

**ELEMENTARY**

PARENT HANDBOOK

Before/After School

Updated 7/12

**VISION**

Chesterbrook Academy-North Raleigh is a professional learning community where staff, students, and parents collaborate in providing a positive learning environment to maximize student achievement, to promote character education, and to encourage effective home-school communication and involvement.

##### MISSION

Within a nurturing safe environment, Chesterbrook Academy, in

partnership with our students, families, and community, is committed

to providing a academically rigorous, standard based curriculum that

teaches students to use creativity, critical thinking, problem solving

and leadership skills to be successful in the 21st Century.

##### GOALS & BELIEFS

The major goal of Chesterbrook Academy is to achieve the highest levels of academic achievement within all grades, as well as to:

##### GOALS:

* Develop an appreciation for education and a desire to achieve.
* Emphasize the fundamentals of how to study, organize material, listen, think, reason, and work independently.
* Teach children to read with understanding.
* Attain strong foundations in English, Mathematics and Science.
* Help children develop an appreciation of creative arts, including visual and performing arts.
* Introduce the importance of self-wellness in addition to underscoring the need to exercise and stay fit.
* Encourage students to use initiative and to develop self-discipline and civic responsibility.
* Develop computer skills and attain technological capability.
* Become effective members of a learning community.

**BELIEFS:**

 **●** When given the right opportunities, all children can reach their full academic

 potential, cultivate positive relationships, and can be motivated lifelong learners for the betterment of their own lives and the betterment of society as a whole

 **●** Quality learning is achieved through active engaged learning and instructional sensitivity to all learning styles**.**

 **●** Individuals are valued because of their unique physical, social, emotional and intellectual differences.

● Students deserve a learning environment where they feel emotionally, socially, as well as physically secure and accepted.

 ● Everyone in our community, which includes our students, staff and families will teach and model: courage, respect, compassion, citizenship, perseverance, responsibility, honesty, fairness, and good judgment.

**SCHOOL OPERATING HOURS & CONTACT INFORMATION**

**Hours of Operation & Office Hours:** 8:00am to 5:00pm

**School Hours:** 8:30am to 3:30pm

**Elementary Teacher Hours:** 8:00am to 4:00pm (Meetings available by appointment.)

**Preschool Teacher Hours: Depend on hourly commitment.**

**School Address:**

10200 Strickland Road, Raleigh, North Carolina 27615

**School Phone: (**919) 847-3120 **School Fax:** (919) 847-2120

**Principal’s Contact:**  Mike.Williams@nlcinc.com

**Assistant to the Principal:** Pamela.Baroody@nlcinc.com

##### CURRICULUM

Our Educational Mission is to prepare students to be:

* Academically successful
* Capable of transferring their knowledge and skills to new challenges
* Confident in their ability to succeed

Delivering on this goal requires a new approach to education. We teach all of the traditional subject matter, but how we deliver it to the students is completely unique. We have integrated subject matter so that students can begin to understand how it applies to everyday life and thus be better equipped for the challenges that lay before them.

21st Century Learning is an integral part of our educational program, implementing self-direction, reflection, integrated technology, problem solving, collaboration, innovation, critical thinking and global perspective through increased use of technology.

Our students participate in online learning projects with other Nobel Learning Communities’ schools across the country through the Learning Without Walls program. The students research and present findings on various topics using teleconferencing, email and blogging. This experience gives students a taste of what they will eventually experience in the workforce—using technology to bridge distance and gain a common understanding. Projects will be announced in the quarter they will be implemented.

##### ADMISSION

Chesterbrook Academy is non-sectarian, private, independent and non-discriminatory. We believe in equal education, attention and care for all children without regard to race, color, religion, or ethnic origin.

The parent/guardian of an applying student is invited to visit and tour the school facility**.**  Acceptance into our elementary will be based on prior school records and teacher recommendations, parent interviews, observations during student visits and results of the entrance exam. Students may not be admitted when evidence exists of unsatisfactory behavior or of educational or medical needs for which Chesterbrook Academy does not have the expertise required to assist the child, subject to applicable regulatory requirements.

**Kindergarten Admission Policy**

The cut-off date for Kindergarten admission requires the student to be five years old by October 16. Regular admission requirements include two teacher recommendations, assessment with the Metropolitan 8 test\* and evaluation of other school-based data in order to make a comprehension admission decision.

Nobel Learning Communities Inc. recognizes that some children may be prepared to enter kindergarten even though their birthdays may fall past our traditional cut-off date of October 16. Accelerating a child’s grade placement is a very serious decision, and we want to assure parents that the decision is made with data and input from a variety of sources.

For parents who wish to have their child considered for early admission to kindergarten, our guidelines are as follows:

1. The child’s birth date falls on or between October 1 and December 31.
2. The child’s preschool teacher recommends evaluation for placement.
3. The child scores 90% or higher on the Metropolitan 8 test\* or other circumstances exist which, in our sole discretion, indicate a high probability of success within the Kindergarten program.
4. The child successfully completes a school visitation as prescribed by the principal.
5. The parent signs the Waiver of Responsibility, acknowledging that early admission to kindergarten does not ensure admission to Grade 1 in the following year in our school or any other private or public school. Any prospective student with a date of birth after Wake County Public School System’s kindergarten cut-off date of August 30th should sign this Waiver.

Admission opportunities will be offered in the following order:

1. Students currently attending Chesterbrook
2. Current student siblings
3. Families within the Nobel Learning Community
4. Open to public

Admission is considered complete upon receipt of the completed registration paperwork, exam and the non-refundable admission fee.

##### REGISTRATION

When your child is enrolled, an Application, Tuition Agreement, Emergency Contact Form, Health Assessment (including updated immunization records), certified birth certificate and Kindergarten waiver form (Early-Admission Kindergarten students only) must be on file. This information must be kept current throughout your child’s enrollment. There is an annual non-refundable Admission Fee including the registration, deposit and book and activity fee due at the time of enrollment and renewable each August.Upon enrollment, a deposit of one payment’s tuition must accompany the application and will be applied to the tenth and final tuition payment for that school year (usually applied on June 1st). The admission deposit may be applied to your tenth and final payment of tuition (if earlier than June) provided a 30-day notification has been given in writing.

In order to finalize the enrollment process, all required paperwork MUST be completed in its entirety and submitted to the school office by the first day of school. This information must be kept current throughout your child’s enrollment at Chesterbrook Academy.

Students must be actively enrolled in order to participate in any school event (ex. graduation, concerts, Field Day, etc.).

##### ADDRESSES AND TELEPHONE NUMBERS

It is *very important* that all students’ Emergency Contact Forms are up-to-date at all times. If you have moved, have changed your home or work telephone number or email address, please *notify the office immediately* about the changes. Also, please inform us if there are changes in the emergency telephone numbers of people to contact if you are not available.

##### WITHDRAWAL, SUSPENSION AND DISMISSAL

Students are registered automatically on a month-to-month basis from the first day of school until the last day of the school year. Parents who wish to withdraw their child from school prior to the last day of the school year must give one month’s written notice in order to be excused from paying tuition for periods following the withdrawal date (see the Tuition Agreement for details).

Bullying is not tolerated under any circumstance. A bully is defined as “a blustering, quarrelsome, overbearing person who habitually badgers and intimidates smaller or weaker people.” Each classroom teacher aids students in correctly identifying bullying behavior and implementing conflict resolution strategies to deal with any situations that may arise. Students are encouraged to share any bullying activity with a teacher immediately, so that we are then able to address the situation.

We reserve the right to suspend or dismiss a child (in our sole discretion) for unsatisfactory or inappropriate behavior, if we do not have adequate expertise or resources for the child’s educational, medical, or other needs, for violations of our policies, or if for any reason we determine it to be in the best interest of the school.

##### TUITION POLICY

The annual tuition includes a non-refundableAdmission Fee including registration, book and activity fee, and deposit. All tuition is due and payable in advance on the 1st of each month, as noted in the tuition agreement. Annual tuition is broken into ten equal payments throughout the school year, beginning in September through June of each academic year.

Tuition is continuous throughout the year and guarantees a reservation for your child. There are no deductions in tuition for absences, illness, inclement weather or holidays that are observed throughout the year. For specifics regarding holiday schedules and other contractual arrangements regarding absences to school please consult your Tuition Agreement.

We also offer an optional Automatic Payment Program that will allow us to collect tuition payments from your bank account each month. Please see the Front Desk for the necessary forms to enroll in this program.

**Report cards and transcripts will not be released to the parent unless their school account is up to date.**

**REFERRAL PROGRAM**

Share the great things going on here at CBA! For every new child you refer who enrolls at our school full-time for three months, your oldest child will receive $150.00 off of tuition. Please just let the Front Office know when you have referred someone, so we can give credit where credit is due.

##### SCHOOL DAY

Chesterbrook Academy is open and supervised Monday-Friday from 7:00am to 6:00pm, excluding the holidays observed during the year. Refer to your school calendar and/or fee schedule for days when school is closed. A late fee (see the Tuition Agreement) of $15.00 per 15 minutes is charged to your account if a child is left after their enrolled program ends (ex. Standard Day: pick up no later than 3:45pm, Extended Day -enrolled in After School Program: pick up no later than 6:00pm).

The Extended Day program provides an opportunity for students to participate in a number of supervised activities after the instructional day ends at 3:30 p.m. (e.g. sports, study hall, arts and crafts, specialty clubs/activities, etc).

Some after school enrichment programs are arranged through outside vendors. Enrollment in these programs, and payment of fees for these programs, are to take place through Chesterbrook Academy. A listing of the activities provided and associated fees are available from the Front Office.

##### WEATHER & EMERGENCY POLICY

Chesterbrook Academy will close for any weather emergency as determined by the federal, state or local government that only allows emergency service personnel to drive.

**NOTIFICATION**

Any day that we close or open late due to circumstances by hazardous weather conditions, we will notify WRAL-TV 5 (website: [www.wral-tv.com](http://www.wral-tv.com)) by 6:30am. Our school is listed as Chesterbrook Elementary-North Raleigh. We will be listed separately from the Chesterbrook Academy preschools. As long as there is power, we will also leave a message on the school’s voice mail (919-847-3120) and post a notice on the school’s website.

**DELAY**

A 2-hour Delay means all programs are delayed 2 hours with no Before School care available. School start times are as follows:

* Preschool and Elementary students should be dropped off by 10:30am for the start of the delayed school day, with carpool running from 10:15am-10:30am.

**EARLY CLOSING**

Parents will be notified through an Enotify from the Front Office and should call the school with any question regarding our schedule for the day. All parents are required to have their child picked up before the designated emergency closing time.

An emergency contact form containing contact information for parents and designated persons to pick up your child in case of emergencies must be on file and up-to-date at all times.

This policy cannot cover every possible situation. In an emergency, immediate decisions must be made. Please see Appendix B for the Parent Notification of our Crisis Management Plan. We will make every attempt to contact you, authorized family members, or specified friends. If you are going to be out of town, please notify whoever will be in charge of your child as to these policies and be sure that we will know whom to contact, and how to reach that person, should an emergency arise. Students will ONLY be released to those persons listed on the emergency contact form, and then only after presenting valid photo identification to a school representative.

Where applicable, bus/van services will make independent decisions regarding inclement weather procedures. Parents or authorized responsible persons will be informed of these decisions.

##### TRANSPORTATION POLICY

Please review, and stress the importance of the following bus rules and regulations with your child:

* Passengers will remain seated at all times facing the front of the vehicle and wearing seat belts.
* No eating or drinking is permitted on the bus.
* Excess loud, noisy or distracting behavior is not permitted.
* The use of obscene language or gestures will not be permitted.
* Fighting or pushing of any kind is forbidden.
* Parents will be held responsible for their child’s behavior on the bus.
* Students will, at all times, obey and respect the bus driver.
* Dangerous objects of any kind will not be allowed on a bus.
* Each student is responsible for his or her belongings on a bus.
* The driver must be notified if a child suffers from motion sickness, and parents may be asked to supply plastic bags if necessary.

##### BEFORE AND AFTER SCHOOL

**Chesterbrook Elementary Students**

The Before & After Care Program is an additional cost to our standard school day program (Please see your Fee Schedule for specific pricing.). We offer enrichment & recreational programs, Monday-Friday, to accommodate your family’s busy schedule. Before School Care runs within the hours of 7:00am-8:15am & After School Care runs within the hours of 3:30pm-6:00pm. Please see the school calendar/website for closed school days.

The goal of our After School Program is to provide a complete array of activities that will help your child become well rounded socially, creatively, academically, and physically! After school activities will be announced near the start of each school year.

To enroll your student in the program, please complete an Add/Change Form at the Front Desk. Additions or cancellations must be submitted one week prior to the first of the month. Requests made after this deadline will not be accommodated and payment will be required.

##### RULES FOR VEHICLES WHILE ON SCHOOL GROUNDS

Because the safety of our children is of paramount concern to us, we require all parents to adhere to the following rules of the road while on campus:

* All vehicles must obey the 5 miles per hour speed limit at all times while on school property.
* While on school grounds, pedestrians always have the right of way.
* Vehicles ignitions MUST be turned off and the keys removed while parked on school grounds.
* Children (including siblings) may NOT be left unattended in a vehicle at any time or for any reason.
* Violations of these rules may result in a warning. If a violation is serious, or violations continue, school personnel are authorized to take a tag number for a report to the local police.

##### FIELD TRIPS & EDUCATIONAL EXCURSIONS

All field trips are planned by the teaching staff and are coordinated within academic units and lessons in the classroom. Some field trips may require an adequate number of parent chaperones, and if appropriate coverage is not available, a class may not be able to attend

In addition to Field Trips, students attend *Educational Excursions*, or lessons outside the walls of the classroom. The purpose of an Educational Excursion is to provide an off-campus, interactive classroom for elementary school students with their Chesterbrook teacher, within a real-life setting corresponding to their current area of study. Unlike class Field Trips, Educational Excursions will be chaperoned by school staff only.

Parents will receive advanced notice of Field Trips and Educational Excursions, and a Field Trip Authorization must be present in your child’s file in order for him/her to leave the campus. Students may not be picked up or dropped off on any off site Field Trip or Educational Excursion. Students must leave the school with the class and return with the class in order to participate in the activity.

While on Field Trips and Educational Excursions, students will be required to wear appropriate school attire or a school identification tag from the time of departure from school until the return to school.

All students will be required to follow the school rules and regulations with regard to transportation and bus service.

##### STUDENT ARRIVAL AND DEPARTURE

All preschool and before and after school students must be signed in and signed out daily when arriving and departing from school. So that we may properly supervise your child, a parent or an authorized representative (18 years of age or older) must sign the “in and out” record when bringing and picking up children. No child will be released to anyone other than his/her parent without prior written **(**email, handwritten note or fax) authorization from the parent. No phone calls will be accepted on this matter.See Appendix A for Carpool Procedures

##### DISCIPLINE POLICY

##### Student Code of Conduct

*All Chesterbrook students are respectful to themselves, their teachers, their classmates, and their school.*

1. Use a respectful tone
2. Remember to be a good listener
3. Keep hands and feet to yourself
4. Raise your hand before speaking
5. Take good care of your friends and personal property

Praise and positive reinforcement are proven effective methods of the behavior management of children. At Chesterbrook Academy, our children receive positive, understanding interactions from our staff. This ensures that our students develop good self concepts, problem solving abilities, and self discipline. Based on this belief of how children learn and develop values, our school practices the following discipline and behavior management policy:

* Praising, rewarding and encouraging children
* Setting limits for children
* Providing alternatives for inappropriate behavior to children
* Using redirection as a form of discipline
* Staying consistent in our behavior management plan
* Listening to children
* Providing children with natural and logical consequences for their behavior

While CBA’s behavior management plan focuses on positive reinforcement, at times there are students who continue to have difficulty. If discipline problems continue to arise, and students are not responding to the regular classroom management plan they may be sent to the Front Office for further redirection.

Each classroom will have classroom management plans. These plans are available for your review in the classroom and will be discussed at *Open House in September*. Although these plans may differ somewhat from classroom to classroom, the underlying philosophy of positive discipline remains consistent throughout the building. Our school code of conduct is shared throughout the building as well, and it is expected that the students will abide by the code at all times.

If discipline problems continue to arise, parents will be informed by means of written communication or a phone call, and a plan will be designed to work collaboratively in reaching a solution. If the problem cannot be resolved, or (*in our sole discretion)* if the problem is serious, we reserve the right to dismiss or suspend a child for unsatisfactory behavior in order to insure the health and safety of all children and adults. We may also suspend or dismiss a child (*in our sole discretion*) for lack of parental assistance in efforts to work with a difficult child and/or violations of our policies.

Chesterbrook Academy reserves the right to require the suspension or dismissal of any student or family member whose presence at the school is regarded by the school as damaging to the best interest of the school population. Any student who is physically aggressive towards another student, faculty or parent or disrupts classroom activities will be asked to leave the school for an appropriate amount of time or involuntarily withdrawn from the school.

When a student is in the parent’s care and on school property or in attendance of any school-sponsored event, it is the parent’s responsibility to ensure that the student adheres to all rules and behavior policies of the school.

#### AREAS OF AUTHORITY

Assuming the authority granted to it by law, Chesterbrook Elementary School establishes the following areas of authority:

* While a student is attending school or school function
* While a student is in a school vehicle
* While a student is at a school-related event or activity
* While a student is under the jurisdiction of the school

##### CHARACTER DEVELOPMENT

##### POINTS OF PRIDE (P.O.P.)-Grades K-5

##### We will focus on nine main character traits throughout the year. These traits are taught through assemblies and are also encouraged through the earning of different colored stickers (Grades K-5th grade). Students will earn stickers each month by being “caught in the act.” If students total 10 stickers for the month then they will be rewarded at the assembly. In preschool students learn and model the character traits with one another.

##### Assemblies

##### There is an assembly at least once a quarter which focuses on a different character trait for the month. We will often have special guests come and perform or present a particular trait, but our own students also participate in these assemblies. Each K-5th grade classroom is responsible for creating a skit, song, play, rap, etc. to perform for the student body focusing on their character trait for the quarter.

##### ATTENDANCE

**Absence Procedures**

Regular attendance is essential to the satisfactory completion of the school year’s work. Students may not exceed *24 days of absence* in order to be promoted to the next grade level. Failure to meet this standard can result in retention of a grade. We urge parents to send their children to school regularly and to limit absences to serious illness. Parents are requested not to ask that a student be excused from school except in the case of illness or family emergency. Medical and dental appointments should be scheduled during vacation or, whenever possible, before or after school.

To be counted as present, a student must be in attendance at least one-half of the student school day (at least 3 ½ hours). For example, if a student arrives for school at 8:30am, they may not leave before noon to be counted as present for the day. Any arrival after noon will be counted as an absence.

Vacations and holidays are listed on the school calendar. Permission for earlier dismissal or later return, as well as other extraordinary vacation time, is discouraged.

Parents are encouraged to call the school office before 9:00 a.m. if a child will be absent from the school that day. Any request that a student be excused from school during the day should be presented to the office in writing before the school day begins.

**Excused & Unexcused Absences**

Please call the Front Office (919-847-3120) for any absence of your child.

An “excused absence” is considered as any absence where the child is sick and returns to school with a doctor’s note or a family emergency arises and the school office has been notified of the absence. If a child is not at school and the Front Office has not been notified, the absence will be considered an “unexcused absence.”

**K-5th Grade Absences:** Homework and assignments for students who are absent may be obtained by calling the school office.

**Tardy Procedures**

Punctuality is stressed. Any student who is not present at the beginning of the school day is considered tardy. He/she should report to the office to receive a Tardy Slip before proceeding to class. Three tardies will equal one absence on the student’s report card **toward the 24 absences allowed before retention is considered; however, tardies will still be marked as such on your child’s report card.**

So that we may properly supervise your child, no child will be released to anyone other than his/her parent without prior written authorization from the parent. No phone calls will be accepted on this matter, but in an emergency, we will accept authorization by facsimile transmission.

##### GRADING CRITERIA

Teachers carefully assess student progress based on multiple factors (e.g. class participation, quizzes, tests, projects, presentations, etc.). The following represent grading scales by grade levels:

**Primary Grades (Kindergarten-2)**

**Academic Achievement Indicators**

|  |  |  |  |
| --- | --- | --- | --- |
| **Performance Ratings** | **Needs Improvement****(0 Points)** | **Satisfactory****(1 Point)** | **Excellent****(2 Points)** |
| **Criteria** | Accurately performs grade/age level content specific tasks, to include classroom assignments/tasks, projects and assessments less than 70% of the time | Accurately performs grade/age level content specific tasks, to include classroom assignments/tasks, projects and assessments at 70-89% of the time | Accurately performs grade/age level content specific tasks, to include classroom assignments/tasks, projects and assessments at least 90% of the time |

The key for defining performance ratings is:

**“E” (Excellent)** – This mark indicates consistently outstanding development of that particular skill.

**“S” (Satisfactory)** – This mark indicates that the student is developing skills at the usual rate expected for a student at that grade level.

**“N” (Improvement needed)** – This mark indicates that the student is performing below the level expected for that particular skill, and improvement is necessary.

**Intermediate Grades (3 -5)**

**Academic Achievement Indicators**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Performance Ratings** | **F****(0 Points)** | **D****(1 Point)** | **C****(2 Points)** | **B****(3 Points)** | **A****(4 Points)** |
| **Criteria** | Accurately performs grade/age level content specific tasks, to include but not limited to classroom tasks, projects and assessments less than 60% of the time | Accurately performs grade/age level content specific tasks, to include but not limited to classroom tasks, projects and assessments 60% to 69% of the time | Accurately performs grade/age level content specific tasks, to include but not limited to classroom tasks, projects and assessments 70% to 79% of the time | Accurately performs grade/age level content specific tasks, to include but not limited to classroom tasks, projects and assessments 80% to 89% of the time | Accurately performs grade/age level content specific tasks, to include but not limited to classroom tasks, projects and assessments 90% to 100% of the time |

**Effort Indicators (Grades K-5)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Performance Ratings** | **Needs Improvement** | **Satisfactory** | **Excellent** |
| **Criteria** | Age/grade level appropriate participation less than 75% of the time | Age/grade level appropriate participation 75-89% of the time | Age/grade level appropriate participation at least 90% of the time or greater |

**Effort Indicators**

A report card comment sheet will be attached to each middle school report card.

##### STUDENT PROGRESS

Student academic progress, citizenship, and effort are evaluated throughout each academic quarter in grades Kindergarten through 5th Grade.

**Personal Learning Plans (PLP)**

All students in Grades K-5 will receive a PLP during the first quarter of each school year. Teachers, in collaboration with parents, will create these personal learning goals which will be implemented throughout the school year. Goals will focus on strengths and weaknesses of each child to aid in the differentiation of education for each child. Progress on these goals will be noted mid-year and at the end of the school year.

**Interim Reports**

Interim Reports will be issued four times during the school year, at the midpoint of each of the four quarters. These reports note the areas of weakness in applicable core subjects for the first half of every quarter. Parents are requested to review the Interim Reports, sign and return it to the classroom teacher within one week after receiving it.

**Report Cards**

Report Cards are issued four times during the academic year, at the end of each quarter. Parents should review each Report Card, sign, and return the report envelope to the classroom teacher within one week after receiving it, except after the 4th quarter.

**Conferences**
Parents are encouraged to contact the teacher for a conference if further explanation of the reports is desired or if the parent wants to discuss his/her child’s work or behavior. Conferences will automatically be available near the end of the first and third quarters.

##### STANDARDIZED TESTING

Chesterbrook Elementary will utilize the Stanford-10 Achievement Test (SAT). The SAT 10 is a norm-referenced test designed to measure academic achievement. This test is utilized to provide a general estimate as to how an individual student is progressing through school subjects and as a guide for realizing teaching and learning goals for our students. This is a summative assessment which takes a “snapshot in time” of the students overall academic achievement. Many factors may affect the students overall scores (ex. lack of sleep, extracurricular activities, not feeling well on test day, etc.).

Scores yielded by this test include percentile rankings, grade equivalents, and stanine scores. This assessment is given in the spring of each year. Please refer to the school calendar on the CBA website for the exact dates.

##### HOMEWORK POLICY

Homework is an integral part of each student’s educational program. Homework assignments should be purposeful continuations or extensions of the instructional program and appropriate to the students' developmental level as well as provide additional practice. Homework should help students become creative, compassionate and responsible lifelong learners to improve their academic achievement and provide reinforcement opportunities.

It is important for students to give their best attempt at the homework assignments. Homework will not be accepted if it is ripped, wrinkled, torn, or written illegibly.Parents can check for completion, but not for accuracy, so that teachers get a true reflection of the students’ strengths and weaknesses.

In each grade, the time required for the homework preparation is an individual matter dependent upon many factors. In order for students to put their best effort toward assignments, it is necessary that they have a suitable study environment, away from interruptions, and with ample time in which to complete the assignments.

All homework assignments are expected to be completed on time. The same standards required for the students’ daily work apply to all homework assignments.

Any student who has an excused absence is responsible for making up missed work. Work missed from “unexcused absences” (Please see Absences Policy on page 17.) may not be made up for any reason. In general, teachers will allow an extra day for each day the student missed for an excused absence. Arrangements to make up tests or quizzes must be arranged by the student/parents and are to be made at the teacher’s convenience. Failure to make up work will result in the lowering of the student’s grade. As with any late work, it is the student’s responsibility to turn in make-up work; the student will not be reminded to do so by the teacher. If a student has been absent due to illness for several days, make-up work may be requested by calling the Front Office. Please allow 24 hours notice before picking up assignments. It is important that students make up the assignments that they miss due to absence.

##### HEALTHY FOOD POLICY

##### LUNCH

Elementary School students have a choice of bringing a nutritious lunch from home (see USDA regulations below) or they may participate in our Café Day’s hot lunch program. Regardless of the lunch option chosen, the school will provide milk or water at lunchtime.

**Home-Brought Lunch**

Every lunch should be brought to school in an insulated lunch bag with a re-freezable ice pack.Please note that there is no microwave or refrigerator access for students.

All lunches will not be checked until lunch time when the children take out their lunches to eat, so it will be imperative that all students bring a healthy lunch, following the USDA Food and Nutrition Service regulations below:

* 1 serving of milk (provided by the school)
* 2 servings of fruit/vegetable (1 serving = ½ cup)
* 1 serving of grains/bread
	+ Bread (1 serving = ½ slice)
	+ Cornbread, biscuit, roll or muffin (1 serving = ½ serving)
	+ Cold dry cereal (1 serving = 1/3 cup)
	+ Pasta, noodles or grains (1 serving = ¼ cup)
* 1 serving of meat/meat alternative
	+ Meat, poultry or fish (1 serving = 1 ½ oz)
	+ Cheese (1 serving = 1 ½ oz)
	+ Egg (1 serving = ¾ of an egg)
	+ Cooked dry beans or peas (1 serving = 3/8 cup)
	+ Yogurt (1 serving = 6 oz)

**Café Day’s Lunch Program**

Students will have the opportunity to sign up for the catered hot lunch program monthly. Lunches are delivered each day and served in the lunch room.

If a student forgets his/her lunch or lunch was not ordered ahead of time, the school will attempt to call the parent before lunch to bring a lunch for their child. If the parent is unable to come, the school will provide snacks from the school’s kitchen for the student.

#### LUNCH BEHAVIOR

Behavior during the lunch period includes keeping the area safe and clean. Students are expected to:

* Obey all lunch supervisors.
* Walk; not run.
* Use a reasonable tone of voice.
* Eat only in designated areas.
* Clean up own eating area and dispose of garbage.
* Refrain from throwing food or other objects.
* Remain in designated areas until dismissed by a lunch supervisor.
* Not bring glass bottles or containers to school.

##### BIRTHDAYS & HEALTHY SNACKS

At Chesterbrook Elementary, we offer children nutritious mid-morning and after school snacks including juice, milk or water. If your child has special diet concerns or allergies please speak with the Principal about your child’s needs.

Birthdays are important to children and they enjoy sharing them with their friends. We normally celebrate children’s birthdays at morning snack time. Parents are welcome to attend these celebrations and they should be limited to 30 minutes in length. Please notify your child’s teacher or Principal if you plan to bring a snack for your child’s special day. Parents may bring in a desert for the students however; remember to always check food labels for peanut content. Many of our students have food allergies, so parents should always communicate the party plan with the child’s homeroom teacher BEFORE making or purchasing a snack. Latex balloons are not permitted in the school due to choking hazard.

Teaching staff is not responsible for distributing party invitations. We urge you to distribute them outside school to avoid the hurt feelings among the uninvited.

##### DRESS CODE

Students are required to wear uniforms. We believe that a student’s appearance reflects upon the manner in which he/she approaches the daily work in the classroom. For safety reasons, clogs, flip flops, high heels and slick soled shoes should not be worn at school.

**Uniform Information:**

Uniforms are available for purchase at Educational Outfitters located at 1331 Buck Jones Road, Raleigh, NC 27606; Phone 919-804-5437 **OR** The Queensboro Shirt Company online **OR new for the 2012-13 school year is Lands End.**

* Uniforms are required for all students.
* Sneakers are highly recommended for all students. Dress shoes should be black, brown or navy (sandals, heels, clogs and crocs are not permitted).
* Regardless of purchase location, uniforms must look identical to items sold at Educational Outfitters,  **The Queensboro Shirt Company**, or Lands End in color, style and fabric. **Anything with the Chesterbrook logo on them may only be purchased at Educational Outfitte, The Queensboro Shirt Company, Lands End.**
* Shorts, skirts and jumpers should be NO SHORTER than two inches above the knee.
* Gym Wear- **K-5th grade** students will not change for gym time but should wear sneakers on P.E. days.
* Sweaters worn inside must be a solid navy, forest green or white color with no design or printing (with the exception of the *Educational Outfitter,* **Queensboro, or Lands End (**CBA crest).
* Students who continue to violate the dress code will be denied their “Dress Down” days.

**Dress Down Day Information:**

* The Chesterbrook uniform is not required on designated “Dress Down” days.
* Students should “dress down” according to the theme for the day (ex. all green, pajamas, favorite team day, etc.) or their normal everyday clothes.
* Students may wear sleeveless shirts; however, spaghetti straps and wide-open arm holes are not permitted for sleeveless attire.
* Shorts, skirts and jumpers should follow same guidelines as on uniforms days (see above notation).

##### TEXTBOOKS

Chesterbrook Elementary provides the use of textbooks to its elementary school students. Reasonable wear and tear is expected as a result of daily use. However, unreasonable damage to textbooks must be paid for at the time of damage or loss. Books and instructional materials are regularly reviewed and updated as needed; these selections are reflected in the materials fee. *Graduating students as well as any other students who leave the school permanently must return or pay for all texts before their records will be released to their next school.*

##### PERSONAL BELONGINGS AND LOST AND FOUND

Students are requested not to bring cell phones, money, jewelry, radios, cameras, electronic toys, inappropriate books and magazines, medicine not prescribed by a doctor (including lip balm) or valuables to school. Should any of these articles be brought to school without permissions, they will be confiscated and returned to the student’s parents.

If it is necessary to bring money or valuables, it is the student’s responsibilitytoleave them in the office for safe keeping. Students should never leave valuables in their storage areas.

Clothing articles are frequently left at school and many are never claimed. Please place your child’s name on coats, sweaters, lunch boxes, and other personal belongings so that items can be returned. Students who find lost items are asked to leave them with the office**.** Please see the Front Office to inquire about our Lost and Found.

##### HEALTH & SAFETY

All students are required to have updated physical health forms and immunization records on file. All physical health forms must be submitted prior to the start of each school year or entering into a program.

Staff members are trained in first aid and CPR. They can take care of everyday bumps and bruises. If a child has an accident or incident during the day, the appropriate form will be filed and sent home for the parent’s notice. For any serious accident or incident, we will attempt to notify parents by telephone.

In the event of a serious emergency, the school will secure immediate medical attention as described on the *Medical Information* section of the child’s Application Form filed in child’s personal file. Every effort will be made to contact parents, guardians, or authorized family members or friends.

Student health is an important factor at CBA. Observation and supervision of the health of students during school hours is the responsibility of each teacher. We reserve the right to refuse admittance to any student who shows signs of illness. A student who becomes ill at school will be made comfortable until his/her parent can be notified and the student is picked up from school. A parent must pick up an ill child within one hour of notification.As part of the admissions procedure, you authorize us to obtain immediate medical care if a medical emergency occurs when you cannot be located immediately. Such care may be from a physician or hospital other than your child’s physician if in our judgment there is insufficient time first to contact your child’s physician. You also authorize us to make the decision of when an emergency exists.

The annual Admission Fee includes the cost of student accident insurance. If an accident does occur at school and medical treatment is necessary, please see your Principal for information regarding the process of submitting a claim to the insurance company.

##### MEDICAL POLICY

The purpose of our sick policy as it applies to children is as follows:

1. To reduce the spread of illness from the sick child to other children.
2. To reduce the possibility of the recuperating child returning to school before the child is fully recovered from the illness, which in turn could develop into a more serious illness.

3. To prevent the constant spread of colds, flu and diarrhea so common among

 small children.

Parents are to assist us in maintaining a safe and healthy environment for all of our children by helping to reduce the spread of illness from a sick child. If you, as a parent, have any questions regarding this policy, feel free to discuss them with the Principal.

##### Illness

A sick child must stay home where he/she is most relaxed and comfortable. Children may be sent home if they have any specific symptoms as listed below. In addition, a child must be free of all of these specified symptoms for at least 24 hours before he/she can be returned to school**.** These symptoms are as follows:

1. A fever of 101 degrees or more.
2. Vomiting within the previous 24-hour period.
3. Diarrhea within the previous 24-hour period (including recurring episodes

of diarrhea at school).

4. A heavy nasal discharge indicative of infection.

1. A constant cough or sore throat.
2. Fussy, cranky behavior, and generally not himself/herself.
3. A skin rash, excluding diaper rash.
4. Head lice.
5. Symptoms of a communicable disease.

Following an illness, a child may return to school once he/she has either been seen by a doctor or it has been determined that the illness is not contagious. A doctor’s clearance may be requested.

Students at Chesterbrook Academy will be involved in physical fitness activities, both indoors and outdoors, as an important part of the curriculum. If a parent believes that his/her child is not well enough to participate, he/she will probably be more comfortable at home in more familiar surroundings. The school is not equipped to accommodate the needs of a sick child.

##### Medication

The administration of over the counter medications is an area of operations that involves multiple layers of permissions, current expiration dates, and other statutory requirements which present a risk to our continued safe, fully compliant operation of our schools.

Accordingly, as of October 10, 2007 all schools in North and South Carolina operating under Nobel Learning Communities will cease to administer over the counter medications (with the exception of sunscreen) to children in our care. This includes all Chesterbrook Academies. These items will include, but are not limited to, acetaminophen, cough and cold medicines, antihistamine, lotions of any kind, lip balm, powders and other common items that may not be considered medication at home, but are classified as such by state statute.

This policy does not apply to prescription medication for chronic or life threatening conditions with all required documentation such as Epi pens and nebulizers. All programs must be prepared to respond to emergency situations for children with such conditions, and we will continue to be prepared for such situations. Exceptions to this policy will only be made as required by law and with the review and approval of senior management in our company.

**Approved prescription medications for chronic or life threatening conditions (as stated above) must follow the following procedures:**

1. **Parent must fill out a Modification Form and submit it to the Front Office** with a Physician Order Form for any medication. **All medications must be approved through our ADA Compliance Officer before administration of the medication can be given by the school staff.**
2. **Once the medication has been approved, it should be turned in to the school administration** in the original container and should be labeled with the full pharmacy label including the child’s name and expiration date. Prescription medication shall be used only for the child named on the label.
3. A Medical Alert Form is completed by the parent/guardian to include the name of the medication, the dosage to be administered, the time to be administered, and the length of time that the child is expected to be on the medication.

CBA will not administer any medication without a parental medication release form and the physician’s prescription on the medication.

**NOTE:** In circumstances requiring specific skills or prior medical training to administer medicines, or use certain medical procedures, the school will not be able to accommodate the administration of these prescription medications or procedures.

##### CHILD ABUSE AND NEGLECT

All staff will comply with the provisions of the Child Abuse Act by bringing suspected cases of abuse and neglect to the attention of the school Principal. The Principal will report the suspected case to the County Department of Social Services under the guidelines of the Act.

##### FIRE AND OTHER SAFETY DRILLS

As requested by law, the school will hold regular fire and safety drills. It is expected that all students on the campus at the time of such drills will participate fully. At times, these drills may take place in inclement weather. All attempts will be made to assure that children are properly attired at such times. Should you find yourself on campus while a drill is taking place, please participate with your child. Please take the time to review and discuss the importance of such drills with your child and to be sure that he or she knows the safety routines.

**PARENT COMMUNICATIONS**

Chesterbrook Academy encourages the establishment of open channels for the parents or legal guardians of the children in the school to communicate with the school. Parents or legal guardians not subject to a restriction (such as a court order) are able to interact with their child’s teacher, and other staff members involved with their children, on a regular, daily basis during the school’s normal hours of operation (subject to any applicable procedures of the school, such as those relating to security, or those imposed by the school to ensure the effectiveness of teaching and classroom management).

# In addition, parents or guardians are able to interact with their child’s principal on a regular basis, and can make an appointment to meet with their child’s principal (or, on an as-needed basis, the Executive Director to whom such principal reports) at a mutually convenient time. If these parents or guardians believe that they have not been able to communicate successfully with the foregoing individuals, they are also able to communicate with the Divisional Vice President or Regional Manager for the school, on an as-needed basis. Finally, if these parents or guardians believe that they have not been able to communicate successfully with the Divisional Vice President or Regional Manager for the school, they are able to communicate with the Chief Operating Officer of Nobel Learning Communities, Inc., the owner of Chesterbrook Academy, also on an as-needed basis.

**Teacher Websites**

Elementary school teachers maintain a classroom website weekly which is located under the Faculty Directory on the CBA website. All parents are responsible for checking this website weekly for updates on classroom events, homework and/or projects.

**Email**

Both teachers and school administrators will utilize the email venue frequently to notify parents of upcoming events or special reminders. Parents may find a listing of all staff with their email addresses on our school website under the “Faculty Directory.” Please verify your email address with the Front Office if you are not receiving email notifications. You usually receive at least one email a week from the Front Office. Please unblock the Administrators’ email addresses in order to receive these important email notices without interruption.

**Office “Red” Folders**

A large red manila envelope with the student’s name on it will go home each week with important office communication. Correspondence from the parent may be sent back through this envelope or through the child’s homework folder or daily homework agenda.

**Telephone Calls**

Teachers and students will not be called from their classrooms to the telephone during classroom time except in the case of extreme emergency. Because our administration is here to serve, there is no need to send your child with a cell phone that is powered on during the day. Necessary messages will be taken at the office and delivered at the appropriate time. Student use of the office telephones is for emergences/illness and the calls are to be made to the parent/guardian only. No student should be using any classroom phone for any circumstance.

**Communicating Concerns**

Whenever you have a concern or problem, please communicate this so the issue can be discussed and solved.

* *First Step:* You should always contact the teacher first regarding student progress, assignments, social situations, behavior, etc. The majority of concerns can be immediately addressed and resolved through direct contact with the teacher.
* *Second Step:* If you still have a concern, then you should talk to the school Administration. This should be done only after direct contact with the teacher.

Concerns regarding overall school programs should be directed to the school Administration.

##### PARENT-TEACHER CONFERENCES

Formal parent-teacher conferences will be scheduled twice during the school year. Because the teacher’s hours of availability are limited, it is advised that parents schedule these meetings as soon as they have been notified of such a conference. Appointments will be scheduled on a first-come, first-serve basis. The parent, teacher or an administrator may request the participation of administration at such meetings. Additional conferences may be scheduled in advance by a parent or teacher at any point throughout the year.

##### PARENT TEACHER ORGANIZATION

Chesterbrook Academy welcomes parent involvement. The PTO is committed to bringing about a closer relationship between home and school, so that parents, faculty and administration may cooperate in enrichment and social opportunities for the students. In addition to enrichment activities, the PTO organizes and supports fundraising activities for the improvement and development of the Chesterbrook Academy program. The PTO encourages parents to take an active role both in the PTO as well as individual classroom activities. Any vocation, hobbies, or special interest you have and would like to share with our students is greatly appreciated. PTO meetings are held every other month. Please reference **our online calendar on the school’s website** for specific dates and times.

##### SUGGESTIONS AND CONCERNS

We want Chesterbrook Academy to be the best educational experience possible for your child. We are constantly striving to improve our programs and services for students. If you have any suggestions or concerns, as well as positive feedback, we want to hear from you.

##### Appendix A

**Morning Drop-Off Procedures**

# **Preschool Elementary School Morning Procedures**

Students entering the building between 7:00am and 7:30am will:

1. Enter the preschool wing and report to Room 4.
2. Depending on arrival times students will follow the arrival schedule listed:
* 7:00am – 7:30am: Preschool room for early morning play
* 7:30am – 8:15am: Elementary students will go to the gym with a teacher and sit and talk quietly with friends in the gym
* Preschool students will remain in Room 4.

# **Morning Carpool Procedure**

## Elementary

The following procedures are for the morning drop-off of students, for families with **only elementary** children**.** (Does not apply to students dropped off in the before school program.)

Children will be dropped off in the designated carpool line, between 8:15 and 8:30. The carpool line will end promptly at 8:30.

1. Pull car up to a teacher before allowing child to exit car. Put car in park.
2. Teacher will open the door and help the student exit the car.
3. Once car door is closed and student is on the sidewalk, parent may pull off slowly.
4. Parents should stay in the line until the car ahead of them pulls away. DO NOT pull out of the line and drive up the left side of the line.
5. Cars still in line after 8:30 will require a parent to park and enter the building. The student will receive a late slip.

# *Preschool*

* 1. The following procedures are for the morning drop-off of students, for families with only preschool children. (Does not apply to students dropped off in the before school program.)
	2. Parents should be encouraged to make every effort to drop off children enrolled in the regular day program by 8:30 AM
	3. ALL PRESCHOOL CHILDREN must be walked in and signed in every morning in their classroom. Parents should sign in or out on the daily attendance log located in each preschool classroom.
	4. Preschool children arriving between the designated carpool times should not enter through the carpool line. Parents should park in the designated parking spaces

# *Parents of Both Preschool and Elementary*

* The following procedures are for the morning drop off of students, for families withelementary and preschoolaged children. (Does not apply to students dropped off in the before school program.)
* Please park your car in a designated parking spot and escort your preschool and elementary school students into the school.
1. Please pull in to one of the designated parking spaces so that you may escort your children into the building.
2. Elementary students may be dropped off and report to their classrooms.
3. If the child is late, check them in at the Front Desk and the elementary school student can then walk on their own to their classroom. Preschool students should be taken to their classrooms by the parent and signed in as usual.

**Afternoon Pick-Up Procedures**

Afternoon Elementary and Preschool Carpool Procedures

The following procedures are for the afternoon pick-up of students

* 1. Each family will have a carpool tag with their family name that should be attached to the passenger side car visor and in clear view.
	2. At 3:30pm children will be escorted to the Fine Arts Studio and wait until their name is called. The afternoon carpool supervisor will call each student’s name as their parent pulls up in the carpool line. Parents should put their car in park as they pull up in the line.
	3. Teachers will open the car door and assist students into the car. Parents should not get out of the car.
	4. Parents should stay in the line until the car ahead of them pulls away. DO NOT pull out of the line and drive up the left side of the line.
	5. During carpool from 3:30pm-3:45pm parents may not park on the street and walk up to the school to pick up their students. Parents picking up students must use the carpool line.
	6. Reminder: Children that are not picked up by 3:45 will join the Extended Day Program and parents will incur a late fee of $15.00 per 15 minutes or any portions thereof. A parent will need to come inside and sign the child out. This fee will be charged to the parent’s account.

**Appendix B**

**Parent Notification-Crisis Management Plan**

It is our goal to assure student safety no matter what situation arises. Therefore, in our CBA Crisis Management Plan we are ready to accommodate securing the students in four main areas depending on what occurs.

1. **Secure Students in Classrooms**
	* Suspicious person, missing person, hostage situation, terrorism situation, death, serious injury
2. **Secure Students at Assembly Point**

(Safe locations on site, but away from the building)

* + Bomb threat, fire drill/evacuation
1. **Secure Students in Natural Disaster Locations**
	* Tornado, Hurricane, Severe Ice Storm, Earthquake
2. **Secure Students Off Site**
	* Major electrical issues, ruptured gas/water lines, hazardous/toxic material release, chemical spill, road access issues

Chesterbrook Academy-Millbrook

2215 W Millbrook Road

Raleigh, NC 27612



**Parent Acknowledgement Form**

Elementary School Parent Handbook

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name (Please Print)

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student’s Grade\_\_\_\_\_\_\_\_

This Parent Handbook was created to promote an understanding of the policies and procedures at Chesterbrook Elementary and Middle School of Cary.

The information in this Parent Handbook applies to all activities occurring on school grounds, school buses, and during any school related activity. It is important that parents and students are familiar with these expectations.

Please remove this page, sign it, and return it with admission paperwork. It will be added to your child’s permanent file. Your signature means that you have received this Parent Handbook and understand the policies and procedures of Chesterbrook Elementary and Middle School of Cary.

-------------------------------------------------------------------------------------------------------

I have read and understand the policies and procedures in the 2012-2013 Elementary & Middle School Parent Handbook. I agree to abide by them as will my child.

Parent/Guardian Signature Date

Parent/Guardian Signature Date

Please sign and return to the school office
with admission paperwork.