Knights View Elementary School Family-Student Handbook 2026-2027

Mrs. Summer Rogers – Principal

Ms. Amy Dumigan – Assistant Principal

Welcome to KVES

Dear Knights View Royal Families,

We are excited to share some insights about our school with you. At Knights View Elementary School, our staff, students, and families proudly go by the name of the Knights View Royals. Our school spirit is embodied by our mascot, the Royal Dragon, and our vibrant school colors of blue, green, and yellow.

The name Knights View holds special significance for us as it symbolizes both our students' present and future journeys. Situated in South Charlotte, our school stands directly across from our feeder high school, Ardrey Kell, known as the Home of the Knights. This proximity serves as a daily reminder of our students' future aspirations as they strive toward success.

At Knights View Elementary School, we are deeply committed to the success of each and every child. Our aim is to equip students with the essential character, leadership skills, and academic excellence needed not only to excel in high school but also to thrive beyond.

As our students transition into Ardrey Kell Knights in the future, we envision them looking back fondly at their time at Knights View Elementary School. We aspire for them to carry with them cherished memories of belonging and achievement from their elementary years.

Here at KVES, we empower our students to be extraordinary leaders in their behavior, their learning, and their community, today and for the future.

A Message to Students and Families from Principal Rogers

Welcome to Knights View Elementary School, Home of the Royals! As the proud principal of KVES, I am thrilled about our school and the incredible achievements our school community will accomplish! I firmly believe that parents are partners, and together, we can cultivate an environment where every student can reach and exceed their goals. Students are leaders not only in their learning and behavior but also within our school and the greater community. I can't wait to see all the awesome things we'll do together at Knights View Elementary School!

Table of Contents

I. General Information
II. Leader in Me
III. Academic and Instructional Information
IV. Attendance
V. Classroom
VI. Communication
VII. Dress Code and Attire
VIII. Food and Nutrition
IX. Inclement Weather
X. Medical/ Health Information
XI. Safety and Security
XII. Policies and Procedures
XIII. Student Conduct and Discipline
XIV. Technology
XV. Transportation
XVI. Visitors and Volunteers

Please note: Our school policies may be updated by the administrative team and/or CMS at any time.

I. General Information

School Address:
11000 Beau Riley Rd.
Charlotte NC, 28277
Elementary School Performance Area C

Phone Number: 980-343-7442
Fax Number: 980-343-5011

Office Hours: 8:00-4:00 M-F
Data Manager/ Front Office: Karen Thompson
School Treasurer: Ashley Holbrook

Bell Schedule: 8:45-3:45
Student Arrival: 8:15
Student Dismissal: 3:45
Early Release Days: 8:45-12:45
1 Hour Delay: 9:45-3:45
2 Hour Delay- 10:45-3:45

DAILY SCHEDULE

8:15 AM	Breakfast/Car rider drop-off/Bus arrivals Adult Supervision for Morning Arrival
8:45 AM	Instructional day begins *Students must be in the school building by this time*
3:45 PM	Dismissal
4:00 PM	End of workday for teachers

About Our School

At Knights View Elementary School, Mrs. Summer Rogers proudly serves as the principal, supported by Ms. Amy Dumigan as the assistant principal. Our dedicated team comprises of 85 highly qualified educators and staff members committed to providing the best elementary experience for your child/children! Situated in Elementary School Performance Area C in CMS, Knights View Elementary School unites students, families, and staff from various schools, each with unique backgrounds and experiences. Our foremost aim is to foster an inclusive environment where every staff member, student, and parent feels connected and valued. At KVES, we Honor the Greatness in You!

Please visit our school website for more information, https://www.cmsk12.org/knightsviewES

II. Leader in Me

LEADER IN ME

Leader in Me is evidenced-based, comprehensive model that builds leadership and life skills in students. It creates a high-trust culture and lays the foundation of sustained academic achievement.Knights View Elementary School is implementing the Leader in Me Framework. KVES teachers, staff, and administrators create a learning environment that addresses whole-child education with five core paradigms: 1. Everyone can be a leader, 2. Everyone has genius, 3. Change starts with me, 4.Educators empower students to lead their own learning, 5. Develop the whole person.

Discovering the Leader in Me: Empowering Elementary Students

At Knights View Elementary School, we're committed to fostering not just academic excellence, but also nurturing the leadership potential within every child. One of the cornerstones of our approach is the Leader in Me framework, which has transformed school cultures and empowered students in profound ways all around the world.

What is Leader in Me?

Leader in Me is not just a curriculum; it's a philosophy that teaches children essential leadership and life skills based on Stephen Covey's "The 7 Habits of Highly Effective People." These habits serve as a framework for personal growth, interpersonal effectiveness, and leadership development from a young age.

Why is Leader in Me Important?

1. **Building Self-Confidence:** Through Leader in Me, students learn to set goals, prioritize tasks, and take initiative. This process builds their self-confidence and instills a sense of responsibility for their own learning and behavior.
2. **Developing Life Skills:** The 7 Habits—such as being proactive, beginning with the end in mind, and synergizing—provide practical skills that students can apply in their daily lives, both inside and outside the classroom.
3. **Creating Responsible Citizens:** By understanding the importance of teamwork, communication, and empathy, students develop into responsible citizens who contribute positively to their community.
4. **Fostering Leadership:** Leader in Me empowers every student to be a leader, whether it's through taking on roles in school activities, leading classroom discussions, or mentoring peers. This approach nurtures leadership potential in all children, regardless of their background or
5. academic strengths.
6. **Positive School Culture:** Implementing Leader in Me has transformed our school into a place where every voice is valued and respected. It promotes a positive school culture where collaboration, inclusivity, and personal growth are celebrated.

Our Commitment to Excellence

At Knights View Elementary School, we are proud to see our students flourish as leaders who are capable of making a difference in their own lives and the lives of others. The Leader in Me framework

is not just a curriculum; it's a catalyst for personal and collective growth, preparing our students to thrive in an ever-changing world.

Join us in celebrating the achievements of our young leaders and supporting their journey towards greatness with Leader in Me!

III. Academic and Instructional Information

ASSEMBLIES

Assemblies are important opportunities for our students to come together as a community, celebrate achievements, learn about important topics, and build school spirit. During assemblies, students are expected to demonstrate respectful behavior by actively listening, following instructions from teachers and staff, and participating positively. This includes maintaining appropriate noise levels, showing consideration for others, and contributing to a supportive and inclusive atmosphere.

ASSIGNMENTS

Assignments should be standards-aligned and worthy of student completion. Assignments should allow for students to demonstrate learning through a variety of modalities (i.e. written, conferences, discussions, multimedia, digital, etc.). Additional practice/re-teaching will be provided to students who do not achieve initial mastery on "Perform" assessments before students are re-assessed. All assignments will be graded using a 100 point scale. Students with a 504 plan, Individualized Education Program (IEP) or who are identified as English Learners (ELs) should receive appropriate accommodations and amplifications on assignments and assessments to allow them to engage in on-grade level content (Source: CMS Grading Plan- Parent Resource, 2021, p. 1).

FIELD TRIPS

Field trips are an integral part of our educational curriculum, providing valuable learning experiences for students. It is important to note that participation in day field trips is contingent upon students demonstrating good conduct and following school and classroom expectations.
During the trip, it's important for everyone to follow the rules of the establishment and school/ district policies. Parents will be notified if their child fails to adhere to the guidelines provided. If a student needs additional support, a parent may be required to attend and provide additional support for the student. If parent permission has not been granted by the day of the field trip, the student will remain at school for the instructional day.

HOMEWORK POLICY

Homework, if assigned, is tailored to be developmentally and age-appropriate, with expectations varying across grade levels. Homework assignments should not exceed 30 minutes. Parents have the option to request additional supplemental work for their child to complete at home. At KVES, students utilize i-Ready reading and math assignments that are personalized to each and every student.

PARENT RESOURCES

At KVES, we are fortunate to have two counselors dedicated to supporting the social and emotional well-being of our students. Our school counselors are also available as a valuable resource for parents. If you have concerns about your child's academic performance or notice any behavioral changes, we encourage you to reach out and consult with the counselor.
Feel free to contact the counselor if you have information about your child or family that you believe the school should know, or if you have any concerns or would like more information about the

counseling program. Our counselors are also able to provide your child with scholarships for field trips and school fees if you are in need of financial assistance. We are here to support you and your child every step of the way. Please don't hesitate to reach out.

PROGRESS REPORTS AND REPORT CARDS

Progress Reports will be issued **at the midpoint of 2nd-4th quarter.** Report Cards will be issued within five school days after the end of the grading period. Parents may contact their child's teacher for a parent-teacher conference at any point during the school year. During the 1st quarter, parent/teacher/student conferences will be held either in-person or virtually.

STATE AND DISTRICT TESTING

	Kinder.	First	Second	Third	Fourth	Fifth
iReady	X	X	X	X	X	X
COGAT			X			
IOWA			X			
EL BENCHMARK	X	X	X	X		
DIBELS	X	X	X	X		
NAEP LTT					X*	
BOG3 Reading				X		
Reading EOG				X	X	X
Math EOG				X	X	X
Science EOG						X
Benchmark/MVPA				X	X	X

iReady | The iReady assessment is an educational tool designed to assess students' proficiency in reading and mathematics. The assessment adapts to each student's skill level, providing questions of varying difficulty based on their responses.

COGAT | An ability test usually administered in the fall of 2nd grade to determine participants in the Gifted and Talented Math and English Language Arts curriculum.

IOWA | Nationally Normed/Research Based Achievement test. Tests Reading and Math Skills. Used for GT Identification in 2nd grade.

EL BENCHMARK | EL Education Benchmark Assessments are designed to help teachers determine the correct microphase for students when they begin their differentiated small group instruction and

independent work in stations during the K-2 Skills Block. EL Benchmark assessments are administered three times a year.

DIBELS | Dynamic Indicators of Basic Early Literacy Skills is a set of procedures and measures for assessing the acquisition of literacy skills administered three times a year.

NAEP LTT | National Assessment of Educational Program Long Term Trend. NAEP has been to measure academic progress by regularly administering various subject-area assessments to nationally representative samples of students. *Students are selected.

BOG3 Reading | Beginning Of Grade reading test that establishes a baseline measure of beginning third-grade students' reading skills.

EOG | The North Carolina End-of-Grade Tests are designed to measure student performance on the goals, objectives, and grade-level competencies specified in the North Carolina Standard Course of Study.

Benchmark/MVPA | Mastery View Predictive Assessment are pre-built benchmark assessments designed to provide highly reliable predictions about the degree to which students are on target to meet mastery of state standards.

STUDENT FEES

To support the enhancement of the educational experience, all students are required to pay an annual student fee. These funds help cover the cost of additional workbooks and materials that align with the curriculum. The fee amount is communicated at the beginning of the school year and is due by the specified deadline. Families facing financial hardship may request financial assistance by contacting the school counselors. All requests will be handled confidentially.

IV. Attendance

According to the Charlotte-Mecklenburg Board of Education policy and the North Carolina Compulsory Attendance Law (GS-115C-378), parents and guardians are responsible for seeing that their children attend school each day it is in session. A student must be in attendance for at least half of the school day **(12:45 pm)** in order to be counted present.

Absences listed below are considered ***excused*** once school personnel have received **written** verification:

- Illness of a student
- Death in the immediate family
- Quarantine
- Observance of a religious holiday
- Court of administrative proceedings

Absences for reasons other than those listed above are deemed ***unexcused***. Please reach out to the front office staff if you have any questions.

Upon return, families must assume the responsibility for contacting the individual teachers immediately upon return about completing missed work. If the work is satisfactory, full or partial credit will be given for the completed work depending on the status of the absence. Auto-generated letters from the state of NC will be sent to parents after 3, 6, and 10 unexcused absences, per district and state policies. KVES will also reach out when a student has five or more excused absences. When a student has accumulated 10 unexcused absences and there has been no effort to reduce absences,

a notification letter will be sent stating that legal action may be taken. Excessive absences may result in an intervention meeting with an Administrator and grade Level Counselor for development of an attendance plan which will remain effective until attendance is improved. Our school counselors are available to support attendance issues and can be reached at the school at 980-343-7442. Excessive absences may also result in retention.

EARLY DISMISSAL

It is requested that students not be picked up before the regular dismissal time. Early dismissal is a distraction to student learning. A child must be present for at least half of the school day to be considered present as related to perfect attendance (until 12:45pm). However, any portion of the day a child can attend is to his/her benefit. Please provide verification for medical appointments. Please schedule these as near the beginning or end of the day as possible so your child can be in school. Please arrive in plenty of time to check out your student. Students will be called to come to the office once you arrive. This may take time depending on time of day and your student's schedule. There will be no student dismissal after 3:00pm. Early dismissal of students must be by 3:00pm.

If a child will be dismissed from school before the close of the day, please send a note or email in the morning stating the reason for the early dismissal and the time the child will be picked up. Parents are requested to ring the bell at the front entrance of the school to sign out their child. Students leaving early must be signed out in the office and be dismissed only to a parent or approved adult on the emergency contact list. Please be prepared to present a picture ID. This procedure is for your child's protection – please keep student information updated to facilitate this function, especially in emergency situations or early weather related school closings.

If you are doing early dismissal, please park in the Visitor Parking Spaces in front of the school to avoid our Car Pool traffic.

TARDIES

Our instructional day begins at 8:45am. Students arriving after **8:45 a.m.** are tardy. Students must report to the front office with an adult to be signed in for admittance to class. Students who arrive on a late bus are not considered tardy and will have the option to eat breakfast or go to their classrooms. Tardies cost your child valuable educational instruction. Tardies also interrupt the learning process for other students. Excessive tardiness may result in an intervention meeting with an Administrator and Grade Level Counselor for development of an attendance plan which will remain effective until tardiness is improved. Again, remember students are eligible to apply for bus transportation to avoid being tardy.

V. Classroom

BIRTHDAY TREATS

Parents are invited to bring store bought treats such as cookies and cupcakes for their child's birthday. Please schedule the day with your child's teacher. Any food that is shared in school must be from an inspected commercial facility and must be labeled with its contents (ex: Harris Teeter or Publix cupcakes, with a printed list of ingredients from the store bakery). The original packing seal must not be broken. Please also ask about possible food allergies of your child's classmates. We have a few students in the School who are extremely allergic to nuts, and we ask everyone to not include nut products or products processed in the same facility as peanuts or tree nuts in special party treats or in snacks/lunches.

BIRTHDAY INVITATIONS

Birthday invitations may be given out at school if **all** students in the class are invited. Otherwise, please deliver invitations outside of school. Due to respect, confidentiality, and privacy of families, teachers and staff will not provide parent email addresses or contact information.

CLASS PLACEMENT

KVES uses academic data, behavioral data as well as teacher and parent input to place your child in a class where they will continue to grow and excel. Please know that it is the responsibility of the administrative team to make class placements. Please do not request a specific teacher. All teachers at KVES are highly qualified educators. Class placements are communicated to parents in mid August. Students enrolled after the first day of school will be assigned to a class based on previous school data, parent input, and class makeup. Due to this intentional process of class placement, KVES does not change class assignments.

CONFERENCES

All classroom teachers are required to schedule parent- teacher conferences at the end of first quarter. Parents may request a conference at any point during the year to discuss academic progress as well as any concerns or questions. Parent- teacher conferences should be scheduled in advance to give teachers adequate time to prepare for the meeting. Teachers are teaching during the instructional day and are responsible for their classroom learning therefore they may not be able to meet during the instructional school day. This also applies to phone calls. Parents may call the school and leave a message for a staff member. The staff member will respond within 24 hours. Parent Square is the best way to communicate with teachers.

DISCIPLINE AND CONSEQUENCES

In addition to schoolwide expectations and rules, the teacher and/or staff member of each class is in charge of classroom discipline. Students are expected to comply with disciplinary measures the teacher may impose. If a student does not follow classroom expectations, a logical consequence that is developmentally and situational appropriate may be given. Each situation will be handled at the teacher and/ or school's discretion in accordance with the school's rules and policies as well as CMS Code of Student Conduct. Any continued violation of classroom or school expectations will result in a conference with the child's parents, teacher, counselor, and administrative staff.

GUM CHEWING AND CANDY

The decision to allow gum chewing and candy consumption is left to the discretion of each individual teacher. However, teachers reserve the right to revoke these privileges if a student does not adhere to their specific gum and candy policy. It's important that gum chewing and candy consumption do not disrupt a student's ability to concentrate. Additionally, wrappers must be properly disposed of in the trash can. Please note that gum chewing and candy consumption are not permitted on school buses, during recess, in shared school spaces, or in Physical Education classes.

SMALL TOYS AND GAMES

During instructional time, small toys and games must be kept in a student's backpack. Whether personal toys and games may be used during non-instructional time, such as recess, is at the discretion of individual teachers. However, toy weapons are strictly prohibited on school premises. If personal toys or games are being used during instructional time or are causing a distraction to a student's concentration, a teacher or staff member has the authority to confiscate them. In such cases, the teacher will notify the parent, and the item will be returned to the student at the end of the day to take home. Students are not permitted to use their personal electronic devices including phones and smartwatches during the instructional school day.

VI. Communication

PARENTSQUARE

Knights View Elementary School uses a school-to-home communication called **ParentSquare.** This unified communications platform is designed to keep parents and guardians informed and encourage greater engagement and connection with KVES! Download the iPhone or Android mobile app or visit the ParentSquare website at Parentsquare.com. Log in with your email or phone number registered with the school. School wide communication will be shared on ParentSquare. KVES administration and staff will respond to parent messages and phone calls within 24-48 hours.

PRINCIPAL COMMUNICATION

The principal will be in regular communication with KVES families on a weekly basis. The principal and/or the administrative staff will promptly and comprehensively address safety concerns and provide emergency information to parents, ensuring timely and informative communication through ParentSquare and/or a Connect-Ed phone call. Throughout the school year, there will be opportunities to meet with the principal and additional KVES staff to discuss school topics. Please look at our school calendar for upcoming Royal Roundtable dates and times.

PTA COMMUNICATION

The PTA sends out a newsletter on ParentSquare keeping parents updated on everything happening at the school. Including important dates, volunteer opportunities, and upcoming events.

TEACHER COMMUNICATION

Teachers will communicate weekly with parents and will share any other pertinent information on ParentSquare. ParentSquare is our primary form of communication. Please reach out to your child's teacher via ParentSquare. KVES staff asks that if you need to make dismissal changes during the school day, you call the front office ***and*** send a ParentSquare message to the classroom teacher. It is important to update the school with any contact information changes such as a phone number change or address change.

VII. Dress Code and Attire

As stated in the CMS Code of Student Conduct, a student will maintain personal attire and grooming standards that promote safety, health, and are not disruptive to the educational environment. This includes student clothing that materially and substantially disrupts classes or other school activities. The dress and grooming of students shall contribute to the health and safety of the individual and promote an orderly educational environment. These standards apply to all students unless a specific exception is made by the school administrator. All students have a right to wear their hair in a way that reflects their racial, ethnic, or cultural identity without being discriminated against or disciplined.

- Undergarments should not be visible including bras/sports bras, underwear, and boxers/briefs.
- Shorts/ skirts/ bottoms should be worn at a comfortable length so that constant tugging or length does not cause the student wearing the article of clothing to be distracted from their learning.
- Midriff and backside area must be covered (no cropped apparel)
- Holes in jeans must start 3 inches from the inseam or lower.

- Shoes are required at all times. Students should wear closed toe shoes to recess.
- Athletic shoes must be worn for all PE classes

Items of clothing must NOT:

- Be pornographic, contain threats, or promote illegal or violent conduct.
- Demonstrate gang association/affiliation.
- Display weapons or drug related images or words
- Demonstrate hate group affiliation or use hate speech (targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups).
- Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose).

Parents will be contacted if their student is wearing Item(s) that violate the dress code. Parents and students will have the option to either wear school provided attire or the parent may bring a change of clothing for the student.
We appreciate it if parents and other visitors adhere to the same dress code.

HAT AND HOOD POLICY

Hats and hoods are not permitted to be worn in the school hallways, restrooms, or cafeteria, but it's at the discretion of the teacher whether they can be worn in the classroom. However, students must ensure their faces remain visible while wearing them (except clothing/headgear worn for a religious or medical purpose). Hats and hoods must not disrupt the learning of both the wearer and their peers.

VIII. Food and Nutrition

FAMILY LUNCH VISITS

Due to limited space, safety, and supervision, KVES will not be permitting families to eat lunch with their students.

FOOD NUTRITION

Our cafeteria staff serves breakfast and lunch at school every school day. Breakfast is served in the cafeteria beginning at 8:15 AM and ending at 8:45 am. We encourage our students to eat a healthy breakfast in the cafeteria or at home. Lunch is served in the cafeteria daily. Menus, nutritional and allergen information are available on the CMS website. All meals are compliant with the Nutrition Standards for School Meals established by the USDA. CMS breakfast and lunch menus can be found at https://cms.nutrislice.com/menu/

Your classroom/homeroom teacher will communicate lunch times. Lunch times will be approximately 25 minutes. To limit adults in the building we will not have visitors during lunch. However, we will have volunteer opportunities throughout the year. If you haven't done so, please visit www.cms.k12.nc.us and click on parents, then volunteer. Follow all instructions for registering as a CMS volunteer.

The following precautions are to be followed in all schools in order to protect the health and safety of children and staff.

- Any food that is shared in school must be from an inspected commercial facility and must be labeled with its contents (ex: Harris Teeter or Publix cupcakes, with a printed list of ingredients from the store bakery).
- The original packing seal must not be broken.

- Students should limit sodas or other sugary drinks in their lunches. Healthy lunches and snacks will ensure alert students!
- Due to safety concerns, students' lunches are not warmed up.

All students will be served meals through the cafeteria line. Approved meal accountability procedures state that all students must pass through the cash register, enter their personal identification number (PIN) in the keypad or provide a barcoded card to be scanned. School Nutrition will provide the blue PIN card at the beginning of the school year with the PIN and barcode. CMS student ID badges with barcodes work and are recommended

Costs: ***Prices for the 2026-2027 School Year***

Group	Breakfast	Lunch	Reduced-Price Lunch	Milk (½ pint)
Pre-K	No Charge	$2.60	$0.40	$0.75
Elementary & Middle	No Charge	$2.85	$0.40	$0.75
High	No Charge	$3.10	$0.40	$0.75
Adults	Ala carte	Ala carte	Ala carte	$0.75

*Please note that prices may fluctuate or increase. For the most recent pricing information, visit the CMS Nutrition website.

Parents are encouraged to place money on their student's account in advance. Advance payment allows the cafeteria to provide the most efficient service to all customers.Money may be placed in your student's account for the convenience of purchasing extra items for students. You may send cash, personal checks, money orders, cashier's checks, or make payments online at https://www.paypams.com/ . Our cafeteria manager is Jim Lambert, jamesj.lambert@cms.k12.nc.us

No Microwave or Refrigerator Use

Students do not have access to microwaves for heating up food or refrigerators for storing food. We encourage you to plan meals that do not require heating or refrigeration.

Forgotten Lunches

At KVES, we teach our students independence and responsibility. We also understand that sometimes lunches are forgotten at home. You may drop off your child's lunch at the front office if this occurs. However, this should not be a daily occurrence. If a child forgets their lunch at home, they will be allowed to purchase lunch from the cafeteria.

Water Fountains and Refilling Stations

Students have access to water fountains at any point during the school day. They are located on every floor in the building. Additionally, we have refilling stations conveniently located on every floor for students to refill their water bottles. We encourage all students to bring in a reusable water bottle daily to stay hydrated, which supports concentration and enhances learning.

IX. Inclement Weather

DELAYED OPENING/SCHOOL CLOSURE

In the event of inclement weather resulting in the closure of the school, updates will be posted on the CMS website. Additionally, notifications may be announced via the Connect-Ed phone call system by CMS.

The superintendent of schools and/or the board of education may suspend the operation of any school(s) for particular days, or portions of days, in the event of an emergency, hazardous weather conditions, or other conditions requiring the cancellation of classes. Notification will be available by 5:00 am via media announcements-television and radio stations, CMS Channel 3, Connect-Ed, and the CMS website at www.cms.k12.nc.us. We encourage you to listen to television and radio reports if they anticipate the closing of school. In the event of cancellation, all CMS-sponsored activities for students will be canceled. If weather conditions worsen during the day after children have arrived at school, local stations will make announcements regarding an early dismissal. **Please do not call the school for updates, as we must ensure all phone lines remain open.**

X. Medical/ Health Information

MEDICAL INFORMATION

A child who is ill will be sent to the school health room where the school nurse/designee will assess the child, contact the parent or guardian, and send the child home if necessary. If your child has a chronic health issue (i.e. diabetes, seizures, asthma, etc.) be sure to make the teachers, school nurse, and office staff aware of his/her special needs. Please make sure that all medications are current when sent to be housed at the school. Contact the school nurse for the proper medical authorization form that will be completed by your doctor, should any medications need to be given at the school. Parents will be contacted if there is an accident at school, if a child has an elevated temperature, or is vomiting. If for medical reasons, it is inadvisable for a student to participate in physical education classes, games, or play outside during physical activity, written notification should be sent to the classroom teacher. As a general rule, we assume if students are well enough to attend school, then they are well enough to participate in the total program. **Your child must also be free of fever or vomiting for 24 hours before they can return to school. Our top priority is to keep infections low. Please keep your child at home if they are not feeling well and/or experiencing any of the following symptoms:*

- Fever
- Cough
- Shortness of breath
- Headache
- New loss of taste or smell
- Sore Throat
- Congestion or runny nose
- Fatigue, muscle or body aches
- Nausea, vomiting or diarrhea

Please reach out to our school nurse, Alyson Galek, at 980-343-7442 if you have any questions.

XI. Safety and Security

EMERGENCY CONTACT

It is imperative that the emergency contact information is updated in the Infinite Campus Portal. The information is used frequently, and is absolutely needed in the event of an emergency. The school can only release a student to individuals authorized by the parent/guardian listed as an emergency contact in Infinite Campus **Please be sure to update phone numbers as soon as they change, in the event we must contact you in an emergency.**

EMERGENCY DRILLS

Safety of our students and staff is an extremely important priority for us here at Knights View Elementary. We collaborate closely with local law enforcement and first responders to ensure a secure learning environment for everyone.Our safety measures include monthly fire drills, annual tornado drills, and lockdown and emergency procedure drills during the school year. KVES will communicate a ParentSquare message when drills have occurred.

SAFETY MEASURES

All exterior doors are kept locked at all times, and access is granted by buzz- in system through the front office. Visitors are required to present valid ID upon arrival and will be provided with a visitor sticker to wear while on campus.

- CMS Police Department: Officers are on standby and assigned by Learning Community, with a focus on elementary school response
- Safety Plans: School and District have comprehensive safety plans
- Drills: Regular drills for Lockdown, Fire, Tornado, etc.
- Buzz-In System: Access granted through front office.
- Security Measures: Surveillance cameras, Blacktop Bars, Lobby Guard
- Identification: Visitors required to wear badges
- Alarms: School-wide alarm system
- Exterior Security: All exterior doors remain locked

STAFF TRAINING

Administrative staff and first responders are trained in CPR, First Aid, and AED procedures. All staff members are trained in active survival techniques.

SURVEILLANCE SYSTEM

Our school is equipped with both exterior and interior cameras, with the front office consistently monitoring activity on campus through the surveillance system. The administrative team has full access to all cameras on campus.

XII. Policies and Procedures

ARTIFICIAL INTELLIGENCE

Artificial Intelligence (AI) is not permitted unless specified by the classroom teacher for instructional purposes only. The primary focus is on leveraging AI tools to enrich learning experiences, foster critical thinking skills, and promote digital literacy among students. Students are discouraged from using AI as it is not monitored for age appropriateness.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to safeguard the privacy of student education records. This legislation applies to all schools receiving funding from the US Department of Education. FERPA mandates that student records be handled with confidentiality. Compliance with this law is ensured through board policy, which outlines regulations and procedures. For detailed information about your rights under FERPA, please consult the district's website.

LOST AND FOUND

The lost and found area is located in the front stairwell tower on the first floor. It is important to clearly write your child's FIRST and LAST name on all personal belongings. Any unclaimed items will be donated to a charitable organization at the end of each quarter. Thank you for helping us ensure that lost items are returned to their rightful owners!

Pledge of Allegiance

Our school conducts the Pledge of Allegiance every morning as a part of our daily routine. Students have the right to choose whether or not to participate in reciting the Pledge of Allegiance. They can decide to stand or remain seated, and they may choose not to speak the words if they prefer. This decision is respected by the school. If there are any questions or concerns about this right, please contact the school administration for more information.

RISK ASSESSMENTS

The safety and security of all students is of the utmost importance to our staff. Should a concern arise about a student being in danger to him/herself or others, district protocols for conducting a risk assessment will be followed to the extent appropriate.

SCHOOL IMPROVEMENT TEAM

At our school, we have a dedicated team responsible for shaping our vision, mission, and goals to enhance student achievement. The School Improvement Team (SIT) convenes monthly to oversee the school improvement plan, which outlines strategies for fostering both school and student success. Elections for SIT membership are conducted in the fall. For details about membership and meeting minutes, please refer to the SIT information on the school website.

SPIRIT ROCK POLICY

The decorating of the Knights View Elementary School Spirit Rock is subject to ***Charlotte-Mecklenburg Schools Board Policy S-SFRS – Student Free Speech****. Nothing in this school-based policy should be interpreted to contradict Board Policy in any way.*

The Spirit Rock is intended to promote school spirit and provide families, students, staff, and school-affiliated organizations with an opportunity to celebrate student achievements, birthdays, milestones, and school-sponsored events. Use of the Spirit Rock is considered a privilege and must comply with this policy and all applicable CMS Board policies.

Content and Acceptable Use

The Spirit Rock may be used only for the following purposes:

- Student birthdays
- Staff birthdays,and appreciation
- Student and staff school-based accomplishments and achievements
- School-sponsored events and activities

Reservation, Approval, and Access

Who May Reserve

The Spirit Rock may be reserved by:

- Current Knights View Elementary School students, with adult supervision, and their parents/guardians or immediate family members
- Knights View Elementary School staff
- Officially recognized Knights View Elementary School clubs, organizations, teams, or PTA-sponsored groups

How to Reserve

Reservations must be made through the school's designated reservation system.

Requests should be submitted at least 48 hours prior to the requested reservation date.

Reservation requests should include:

- Name of the individual making the reservation
- Name of the student or group being recognized
- Names of all individuals who will be painting the rock, including any third-party artists
- The exact wording to be painted on the rock and a description of any images, designs, artwork that will be included.

A reservation is not considered confirmed until the application is submitted and approved by the principal.The Spirit Rock is available to reserve at no cost. Donations are welcome and may be submitted through Online School Payments. All donations directly support our school. Donations are nonrefundable.

Approval Process

The Principal or the Principal's designee will review reservation requests in accordance with Board Policy S-SFRS and this policy

Reservations are granted on a first-come, first-served basis.

No proposal that complies with this policy and Board Policy S-SFRS will be denied based on viewpoint, including religious or political perspective.

If an application is denied, the applicant may appeal using the procedures outlined in Board Policy S-SCOM.

Reservation Period

Reservations run from 5:00 p.m. on the reserved day through 4:59 p.m. the following day.

Only the reserving party may decorate the Spirit Rock during that reservation period.

Messages may remain displayed beyond one school day only if there are no subsequent confirmed reservations.

Reservation Frequency
To ensure fair access, each student, family, staff member, or officially recognized school group may reserve the Spirit Rock no more than once per month.

Paint, Safety, and Cleanup

- Students must provide written permission from their parent/guardian, and the parent/guardian must sign an assumption of risk form.
- Only latex or water-based paint may be used.
- Spray paint may not be used near vehicles, sidewalks, or buildings.
- Grass and surrounding landscaping should be protected with a drop cloth.
- Do not paint sidewalks, curbs, trees, buildings, fences, or the ground surrounding the Spirit Rock.
- Ladders or scaffolding is not permitted.
- Individuals may paint only the portions of the rock that can be safely reached.
- Users are responsible for providing all paint and supplies.
- All materials, trash, and supplies must be removed immediately after decorating.
- Users are responsible for cleaning the surrounding area after use.

The school is not responsible for lost, stolen, or damaged materials or supplies.

Restricted Speech

As provided in CMS Board Policy S-SFRS, depending upon the facts and circumstances, the school may deny an application, remove or paint over a message, or otherwise restrict expression on the Spirit Rock if the planned or actual message constitutes:

1. Disruptive speech;
2. Speech that invades the rights of other students;
3. Profane speech; or
4. Promotion of illegal drug use.

Please refer to Board Policy S-SFRS for the complete definitions and descriptions of these categories.

Administrative Oversight and Policy Enforcement

School administration may review and monitor Spirit Rock messages at any time.

The Spirit Rock may be covered, cleaned, or painted over if this policy, Board Policy S-SFRS, or any other CMS Board policy is violated.

Removal of non-compliant content may occur without prior notice.

Violations of this policy may result in:

- Loss of future Spirit Rock reservation privileges;
- Removal or covering of the displayed message;
- For students, disciplinary consequences consistent with the CMS Code of Student Conduct, administered fairly, objectively, and without regard to viewpoint.

Right to Amend

Knights View Elementary School reserves the right to modify or amend this policy at any time to ensure the Spirit Rock continues to serve as a positive and appropriate representation of the school community and remains consistent with CMS Board policies.

By reserving or decorating the Spirit Rock, participants acknowledge that they have read, understand, and agree to comply with this policy.

Questions:
Summer Rogers
Principal
summer.rogers@cms.k12.nc.us

TITLE IX

Any student who believes that he or she has been subjected to sexual or gender-based harassment, any parent or guardian of such a student, or any student who believes that another student is being subjected to sexual or gender-based harassment is encouraged to report the harassment to the school principal which will then alert the CMS Title IX Office. School Title IX Liaison: Amy Dumigan

XIII. Student Conduct and Discipline

BEHAVIOR ON THE SCHOOL BUS OR AT THE BUS STOP, CMS CODE OF STUDENT CONDUCT

Refrain from conduct or behavior that interferes with the orderly, safe and expeditious transportation of bus riders. Obey the bus driver at all times. Act appropriately while waiting for the bus. Give your proper name when requested by the bus driver or monitor. • Be at the bus stop at least ten minutes prior to a scheduled stop time. • Ride only on assigned bus. • Board and depart only at the assigned bus stop. • Remain seated at all times when the bus is moving. • Refrain from eating or drinking while aboard the bus. • Cellular telephones and other electronic devices cannot be a distraction to the bus driver. Video cameras have been installed on some buses. Students may be filmed while on the bus. Violations of these standards, the Code of Student Conduct, or any behavior which substantially distracts the bus driver and causes, or has the potential to cause, a safety hazard on a bus, may be the basis for suspension from the bus and/or school or revocation of bus-riding privileges. (Source: CMS Code of Student Conduct, 2021, p.6).

BULLYING

Bullying and/or harassing behavior are strictly prohibited in CMS. It is the policy of the Board of Education to maintain learning environments that are free from harassment or bullying (Policy JICK). Students are expected to use appropriate language and conduct at school and school functions and possess only appropriate materials. This rule applies to cursing, possessing, sending, or receiving written materials or electronic text and/or images that convey an offensive, racial, derogatory, bullying or obscene message to another person" (Source: CMS Code of Student Conduct, 2021, p.12). Please contact the school principal if you believe bullying has occurred or is occurring.

CMS CODE OF STUDENT CONDUCT

Administration utilizes the CMS Code of Student Conduct as a guideline for disciplinary determinations. The handling of violations of the CMS Code of Student Conduct rests within the discretion of the principal. The CMS Code of Student Conduct can be accessed on the CMS website.

CONDUCT WHILE ON SCHOOL PROPERTY

Parents are encouraged to be active participants in their child's education. A partnership between parents and the school requires meaningful and appropriate communication. As such, we must be civil in our discourse. This requires that: 1. No one disrupts or attempts to interfere with the operation of a classroom or any other area of a school. 2. School rules for access and visitation are strictly obeyed. 3. Legitimate obligations and time constraints are respected.Student Rights, Responsibilities and Character Development Handbook 2023-2024 4. Information that might help reach our common goal is shared. This includes information about safety issues, academic progress, changes that might impact a student's work or events in the community that might impact the school.(Source: CMS Code of Student Conduct, 2023-2024, p. 6-7).

HIGH EXPECTATIONS FOR STUDENT ACHIEVEMENT

As a Leader in Me School we are developing future leaders. To enhance each student's intellectual growth, Knights View Elementary School's administration and staff establish rigorous annual standards for academic excellence. We inspire our students to strive for excellence in their studies, empowering them to reach their individual academic potential.

XIV. Technology

CELL PHONES, SMART WATCHES, AND OTHER PERSONAL TECHNOLOGY DEVICES

On July 1, 2025 HB959 was passed restricting the use of wireless devices during instructional time. Beginning of the 25-26 school year, CMS will restrict personal technology device use during all instructional times. Personal electronic devices including cell phones may be brought to school and used before or after school to communicate with parents. They must be turned off and in a student's book bag during the instructional school day. Earphones, Gizmo Watches, Smart Watches (etc) follow the same guidelines. Possession of a cell phone or other personal electronic devices by a student is prohibited during school hours. Violations of this rule may result in confiscation and/or other disciplinary actions. As stated in the CMS Code of Student Conduct, "A student may possess and use a PTD on school property, at after-school activities and at school-related functions, provided that during school hours, the PTD remains off and put away. "Except" Criteria include teachers seeking written approval from their administrator for educational purposes that cannot be completed with district issued technology while on the CMS network. Emergencies which is defined as a life, safety or medical emergency (ie. Police, fire,medic.) or outlined in a student's IEP or 504 plan. "Educational purposes" include student education, research and career development. A principal may put additional rules in place permitting student use of cell phones during non instructional times of the school day. The principal must assure that these rules are publicized to students and parents. (Source: CMS Code of Student Conduct, 2023-2024, p 11)The school or the district is not responsible for theft, loss, or damage to cell phones or other PTDs brought onto CMS property. If a device must be taken, parents will be notified and will need to pick up the device from an administrator at the school.

CMS ISSUED ELECTRONIC DEVICES, CODE OF STUDENT CONDUCT

UNAUTHORIZED USE OF TECHNOLOGY (Honesty) UB: Misuse of school technology, UB: Honor Code Violation, UB: Communicating Threats, UB: Cyber-bullying: A. CMS-owned property: A student shall refrain from inappropriate use of school system computers/technology devices or from using the CMS electronic communications and wireless connection network without proper authority. This includes unauthorized use of sign-on codes and the school telephone system, communication of threats or implied threats, harassment, racism, discrimination and unauthorized attempts to contact any CMS computer site from any computer station. B. Use, Distribution, or Creation of Inappropriate Content: A student will refrain from any activity or distribution of information through the Internet or other

electronic means that would constitute a violation of a rule under the Code of Student Conduct or a violation of law, as, but not limited to, bullying or harassment on social media or other sites if the conduct has or may have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment. Publication of information on the Internet is considered distribution regardless of the location of the technology device from which the offending content was published. (Source: CMS Code of Student Conduct Rule 21, 2023-2024, p.15). UB: Inappropriate items on School Property, UB: Harassment-Sexual: A student shall refrain from having or distributing any pornographic or profane material on school property or at school sponsored event, including but not limited to pictures, magazines, electronic text (including air dropping) or images and sexually explicit or graphically violent materials (including but not limited to documents or instructions concerning the creation of and/or the use of weapons). Some violations of Rule 22 are also a violation of Rule 27C and must be documented in the CMS Title IX Record Keeping System (Source: CMS Code of Student Conduct Rule 22, 2023-2024, p.15). An administrative and/or CMS Investigation may be launched and may result in revocation of technology privileges, and/or result in disciplinary action stated in the CMS Code of Student Conduct.

CMS ISSUED TECHNOLOGY

K-2 students will be provided with a school-owned iPad, a block, and charging cable and 3-5 students will be provided with a school-owned Chromebook and charging cord for the sole purpose of completing school-related assignments. Internet access is provided for free on any CMS campus or at any Charlotte Mecklenburg Library. Students must use their device responsibly by only visiting school appropriate websites and not for personal use. Students and parents understand that only a CMS issued Gmail account can be used to access the device. The CMS issued device and iPad block, and charging cable or Chromebook charging cord will be returned prior to the end of the current school year or upon withdrawal from Knights View Elementary School.

iPad damage/repair fees*:
Students/Parents/Guardians are responsible for the cost of lost, stolen, or damaged devices/repair.
Repair -$50.00
Charging Block - $14.99
Charging Cable –$14.99
Case - $70.00
Total Replacement -$299.00
*All fees are subject to change

Chromebook damage/repair fees*:
Students/Parents/Guardians are responsible for the cost of lost, stolen, or damaged devices/repair.
Screens - $48.99
Keyboards – $47.88
Charger - $21
Total Replacement -$245
*All fees are subject to change

STUDENT RESPONSIBILITY

Students are responsible for using technology devices responsibly and for the intended educational purposes. They should follow instructions provided by the teacher regarding acceptable use, content access, and online behavior. If students choose to use technology for non instructional use may result in a loss of technology or additional disciplinary action depending on the severity of the violation.

XV. Transportation

Transportation Phone Numbers

Area Transportation Office- 980-343-3605
CMS Transportation Call Center -980-343-6715

Safety is our top priority. We need your help to ensure that students are not in dangerous situations. By following the guidelines below, we can work together to make sure our children get to school and leave safely.

BUS AND VAN PARKING LOT

(Back of School)

During school hours, cars are not allowed in the bus lot. As buses and vans arrive, students will disembark and proceed into the school building. Staff members will be present to supervise students as they board and exit buses and vans..

BIKE RIDERS & SCOOTER RIDERS

All bike riders and scooter riders require a properly fitting helmet. All bike riders and scooter riders must remain on the sidewalk. And use crosswalks if available. Bike racks are available in the back of the school. Students arriving or departing from school using Beau Riley rd will follow the sidewalk that extends to the blacktop from Beau Riley rd. Students will place their bikes/ scooters on the bike racks and enter through the side entrance door. Students arriving or departing from school using Ardrey Kell will use the crosswalk closest to the Parks and Recreation building and then follow the sidewalk to the blacktop. Students will place their bikes/scooters on the bike racks and enter through the side entrance door. Parents are not permitted on the bus lot during arrival, dismissal, and school hours. Staff will be supervising and monitoring students during arrival and dismissal.

ARRIVAL CAR RIDER LINE

(Front Of School)

Cars will follow the car rider pattern starting on Beau Riley Rd. Cars entering from Ardrey Kell onto Beau Riley Rd. should allow every other car from Dickie Ross Rd. to merge into the car rider line to keep traffic flowing on both roads. Car riders may not be dropped off at any other location. To expedite the car rider process, please have your child ready to exit the car from the passenger's side. Once the car is stopped in front of the school, students may exit the vehicle on their own.

DISMISSAL CAR RIDER LINE

(Front Of School)

All Cars require a KVES Car tag to be visible from the rearview mirror. If another approved family member is picking up your child, please display the car rider number on the vehicle's dash. Your child's number will be called and your child will exit through the front entrance of the school Cars will follow the car rider pattern and exit to Ardrey Kell Rd. or Dickie Ross Rd.

LATE BUSES

Please be aware that Knights View Elementary School may experience delays with bus arrivals in the mornings and afternoons, particularly during the initial weeks of the school year as students familiarize themselves with their stops. Parents will be notified via ParentSquare if buses are not at school by 4:05pm. Your understanding and patience are appreciated as we ensure the safe

transportation of all students. Please note that the arrival times listed for your bus are only approximate and can fall between a 15-20 minute window.

VAN RIDERS

A staff member will walk the van riders to their designated vans. Please be sure to communicate with the school and the after school provider if your child is absent.

TRANSPORTATION CHANGES

Parents are encouraged to establish a consistent mode of transportation for their child to prevent confusion and ensure their safety. However, we understand that transportation changes may occasionally be necessary. In such cases, please call the front office and copy your child's teacher via ParentSquare. Please note that teachers do not check ParentSquare messages or emails during the school day as they are focused on teaching. For any inquiries, please contact the front office.

TRANSPORTATION TAGS

Students in grade Pre-K- Second Grade receive a transportation tag to attach to their backpack, which will display their name and how they will be getting home. This helps staff identify students and ensure they go home safely.

WALKERS

All walkers must remain on the sidewalk. Walkers using Beau Riley Rd. will follow the path to the cafeteria side entrance door. A staff member will monitor all walkers. Walkers using the crosswalk on Ardrey Kell rd. near the Parks and Recreation building will follow the sidewalk path to the front entrance of the school and enter through the Back tower entrance. Parents must sign the "Permission to Walk Alone" form if they would like their child to walk alone or with a sibling. This should be indicated on your form. Permission forms will be available at Open House. After Open House, the walker forms will be available in the front office.

XVI. Visitors and Volunteers

CMS REGISTERED VOLUNTEERS

Volunteers play a crucial role in contributing to our school's success. To become a volunteer at our school, it is a district requirement that all volunteers register as "unsupervised" volunteers. You can complete this registration process on the CMS website at www.cms.k12.nc.us. All volunteers are required to re-register annually.
Additionally, teachers will often provide opportunities for volunteers within their classrooms. If you are interested in volunteering in a specific classroom, please reach out to your child's teacher or room parent for more information about available opportunities. Thank you for your willingness to support our school community through volunteering!

KVES Royal Guard (KVES Parent Volunteer Program)

The Knights View Royal Guard is a parent volunteer program designed to foster family and community involvement in our school. This initiative enhances school security by providing additional support,

while also serving as positive role models for students, reinforcing the importance of education through their presence. Any parent or family member of a KVES student may volunteer for our Royal Guard. All volunteers must be a CMS registered volunteer. We are always looking for enthusiastic volunteers to work with students and "Guard" our school community! For more information or to become a member of the Royal Guard, contact Amy Dumigan, amyr.dumigan@cms.k12.nc.us

PARENT TEACHER ASSOCIATION

The Knights View Elementary School Parent-Teacher Association (PTA) is a volunteer collaborative partnership comprising teachers, parents, and community members. As an integral part of our school community, the PTA is committed to enhancing instructional programs, promoting teaching and learning. Our PTA hosts fundraisers during the school year. These initiatives provide crucial support for classroom activities and student enrichment programs. Additionally, the PTA relies on volunteers to assist with special events and serve on various committees. The PTA invites all parents to join the PTA by paying a nominal membership fee of $10 for one person and $18 for families. Your membership not only strengthens our organization but also contributes to the betterment of our classrooms, teachers, and students.

The PTA Executive Board, elected yearly by the general membership, convenes monthly to plan activities aimed at supporting academic programs and student success. The PTA encourages your involvement in our family-oriented activities scheduled throughout the school year.

VISITORS TO SCHOOL

- Visitors and volunteers are required to use the buzz-in system at the front entrance of the school to gain entry into the vestibule. All visitors must enter through the "Visitor" entrance.
- Upon entry, all visitors must sign in using the Raptor system and present a government-issued identification card.
- Before proceeding into the school building, visitors must sign in at the office and obtain a visitor badge. This allows office and classroom personnel to identify individuals in the building, ensuring the safety of all students.
- Raptor badges must be visibly worn at all times while on school premises.

Visitors may have opportunities to attend various school events such as programs, parent-teacher conferences, book fairs, and other special events. The school will communicate these events to parents in a manner that prioritizes safety and ensures controlled access.

Please note: Our school policies may be updated by the administrative team and/or CMS at any time.