Birthday Book Club**

- Birthdays are not celebrated at Elizabeth Lane by distributing treats to students at school. Parents are still welcome to drop-off lunch and/or a birthday treat for their own child.
- In lieu of serving a treat, parents may have a book donated to the library in honor of their child's birthday. Birthday Book forms will be sent home with students as their birthday approaches and are available in the office and Media Center as well as our school website.
- Students are not allowed to receive flowers, balloons, etc. at school.

### **Invitations to Outside Events**

- To deliver party invitations through the classroom, you must have an invitation for every child (or all boys/all girls) in the class.
- Parents may use school directory information, provided by the PTA or room parent for this purpose. Teachers are not allowed to provide this information.

## **CAFETERIA**

Our school cafeteria serves breakfast and lunch. CMS offers every child a **free** breakfast from 7:15 to 7:45 a.m. each day. Every student has an account with our automated system for lunch purchases. Parents are expected to keep money in the account for debit each day. When a child has a negative balance, the Cafeteria Manager will print a notice to send home with the student.

PayPAMS is an online account management system that allows parents to put money on their children's lunch accounts with a credit or debit card. Visit [www.paypams.com](http://www.paypams.com) to register. Parents may also sign up for email notification of balances on the PayPAMS website.

### **Lunch Visitors**

- Lunch visitors are allowed during specific weeks for each grade level. Parents who wish to have lunch with their child at school must sign up using the procedure found on the ELE webpage.
- Lunch visitor schedules and sign ups will be available in early September and then again in January.
- Visitors must sign in using a government-issued photo ID and wear the visitor badge at all times while on campus. Visitors should sit with their child at the designated visitor table and students must be ready to rejoin their class at the end of the lunch period. Visitors may not walk back to class with students.

## **COMMUNICATION**

### **School/PTA Information**

- Communication between the home and school is important to our students' success. The school and PTA websites are updated frequently.
  - Parents may also sign up on the PTA website to receive the weekly Mini News via email. Throughout the year special announcements about upcoming events and special programs are sent home.
- Grade level teams will share important information with families via ParentSquare.

### **Conferences**

- Conferences are arranged for all families one time during the school year. Homeroom teachers will share information about scheduling conferences. Student progress is discussed at that time.
- Additional conferences are planned as needed or if requested by parents, teachers or administration. If the need arises, parents may request an additional conference with their child's teacher.
- Parents may also contact special area teachers or support staff directly through ParentSquare or email with concerns or questions specific to their role.

Drop in classroom visits are not allowed. Please do not visit classrooms to speak with a teacher about your child before, during, or after school without an appointment. Remember that a teacher's first duty is to teach. Teachers cannot stop the instructional program nor neglect the supervision of students for a "drop in" conference.

### **Infinite Campus**

- Infinite Campus is an online tool that allows parents of students in grades 3-12 to monitor grades and attendance throughout the school year. Information about registering for an account is available on the CMS and ELE webpages.
- If you need additional assistance, please contact the school's data manager.

### **ParentSquare**

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- ParentSquare is a digital home/school communication tool. Families are encouraged to download the ParentSquare app to receive instant notifications for important school information and updates.
- ParentSquare contact information is automatically populated from the student information system. Changes to contact information can only be made through the school office. Please contact deviana.lal@cms.k12.nc.us to make changes to parent contact information.

## **FOOD PRODUCTS BROUGHT TO SCHOOL**

Parents are only permitted to send food for their own child or for classroom celebrations as approved by the classroom teacher. Students are not allowed to share food at school. Food provided at school-approved class celebrations/school events must be commercially prepared and packaged with the nutrition label. (e.g., cupcakes with a printed list of ingredients from the grocery store bakery, packaged crackers, etc.)

## **HEALTH PROGRAM AND MEDICATION**

### **School Nurse and Illnesses**

- The school nurse is scheduled to be at ELE 4 days per week. Please see the “Nurse’s Nook” on the ELE school webpage for contact information, health forms, etc.
- Our school health room is designed to support student health needs during the school day and to assess symptoms when students are not feeling well.
  - We are not equipped to care for sick children for an extended period of time.
- If your child has a fever or other symptoms that prevent participation in the school program, please keep him or her home.
  - A child must be fever-free without medication for 24 hours before returning to school.
- If your child becomes ill during the day such that it prevents him or her from participating in school, you will be contacted to pick up your child from school. Please ensure that your family has a plan for these situations.

### **Medication**

- The school cannot supply any medication.
- If your child must take medication while at school, the school must receive written permission from the doctor stating the dosage and times medication is to be administered. Forms are available in the school office and on the CMS website. Parents must also sign this form.
- Medication must be in a container labeled by the pharmacy giving the name of the drug, dosage, name of doctor and time intervals between doses.
- All medication must be brought to school by an adult. Students are not allowed to transport medications.
- Medication that requires a medication authorization form from a physician includes: cough drops, lip balm, Tylenol, and Motrin.

## **PARKING AND TRAFFIC PATTERNS**

### **Parking**

- There is limited parking available for visitors when school is in session. Visitor parking spaces are marked in the first row of the parking lot. Parents are permitted to park in the Visitor Parking area.
- During special events, staff members will direct you to park in the bus lot or other designated areas.
- We ask that you not park in the Greycastle South neighborhood, directly across Elizabeth Lane. Parking in this neighborhood presents safety issues for children who walk to school.
- Matthews Police has advised ELE administration that visitors parking on Elizabeth Lane in front of the school will be ticketed.
- Parking in the fire lane (which runs the entire length of our curbs) is not permitted. Your vehicle must be parked in a designated parking space before being allowed to enter the school.

### **School Traffic Pattern**

- For the protection and safety of the school community, please follow the traffic pattern when entering or leaving school. Cars are not permitted to enter the parking lot from the exit near the trees. Cars must pull all the way through the entrance lane to the school and turn into the parking lot near the building.
- THE SPEED LIMIT IS 10 MPH.
- Please respect these areas as a CELL PHONE FREE ZONE for the safety of staff and students.

## **SCHOOL CLOSINGS**

In the event of inclement weather conditions, an official decision will be made for all Charlotte-Mecklenburg schools. The decision will be broadcast on local radio, television stations, and social media. A message will be sent via ParentSquare and a message will be posted on the CMS website. If no announcement is made, school is in session.

If weather conditions become hazardous during the school day and the decision is made for early dismissal, an announcement will be posted on the CMS website. A message will be sent via ParentSquare and an announcement will be broadcast on local radio, television stations, and social media. Please do not call the school. Make plans for your child in case of an early dismissal for inclement weather.

If school closes early in an emergency, the After School Enrichment Program also closes.

## **SCHOOL IMPROVEMENT PLAN and TEAM**

### **School Improvement Plan**

- Each year school staff collaborate with the School Improvement Team to develop a School Improvement Plan. The plan addresses goals in the areas of student achievement, school culture and family engagement. These goals are directly aligned to CMS goals and are individualized according to our school's priority focus areas (based on student data). The School Improvement Plan will be available for review on our school website following approval by the Board of Education.

## **School Improvement Team**

- The School Improvement Team is an elected group of teachers and parents who advise the school principal on matters related to the planning, management, communication and evaluation of the school goals. Elections are held each Spring. The meeting schedule and minutes are posted on the school webpage.

## **SCHOOL RECORDS**

### **Enrollment Requirements**

- All enrollment requirements and forms are found on the CMS website.
- Current physical and immunization records are required for Kindergarten students within the first 30 calendar days of school. Students who are not compliant with this requirement will be excluded from school until all records are complete.

### **Access to School Records**

- The Family Educational Rights and Privacy Act is a federal law that governs the maintenance of student enrollment and academic records. Under this law, both parents and students (over 18 years of age) have the right to inspect records kept by the school.
- A request must be made in writing to the school principal so that arrangements can be made for a staff member to be present while records are reviewed. Access to these records by parties outside the school is limited and must have parents' prior consent.

### **Withdrawing and Transferring Records**

- If your child will be moving or changing schools, please notify your child's teacher and the school data manager. A parent should complete a withdrawal packet (provided by the data manager) prior to the student's last day.
- Records cannot be transferred to a new school until a request is received from the new school.
- A student who does not attend school for ten consecutive days must be withdrawn.
  - We are not able to keep a student enrolled beyond ten days to accommodate travel.
- In the event that a student needs to be withdrawn, the student may be re-enrolled upon return. We cannot guarantee that a re-enrolled student will be placed in the same class upon return.


### **Emergency Contacts**

- The school office maintains up-to-date information on all students through Infinite Campus.. Please make sure all telephone numbers (home, cell, business, emergency) are current. Information for emergency contacts can be updated through the Infinite Campus Parent Portal.
- Please list any adults who have permission to pick up your student from school as an emergency contact.
- Emergency contacts can be updated in your Infinite Campus Parent Portal. Please contact the school office if you need assistance.

## **SCHOOL BEHAVIOR**

All Charlotte-Mecklenburg School discipline guidelines, as stated in the CODE OF STUDENT CONDUCT on the CMS website are enforced. If your child expresses that he or she is having difficulty with another student that is affecting his or her ability to be successful at school, please contact your child's teacher, the school counselor or an administrator for assistance.

## Elizabeth Lane Behavior Expectations



### ELIZABETH LANE ELEMENTARY Schoolwide Expectations MATRIX

	CLASSROOM	HALLWAY	BATHROOM	CAFETERIA	PLAYGROUND
<b>S</b> SAFE	<ul style="list-style-type: none"> <li>Keep your hands, feet, and body to self</li> <li>Use materials as directed</li> </ul>	<ul style="list-style-type: none"> <li>Walking feet</li> <li>Keep your hands, feet, and body to self</li> </ul>	<ul style="list-style-type: none"> <li>Keep your hand, feet, body and eyes to self</li> <li>Report issues immediately</li> </ul>	<ul style="list-style-type: none"> <li>Eat only your own food</li> <li>Stay seated</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment as intended</li> <li>Keep hands/feet to self</li> </ul>
<b>O</b> ON TASK	<ul style="list-style-type: none"> <li>Eyes on instruction</li> <li>Follow teacher directions</li> <li>On task</li> </ul>	<ul style="list-style-type: none"> <li>Listen for teacher directions</li> </ul>	<ul style="list-style-type: none"> <li>Go, flush, wash and exit</li> </ul>	<ul style="list-style-type: none"> <li>Focus on eating while seated</li> <li>Keep food in your plate</li> </ul>	<ul style="list-style-type: none"> <li>Listen for teacher directions</li> </ul>
<b>A</b> ACCOUNTABLE	<ul style="list-style-type: none"> <li>Complete and turn in work</li> </ul>	<ul style="list-style-type: none"> <li>Stay in single file line</li> </ul>	<ul style="list-style-type: none"> <li>Wash your hands with soap and water</li> </ul>	<ul style="list-style-type: none"> <li>Get what you need the first time through the line</li> <li>Clean after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Stay in assigned zone</li> </ul>
<b>R</b> RESPECTFUL	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Raise your hand to talk</li> </ul>	<ul style="list-style-type: none"> <li>Voices off</li> </ul>	<ul style="list-style-type: none"> <li>Use supplies as intended</li> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Talk to people right next to you</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Include others</li> </ul>

### Dress Code

- Students are expected to adhere to reasonable dress code expectations that contribute to a productive and safe school environment.
- General dress code standards are outlined below.
- Clothing that may cause a disruption to the learning environment is not permitted.
- A parent will be contacted to bring a change of clothes for the student if there is a concern regarding comfort, privacy, or safety at school.
- It is at the discretion of a school administrator to determine if a student will be allowed to participate in school activities if there is a concern regarding the dress code and a change of clothing cannot be provided. Students are allowed to keep a change of clothing in their backpack.
  - Clothing must protect student privacy during daily school activities such as climbing, bending, sitting on the floor, etc.
  - Leggings may only be worn with a skirt, shirt or dress that provides adequate coverage and privacy during daily school activities.
  - Mid-sections must be covered.
  - No inappropriate language, references, or symbols allowed.
  - Sneakers should be worn daily for recess and PE classes. Flip flops and shoes with open toes are not permitted as they are a safety hazard during the school day.
  - Sleeveless shirts must be at least 2 inches wide on the shoulder. Spaghetti strap and strapless clothing is not permitted.
  - Hats, hoodies, sunglasses, etc. should not be worn inside unless there is a special circumstance.
    - Communication and interaction are important to learning and building a strong classroom community. Students may speak with their teacher/counselor regarding a special circumstance.
- Students are encouraged to join in a staff tradition of celebrating ELE Days each Friday by wearing purple or spirit wear and celebrate College Days each Wednesday by wearing university gear.

## STUDENT BELONGINGS/LOST AND FOUND

## **Personal Items**

- Toys are not allowed at school unless the teacher has provided written permission with parents in advance. Toys will be collected by school staff if not related to educational goals, approved class activity or documented in an individual educational plan. School staff will communicate with parents to arrange for the item to be picked up or returned home depending on circumstance.
  - Examples of toys are: stuffed animals, dolls, poppits, fidgets, Pokemon or trading cards.

## **Cell Phones, Personal Devices and Smart Watches**

- NC House Bill 959 restricts access to personal mobile devices during the school day.
- Instructional time is defined by NC HB 959 as the time from when students enter a classroom until they exit. During this time, all personal technology devices must be turned off and put away. Our school-wide expectations for “Off and Away” look like this:  
Student devices (cell phones, tablets, laptops) must be turned off and stored in the backpack at all times during the school day. The school day is defined as arrival through dismissal. Students must also store SmartWatches (any device that can be used to access the internet or that allows two-way communication) during the school day. SmartWatches are not required to be powered off, but must remain stored in the backpack.

## **Backpacks**

- Rolling school bags are strongly discouraged for all students. The purpose of the rolling school bag was to lighten the load a student has to carry. Printed textbooks are no longer the standard adoption for most elementary school subjects. Students will typically be required to wear rolling backpacks using the straps unless a special consideration is required.
- We ask that each child stores a change of clothing in his or her classroom or school bag in case of emergency. (e.g., nosebleeds, accidents, slipping in mud, etc.)
- Please write your child’s name on clothing, lunch boxes, and other items. This is most important for Elizabeth Lane school wear, water bottles, and notebooks.
- Unclaimed items are kept in the Lost and Found area in the Front Lobby/Counselor offices. After a period of time, unclaimed items are donated to a charity.

## **Items Left at Home**

- Parents are encouraged to help their children become responsible students. Students should bring their own lunch boxes, school supplies, projects and proper clothing each day. Deliveries of these items during the school day are a major interruption of the instructional program. Any emergency deliveries should be left on the cart near the main office labeled with student name and teacher name.

## **Items Left in Classrooms**

- For safety and security reasons, classrooms will not be unlocked for students returning to school in the afternoon to retrieve books or homework. Please teach your child to use the agenda or a pack up list to write reminders about items that need to be brought home from school each day.

# **SCHOOL SAFETY**

## **Safety Procedures**

- All students will be required to wear an identification nametag at all times. These will be provided at the beginning of the school year.
- Teachers and staff are responsible for the careful supervision of whole classes and small groups of students as they travel throughout the building and school grounds.
- All children must be supervised by an adult in the interior courtyard and pond area -- including children attending events with their parents.
- A school safety plan is created each year in collaboration with the CMS Safety Department. The plan is reviewed by all staff members and parent members of the School Improvement Team. The plan is confidential.
- General school safety strategies are shared with families throughout the year.
- Staff and students participate in regularly scheduled fire drills, weather drills and other emergency responses.

## **Animals at School**

- Animals or pets are not allowed on school property during the school day without prior approval.
- Teacher AND administrative approval is necessary before animals or pets are permitted on school property for learning activities or special events.

# **TECHNOLOGY**

## **School Devices and Internet Access**

- CMS provides technology devices for students and teachers.
- Students in grades K-2 primarily use iPads for accessing learning platforms during the school day.
- Students 3rd-5th grade are assigned a Chromebook for use while at school.
- Students use technology to complete assignments, practice academic skills, read and research, etc.
- Students in K-5<sup>th</sup> grade will have access to the internet during the school day. CMS schools provide wifi to student devices that is filtered to prevent access to social media/content deemed inappropriate for children.
- Parents may revoke a student's internet access privilege by requesting and returning a revocation form.
- Students and parents are required to sign a Technology Use Agreement form at the beginning of each school year to promote responsible use and care of these devices.
- Students will not be permitted to bring technology from home to be used as a classroom reward.

# **VISITORS AND VOLUNTEERS**

## **Visitors**

- All exterior doors to the school will remain locked at all times with the exception of 7:15-7:45 a.m. on school days.
- Visitors will be able to enter the school through the visitor entrance at the front of the building only. Visitors will ring the buzzer located to the right of the door and an office staff member will unlock the door after checking the camera monitor.
- All visitors are required to check in at the school office and drop in visits to students/staff are not allowed.
- Visitors must have a scheduled time prearranged with teachers/staff to be allowed to sign in and visit classrooms/offices.

- The computer system used for check-in requires a driver's license or other valid photo ID that includes the full legal name and date of birth for all adult visitors.
- Visitors must wear the provided visitor tag during the visit and check out in the office prior to departure.
- Visitors who are not wearing an identification tag will be requested to return to the school office.
- The primary purpose of this Charlotte-Mecklenburg Board of Education procedure is to ensure the safety of all students and staff. Your attention to this procedure shows your support of maintaining a safe school for our students and staff.

### **Volunteers**

- Volunteers are important and play a valuable role at Elizabeth Lane. To promote school safety and accountability, all volunteers are required to be registered with the CMS Volunteer registry. Please visit [cmsvolunteers.com](http://cmsvolunteers.com) if you have not yet registered, or to update your registration for the current year. You must select Elizabeth Lane Elementary as one of your three school choices for your registration to connect to our schools approved volunteer list. If you would like to be considered as a chaperone for a field trip, you must be a registered volunteer.
- Younger siblings are not allowed to accompany parents when volunteering for school activities or events.

### **Class Parties/Field Trips**

- Class parties and field trips are intended for school-age children. If you will be visiting for lunch, assisting with parties, volunteering or chaperoning, please make other arrangements for siblings that do not attend ELE.
- Additionally, please make sure to follow the expectations regarding how to serve as a Volunteer in CMS and at ELE.