Charlotte Park Elementary School
Parent/Student Handbook
2019-20

Julia Ellmore, Principal
Nicholas Way, Asst. Principal

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Nashville, TN 37209
(615) 353-2006

Facebook: Charlotte Park ES – Nashville
Nashville Charlotte Park Elementary PTA
District Website: www.mnps.org

District Vision Statement:
Metropolitan Nashville Public Schools will be the fastest-improving urban school system in America, ensuring that every student becomes a life-long learner prepared for success in college, career, and life.

Questions:
Please call the MNPS Customer Service Center at 615/259-INFO (4636) or your child’s principal. Policies are subject to be modified or added throughout the school year. The current text of all policies is available in the following locations:

- The Metro Schools’ website at www.policy.mnps.org;
- Metro Schools Customer Service Center, 259-INFO (4636);
- Your local school

Spanish: Si usted necesita información adicional o si tiene alguna pregunta, por favor llame o pongase en contacto con el director de la escuela.

Arabic: إذا كنت تحتاج إلى معلومات إضافية، أو إذا كان لديك أسئلة، من فضلك اتصل بمدير المدرسة.

Kurdish Bahdini:
بو پیژنیئین پێتر یان هەمەری سوارەکی، تکایە تەڵەفونی یان یەکەوتەندی بەکەی بە پێیتەوەڕەیەهە قوتابخانە.

Kurdish Sorani:
بو زەنیاری زیاتر یان هەمەری سوارەکی، تکایە تەڵەفونی یان یەکەوتەندی بەکە بە سەرەوەڕەیەهە قوتابخانە.

Somali: Haddii aad u baahantahay warbixin dheeraadaha ama aad su'aal qabtid, fadlan wac ama la xiriir maamulaha Iskuulka.

Farsi: اگر شما نیاز به اطلاعات بیشتر دارید و یا در صورت داشتن هرگونه سوالی لطفا به مدیر مدرسه تماس بگیرید.

Swahili: Kama unahitaji maelezo ya ziada au una maswali, tafadhali piga simu au wasiliana na mkuu wa shule.

May May: Haddii rabt aqbaar ziada ama suaalo gabte, fadlan maamulaha iskoolki ili harriir

Burmese: အချိန်ကြားအထိကိုလိုအပ်သောမှာယူလျှင် ရွေးယှဉ်မှုကိုပြုလုပ်ရန် ရှေးယူးအောင်မြင်ရပါ

Amharic: ምርጥ እምታታ የለ荭 መሆን የቪ እምባር ከማድረግ እንዲህ ለማስታወከዎቹ ምርስ እስከ የሚታወቀው ከማድረግ

Nepali: यदि तपाईंलाई थप सूचना चाहिएमा वा तपाईको प्रश्न भएला, कृपया

Vietnamese: Nếu quý vị cần biết thêm thông tin hoặc có bất cứ thắc mắc nào, xin vui lòng gọi điện thoại hoặc liên lạc với hiệu trưởng nhà trường.

Chinese: 如果你有问题或需要额外信息，请联系校长
**CPES Vision:**
Students are the focus at Charlotte Park Elementary School.

**CPES Mission:**
The Charlotte Park Elementary staff, parents, guardians, and students will collaborate to support the social, emotional, academic and physical development of all students to prepare them for college and career readiness.

**Our School’s Beliefs:**
At Charlotte Park Elementary we believe:

- Student learning is the shared responsibility of parents, students, educators, and community members and is fostered through collaboration and shared decision making among all these stakeholders.
- Students need acceptance, a sense of belonging, and structure where everyone’s feelings and differences are valued and respected.
- Students possess diverse learning styles that are met with a variety of instructional approaches, motivating students to achieve academic excellence.
- The quality of instruction is enhanced when scientifically proven methods are implemented and research-based information is used to drive decisions.
- Instruction should be based on a data-driven decision-making process, utilizing continuous informal assessments, and formal diagnostic evaluations.
- Students must be provided choices and taught the decision-making process, emphasizing the awareness of alternatives and consequences.
- Teachers must have high expectations for students in order to promote academic success and personal growth.
- Instructional technology, when properly utilized, leads to critical thinking, creative problem solving and the creation of a 21st century workforce.
- Safe, orderly, and respectful environments will positively foster student knowledge, skills, relationships, and responsibility.
- Policies and procedures should be aligned to insure focus is maintained on achieving goals for student learning.

**Behavior Expectations:**
We expect all learners at CPES to:

- Remain orderly and calm.
- Keep hands, feet and objects to yourself.
- Be honest and trustworthy.
- Use kind words and good manners.
- Be respectful to and follow directions from all adults in the school.
- Dress in Standard School Attire.
- Take care of all school property.

*For more details see the MNPS Code of Conduct*
General Information about CPES Elementary:

Program Highlights
❖ Balanced Literacy
❖ Math Practices
❖ Writing Across the Curriculum
❖ Related Arts Classes: Art, Music, Physical Education
❖ Positive Behavior Intervention Supports (PBIS)
❖ Awards Celebrations
❖ Reading Assessments, Math Assessments, and Writing Assessments
❖ School Counselor
❖ Mobile Computer Classroom Labs
❖ Music/Art Shows
❖ Disney Play
❖ Family Nights and Events
❖ Social Worker
❖ Vanderbilt Counselor
❖ Recycling & School Gardening
❖ Just Read
❖ Student Led Conferences
❖ Clubs
❖ EL Reading Club

Emphasized Character Education Traits
❖ Positive Attitude
❖ Act Responsibly
❖ Work Hard
❖ Show Respect

PTA:
Charlotte Park Elementary School has a devoted PTA. It is our hope that each child’s parents will become active members and participants. Regularly scheduled PTA Board Meetings and Programs are held throughout the year. All members are welcome to attend. More information on dates and times will be provided.

Parents and community members are encouraged to serve as volunteers to help our students and teachers. If you are interested in volunteering, please contact your child’s teacher or the office, or visit the Facebook page at Nashville Charlotte Park Elementary PTA.

Before and After School Care:
- YMCA Fun Company (K-4) 615-633-5333
- Preston Taylor Ministries 615 838-9701
**Breakfast and Lunch:**
Breakfast & Lunch will be provided to ALL students at Charlotte Park Elementary for the 2019-20 school year.

**It is vital that parents notify the school if their child has any type of food allergy.**

The following procedures have been put in place to protect our students who have food allergies:
- A list of students with food allergies will be provided to all faculty and staff who work in the cafeteria area.
- Wipe all surfaces thoroughly between uses.
- Trading of food is not allowed.
- Wash hands often, especially after eating in the lunch room. Wash hands after snack time.
- Provide safe snacks for students with food allergies. Read the food labels for warnings about peanut or milk products. Be especially alert at special parties in the classroom or library.
- Be alert to the safety plan. A copy will be in the medication book in the front office. Each teacher and special areas will have a copy of the safety plan in their box.
- Select Staff will be trained to administer Benadryl and the Epipen according to a child’s safety plan. Select staff will be trained in CPR and to use our AED.

**Note:** For safety reasons, glass containers and aluminum cans are not allowed in students’ lunches. We also ask that sodas not be sent or brought to school as part of your child’s lunch. Candy items are permitted if they are packed as part of the lunch and do not cause unnecessary problems.

**Birthday Parties:**
Birthday parties are not allowed in the classrooms during school hours.

With all of the allergies, we ask that you consider celebrating your child’s birthday at school in the following ways.
1. Send a special pencil, warm fuzzy, or sticker for each student in class.
2. Purchase a book for our class library in your child’s name.

Birthday party invitations may not be given out at school unless invitations are brought for every child in the classroom.

**Conferences:**
The faculty is ready to discuss any concerns you might have about your child and his/her experiences at our school.

To protect the instructional time of our students, please write a note to your child’s teacher so they may call you and arrange a convenient time to meet with your child’s teacher.

**Custody:**
Custodial parents are encouraged to provide the school with all current and relevant legal documentation showing any restrictions to a natural parent’s visitation. If this is not provided, a parent proving legitimate connection to a student has parental rights under the non-custodial legal provisions of access. This includes all student records and could involve release of the student, if we have not received documents proving otherwise.

**Inclement Weather:**
When severe weather creates hazardous conditions, the regular school schedule may be interrupted to insure all students’ safety. Please monitor the local news channels and radio stations when there is the possibility that school will be cancelled for the day or dismissed early.

**Medication Reference:**
A student may not take medication at school without WRITTEN PERMISSION FROM THE PARENT AND A DOCTOR on the MEDICATION FORM. SPECIFIC INSTRUCTIONS OF THE AMOUNT AND TIME OF DOSAGE MUST BE CLEAR and THEY MUST MATCH THE LABEL. THE MEDICATION MUST ALSO BE IN ITS ORIGINAL CONTAINER. Permission slips are available in the office. We discourage bringing antibiotics to school. Most can be given conveniently before a child comes to school and then immediately after getting home in the afternoon.
**Change in Student Information:**
It is imperative that the school office and your child’s teacher be notified immediately of a change of address, telephone number, or emergency contact information during the academic school year.

**Money:**
Please do not allow your child to bring money to school for anything other than snacks, supplies, field trips, bookstore purchases, or school-sponsored fundraisers. When sending money to school, please secure it in a sealed envelope with the following information on the outside on the envelope:
- Child’s name
- Teacher’s name
- Amount enclosed
- Purpose of sending the money
Checks are permitted. Any checks returned for insufficient funds will eliminate that family’s privilege of writing a check to the school or the cafeteria. A significant fee will also be charged by our check collection agency.

**Toys:**
Toys, games, trading cards (of any kind), music players, game players, headphones, and other like items, **should not be brought to school** unless requested by a teacher IN WRITING for special purposes. If an item of this nature is brought without the teacher’s permission, the item will be held at school until picked up by a parent. At the end of the school year, all unclaimed items will be discarded. **The school is not responsible for any toys that are lost or stolen.**

**Visitors and Volunteers on Campus:**
Visitors and volunteers are welcome at Charlotte Park. Our focus is to provide a safe and orderly learning environment where time for teacher directed instruction and student learning is protected. In order to do this we have developed the following policies that relate to visitors in our building.

All parents and visitors to Charlotte Park Elementary School must report to the office to sign using our Raptor sign-in system and obtain a dated visitor badge before going to any other part of the school. On your first visit, all visitors will be required to provide a government issued ID. All visitors must enter through the front doors. All other doors will be locked during the school day.

Adults will be stopped if they are in the hallways without a visitor tag during the school day. They will be escorted to the office to obtain a visitor badge. Please understand this is for the safety of our children.

Parents wanting to observe a specific classroom must make an appointment with the appropriate teacher. If you would like to volunteer on a regular basis, please let your child’s teacher know. If she/he doesn’t have anything for you to do, please let the office know and we will find an area where you can help. All parents and visitors must sign out in the office. Parents who are volunteering at the end of the school day should return to their car at 2:45 and enter the car line for dismissal.

**Absences:**
Always send a note when your child returns to school to explain your absence. A note must accompany your child within 3 days of his/her return to school if the absence is to be excused.

Acceptable EXCUSED absences
- personal illness
- emergencies in the family requiring the student’s temporary help
- death in the family (not more than 3 days)
- head lice, up to 3 days per infestation (Doctor’s note required after 1st infestation.)
- recognized religious holidays regularly observed by persons of that faith
- court appearances or legal mandates

Vacations are unexcused. **Teachers are not required to give make-up work.**
When a child accumulates 10 absences, tardies, or early dismissals without doctor’s notes, all further absences will require a doctor’s note to be excused.
Principal Authority
With written documentation in the student’s record and in accordance with this policy, principals may:
A. Refuse to excuse an absence
B. Require an explanation (written or oral) from the parent or guardian explaining the reason for each absence
C. Require other documentation they deem appropriate
D. Require a physician’s statement of consent to participate in the regular school program, extracurricular activities, or to validate an extended illness or excessive absences due to illness.

Regular attendance is extremely important! Please make every effort to have your child at school each day. If a student has five or more unexcused absences, a referral will be made to the Metro Schools Attendance Office or to the Attendance Review Board, an arm of the Metropolitan Nashville/Davidson County Juvenile Court.

Illness:
• Your child’s health is extremely important to us, and we need your help in maintaining a healthy environment for all of our children. Please be protective of your child and other children by not sending your child to school if he/she exhibits any of the following signs of illness: fever above 100 degrees, diarrhea, vomiting. Any child with these symptoms must be kept at home a full 24 hours without symptoms before returning to school.
• Head Lice – If your child should become infested with head lice (live bugs), it is the policy of the district that he/she may not return to school until you have obtained a statement from your physician or the Health Department stating that your child is lice free. You may visit Lentz Health Center for a health care release (free of cost). A student’s absence will only be excused for three days following being sent home for infestations.
• Strep Throat – Students should not return to school until at least 24 hours after beginning antibiotic therapy and being fever free.
• Communicable Disease – If a child develops chickenpox, mumps, measles, strep throat, or “pink eye”, your child must have a doctor’s statement stating the child is not contagious and may return to school.

Arrival and Dismissal:
In order to provide the safest conditions for children, we have established the following guidelines for bringing your children to school and picking your children up from school during dismissal.

Arrival Procedures:
1. Students may be dropped off beginning at 7:30 a.m. each morning. School staff will be present to assist with this process. Students should only be dropped off in the car lane. Children should be ready to exit the car as it stops. Lunch money, hugs, etc. should be taken care of prior to stopping in the line. The process runs very smoothly and quickly if everyone is ready to exit as they stop. Parents should stay in their car. If a parent needs to exit the car, please park so you don’t delay the car arrival process.
2. For the safety of all of our students, no one should enter via our exit or park anywhere on Scholarship, Annex or Henry Ford and walk their child to the building. This is dangerous not only for your child, but everyone else who is using our parking lot.
3. Please drop off your children in the car lane. When parking to enter the building, please park in a designated parking space, enter through the front doors and sign in at the office. There is a lot of traffic through our lot in the morning, so please be alert at all times.
4. Please assist us by unloading from the passenger side only.
5. Never drop off your child unless adults are present to supervise.
6. Students are counted tardy if they arrive in class after 8:00 a.m. When arriving after 7:59 a.m. parents must walk their children into the school office and sign them in.
Dismissal Procedures:
1. Dismissal begins promptly at 3:00 p.m. each full day (11:30 a.m. on half days). Please enter the property via the driveway behind the building. Car riders are picked up near the main entrance of the building. We will fill 2 lanes and load all of the cars before allowing anyone to exit.
2. In order to expedite the dismissal process we ask that parents place a name placard (with their child’s name and grade level written on it) on the dashboard of their vehicle.
3. Students will be called to come to your car. For safety reasons, we ask that parents remain at their car and let us bring your child to you. Faculty members will be out front to direct the flow of traffic and movement of children to insure a safe dismissal process.
4. For safety reasons, parents will not be allowed to enter the building at dismissal time to wait and pick up their children.
5. Please do not park in areas other than the car lines during pick up times. This blocks our buses and creates a safety concern during dismissal.
6. Walkers are released daily from the cafeteria door. An adult must be present at the door to pick up. Only students who live within one mile of Charlotte Park will be released without an adult.
7. We do not accept changes in a child’s transportation over the phone unless it is an emergency. You must send a note to the teacher if there is a change.
8. Thank you for adhering to these guidelines. Our first priority is the safety of the children. If you have any questions, don’t hesitate to call the school office.

Tardiness:
Students are considered tardy when they arrive in class after 8:00 a.m. and are considered dismissed early when they leave prior to 3:00 p.m. The school office will have the “official time” that will be used when determining whether a child is tardy or dismissed early. Parents must sign their children in at the school office when arriving late and sign their children out in the school office when leaving early. Students will be released only to parents, guardians and names listed on the students’ emergency card. Verification of your identity will be requested. Students will only be dismissed from the office. This policy was developed for your child’s safety. Thank you for your understanding and cooperation.

To minimize disruption to classroom instruction, when students arrive tardy, parents are not allowed to walk them to class. Parents are always welcome to walk down to class in the mornings if you arrive on time.

It is imperative that students arrive at school on time and remain for the entire day. When children arrive late or leave early they unintentionally create disturbances in their classrooms. Students also miss valuable instruction. In order for children to receive the most benefit from their academic experience, the faculty at Charlotte Park Elementary School encourages families to adhere to the starting and dismissal times.

We do not accept changes in a child’s transportation over the phone except in emergency situations. You must send a note to the teacher if there is a change.

Early Dismissal:
Teachers use every minute of the instructional day and early releases create a disruption for students. Exclusions to this policy must be approved by the Principal. We do not accept changes in a child’s transportation over the phone unless it is an emergency. You must send a note to the teacher if there is a change.

Our school cares about the safety of your children. Therefore, children will not be dismissed from their classrooms. All parents and visitors must come to the office to sign a student out of school. Office personnel will then call the appropriate classroom, and have the child dismissed to the office. Students will only be dismissed to adults listed on the student profile form. Anyone picking up a child must show identification.
**Buses:**

- Obey the bus drivers’ instructions
- Remain in your seat on the bus
- Keep your hands, feet, and objects to yourself
- Talk quietly
- Students who live at least 1.25 miles from school may ride the bus
- Bus drivers must approve any requests for additional passengers - this must occur a day in advance of the request

A bus driver’s job is an EXTREMELY difficult task. The school makes every effort to support them in their efforts to be effective, responsible, and safe. Bus discipline is handled using progressive discipline. Should a driver bring a child into the office and file a formal complaint, the student is given a warning. Additional trips to the office will result in a gradual loss of bus privileges, in some cases; students may lose the privilege of bus transportation for the remainder of the school year. Please be sure to read MNPS rules for riding the bus with your child, sign, and return the appropriate copy to school.

**Bus rules:**

Bus Rules and Regulations will be sent home with all students at the beginning of the school year. Please review these rules with your child since all children may ride the bus at some point during the school year on field trips. Failure to comply with bus rules may result in the child’s permanent suspension from riding the school bus to and from school. Violations of the bus rules will be referred to the Principal. Violations that involve fighting, a weapon, or that cause injury to another student or the driver may result in more serious consequences.