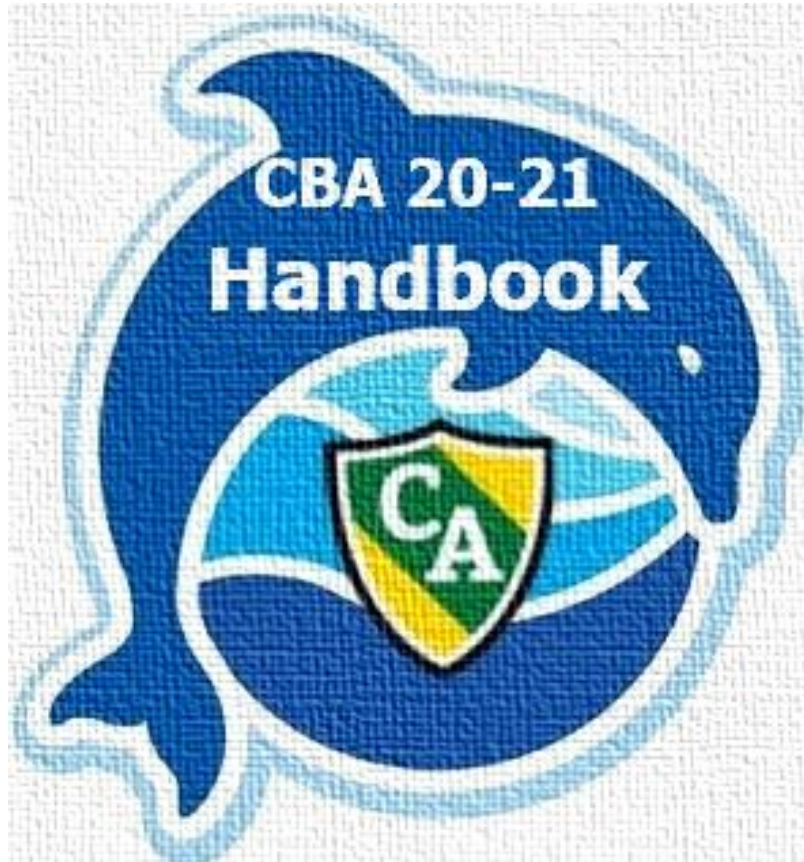


# CHESTERBROOK ACADEMY NORTH RALEIGH



Elementary and Preschool

## **PARENT HANDBOOK**

## MISSION STATEMENT

Within a nurturing safe environment, Chesterbrook Academy, in partnership with our students, families, and community, is committed to providing an academically rigorous, standard-based curriculum that teaches students to use creativity, critical thinking, problem solving and leadership skills to be successful in the 21<sup>st</sup> Century.

## VISION STATEMENT

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.

## VALUE STATEMENT

To achieve our shared vision, we have made the following commitments:

- We will actively engage all students, parents and staff in the learning process.
- We will align curriculum and instruction to promote student achievement.
- We will provide an inviting classroom environment with clear expectations and specific academic goals.
- We will implement and monitor preschool activities to foster growth and learning.
- We will provide parents and stakeholders with pertinent educational activities and information to assist with helping children achieve growth in the classroom.

## SCHOOL OPERATING HOURS & CONTACT INFORMATION

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

**Campus OPEN:** 8:00am

**Campus CLOSED:** 4:00pm

**Morning Carpool:** 8:00am-8:30am

**Afternoon Carpool:** 3:30pm-4:00pm

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

### **School Address:**

10200 Strickland Road, Raleigh, North Carolina 27615

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

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

**Principal's Contact:** Erika Moore [Erika.Moore@chesterbrookacademy.com](mailto:Erika.Moore@chesterbrookacademy.com)

**Assistant Principal:** Pam Baroody [Pamela.Baroody@chesterbrookacademy.com](mailto:Pamela.Baroody@chesterbrookacademy.com)

## SCHOOL DAY

**Chesterbrook Academy is open and supervised Monday-Friday from 8:00am to 4:00pm, excluding the closed 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 picked up past 4:00pm.*

**There will be no Extended Day hours for the 20-21 year, due to Covid-19 Health and Safety Procedures.**

### DAILY SIGN IN/OUT PROCEDURE

Every student's time of arrival and departure on our CBA Campus will be logged into the teacher's daily 'Sign in/Sign Out' and Attendance Weekly Sheet. The Classroom Teacher will log and initial each student for our school records.

### CARPOOL: STUDENT ARRIVAL & DEPARTURE

**During Carpool, parents/families must remain in the vehicle at all times.** For the health and safety of our CBA Community, it is recommended that parents wear a facial mask covering while interacting with staff members.

**Please drive into the rotary area (do not park) to begin a smooth transition into carpool procedures.**

### MORNING CARPOOL/DROP OFF: 8AM – 8:30AM

#### Step 1: Temperature Check & Health Questionnaire

- Using a non-contact thermometer, **your child's temperature will be taken and recorded.** If your child has a fever of \*100.2 degrees or more, your child will not be permitted to join school that day. (*\*Admittance into school is at CBA's discretion – see Health Section of Handbook*)
- **Parents will be required to answer 3 health questions each day,** as required by the State of North Carolina. Please be patient, as we will try to make things run as quickly and smoothly as possible.  
(*Scroll down to the Health Section of the Parent Handbook for Specifics Covid-19 Questions*)
- **Please bring your own pen to sign the daily questionnaire.**

#### Step 2: Camper Drop Off , Hand Sanitizing & Escorting to Rooms

- Parents will pull up to the sidewalk and put the car in park. Here, **a staff member will open your child's car door and assist with exiting the vehicle.**
- Children will be assisted at our **hand sanitizer table to be used prior to entering the building.**
- A staff member will then escort your child into the building, taking him/her directly to the room, where his/her teacher will be waiting.
- Your child's arrival time will be recorded and initialled by our CBA staff.

#### Step 3: Exiting the Rotary

- Finally, parents will slowly exit the Rotary area.

- **For safety:** Parents must *never pass a vehicle during carpool*, but rather follow the path of the line order. Stay in line until the car ahead of your vehicle drives forward.

*Once our staff members leave to begin the school day promptly at 8:30am, Morning Carpool is over. It is important that all students, both preschool and elementary school, arrive on time for classroom learning.*

**Any child arriving past 8:30am will be required to pull into the rotary/lot and call the school office, as a staff member must come out to the car to follow the above carpool procedures.**

### **AFTERNOON CARPOOL/ STUDENT PICK-UP: 3:30PM – 4PM**

1. All cars must drive into the rotary. A staff member will check the driver's ID to ensure that an \*authorized adult is picking up each student.
2. Staff members will escort each child to the appropriate car and open the door for students to enter the vehicle.
3. *In the event that students cannot buckle themselves independently, Parents/Authorized Drivers will be asked to pull forward into a designated visitor's spot in the rotary, order to buckle the child in properly for a safe departure. This is an extremely short distance. It will allow other cars to pass and keep carpool running smoothly.*
4. Your child's departure time will be recorded and initialled by our CBA Staff.
5. 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.

\*An authorized adult for your child's release from school grounds must be at least 18 years of age or older.

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.

**Reminder: Children that are not picked up by 4:00pm will incur a Late Pick-Up Fee of \$15.00 per 15 minutes or any portions thereof.** This fee will be charged to the parent's account.

### **RULES FOR VEHICLES 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 mile 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.
- Vehicles in a carpool line must not skip ahead of any car in line, passing vehicles on the left side of the lane. Cars must stay in line order to proceed through the rotary.
- 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.

## STAFFING

Our employment criteria for teaching staff adheres to or exceeds all state requirements for licensed early childhood schools and the Department of Public Instruction requirements for elementary teachers. Spring Education Group teachers are hired according to their education and experience in the field of elementary and early childhood education.

Our teachers and educational specialists continue to seek professional growth experiences either by continuing their formal education, by attending teacher professional development activities or through other professional enhancement activities. They are caring, nurturing individuals whose goal is to develop the whole child.

## SPECIALTY CLASSES

On-site Specialty classes included for ALL students at CBA North Raleigh:

\*Physical Education \*Music/Drama \*Spanish \*Art \*STEM

During this academic year of 20-21, 4 Specialty Classes will be held in 2-week block rotations, September through June, *for in-classroom Specialty Instruction. This will limit group exposure for additional health and safety of staff and students.* Spanish, Music/Drama, Art and STEM will see a limited number of classrooms on campus per two week interval, maintaining social distancing and utilizing outdoor learning areas whenever possible. Physical Education classes will continue with weekly, outdoor sessions per classroom.

## INTERMEDIATE & PRESCHOOL CURRICULUM

Our proprietary preschool curriculum, Links to Learning, was created by our Education Department, a team of highly skilled experts in the field of early-age education. It is robust yet flexible, empowering teachers to meet the needs of each child and prepare them for elementary school.

Links to Learning creates a child-centered, literacy-rich environment. Each week, teachers build learning experiences around a different set of central books. Constant access to books encourages children to explore printed text, to make connections between printed words and illustrations, and to ask questions sparked by curiosity. Each day, small groups of children engage in hands-on learning activities in our fun and stimulating learning centers.

The Links to Learning Curriculum integrates the following components:

\*Citizens of the World \*Creative Expression \*Digital Interactions \*Language and Literacy \*Mathematics  
\*Science and Social Studies \*Social Emotional \*Wellness

## ELEMENTARY 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 taught through a workshop model to

include small group, large group, and individualized instruction, 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.

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

For the 20-21 school year, we'll be using elementary curriculum that includes (but is not limited to) programs such as STEMScopes, Math Envision, Reading Street, Writer's Workshop, First in Math, Studies Weekly and more.

## **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 a Virtual Tour with our School Principal via Zoom, where a slideshow presentation, with information that includes curriculum, pictures of CBA's campus and facilities, and more. (Due to Covid-19 procedures, onsite visitors will not be permitted to tour the campus.) To officially begin the Admissions process, a parent would complete an Online Application. Acceptance into our elementary program will be based on prior school records and teacher recommendations, parent interviews, and evaluation of other school-based data. 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.

The ages of the children served in the preschool and elementary at Chesterbrook Academy-North Raleigh are as follows:

Intermediate Students: Ages 3-4 years

Pre-Kindergarten Students: Ages 4-5 years

Elementary Students: Kindergarten – 5<sup>th</sup> Grade (ages 5 and up)

Students should be the age for their class by August 31<sup>st</sup> of the year the child is admitted.

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 online application, completed registration paperwork, assessment (elementary) and the non-refundable Admission Fee.*

### **Early Kindergarten Admission Policy**

Chesterbrook Academy recognizes that some children may be prepared to enter kindergarten even though their birthdays may fall past our traditional cut-off date of August 31. 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 August 31 and December 31.
2. The child's preschool teacher recommends evaluation for placement.

3. The child must take our on-site admissions test which will be evaluated by our staff and reviewed with the parent.
4. The child successfully completes a school visitation.
5. The parent signs the Waiver of Responsibility, acknowledging that early admission to kindergarten does not ensure admission to 1<sup>st</sup> grade 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 31<sup>st</sup> should sign this Waiver.

## **REGISTRATION AND TUITION**

When your child is enrolled, Application Forms, Fee Schedule and Tuition Agreement, Enrollment Forms, Health Assessment, updated Immunization Records, (and Kindergarten Waiver Form - necessary for Early-Admission kindergarten students only) must be on file.

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

*There is an annual, non-refundable Admission Fee due at the time of enrollment.* The Annual Tuition Payment is broken into 10 equal smaller payments/installments. The first installment is due August 1<sup>st</sup> and the final/10<sup>th</sup> installment is due May 1<sup>st</sup>. **This tuition schedule is for all elementary and preschool students.**

**All parents opting for paying tuition in 10 equal installments are required to enroll in our Auto Draft Program Banking Program or Credit Card Program for tuition and fee purposes. Tuition payments will be deducted each 1<sup>st</sup> of the month as noted on your tuition agreement.**

Tuition is continuous throughout the year and guarantees a reservation for your child. There are no deductions in tuition for absences, illness, and 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.

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

Winter Camp, Spring Camp, and Summer Camp fees are a separate payment plan from the 10-payment (August-May) School Tuition Installment plan.

Students must be actively enrolled to participate in any school event (classroom in-person instruction, temporary distance learning, or ongoing online virtual academy instruction).

## **ALMA**

Once your child begins school, **parents will have access to ALMA, an online parent financial portal that allows for payments to be made via credit card, gives access to statements and invoices, allows for updates to contacts and more.** New parents should receive an informational email with instruction to begin using this system (typically just prior to child's first day of enrollment).

## 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 one FREE week of tuition.

Please just let the Front Office know when you have referred someone, so we can give credit where credit is due.

## 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.

## 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. Chesterbrook Academy reserves the right to make weather-related school closing decisions based upon upholding the best/safest situations for our students and staff.

### Notification for School Closings or Delays

Any day that we close or open late due to circumstances by hazardous weather conditions, we will notify WRAL (website: [www.wral.com](http://www.wral.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 send an email (SMORE & Links to Home).

### School Delay Information

A Delay means that our CBA campus will delay opening 1-2 hours past regular opening time, pushing back our Morning Carpool for students. Children will NOT be permitted into the building before the specified delayed opening time (TBA per situation), as staff members need to safely arrive to school and prepare for children before students arrive.

### 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

#### **3. Secure Students in Natural Disaster Locations**

- Tornado, Hurricane, Severe Ice Storm, Earthquake

#### **4. Secure Students Off-Site**



- Major electrical issues, ruptured gas/water lines, hazardous/toxic material release, chemical spill, road access issues
- Approved Off-Site Area for Busing in an emergency situation: Chesterbrook Academy on 2215 W Millbrook Road, Raleigh, NC 27612

### **Early Release/Closing while School in Session**

School Administration will notify parents about early release or closure via SMORE Email and Links to Home text notifications/emails. Parents 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. 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 whomever 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.

### **OFF-SITE EDUCATIONAL EXCURSIONS & TRANSPORTATION BUS POLICY**

THERE WILL BE NO OFF-SITE ACTIVITIES OR FIELD TRIPS THAT WILL REQUIRE BUS TRANSPORTATION DURING THE 2020-2021 SCHOOL YEAR, DUE TO CURRENT HEALTH AND SAFETY POLICIES AND PROCEDURES.

Buses would only be used in an atypical emergency where all students would need to be removed from campus quickly (as stated in our Emergency Preparedness Policies & Procedures for licensing).

### **WITHDRAWAL, SUSPENSION AND DISMISSAL**

Students are registered automatically for the entirety of the academic school year (from the first day of school until the last day of the current 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).* .

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. *Parents will be responsible to fulfill the tuition payment that would apply during the month of dismissal.*

### **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. 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 ensure 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 while 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 Academy 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

Our North Raleigh CBA Mascot is the Dolphin! We encourage good character with our **DOLPHIN PRIDE** motto, reward systems and overall student lessons and expectations in the classroom.

- P** - Positive Leadership
- R** - Respect
- I** - Integrity
- D** - Dedication to Kindness
- E** - Excellence

Throughout the year, we focus upon several other character traits as well, such as Citizenship, Responsibility, and Perseverance. These traits are not only highlighted in the classroom but are also encouraged throughout the school year during morning announcements and other special events.

## **ATTENDANCE**

### **Absence Procedures**

Regular attendance is essential to the satisfactory completion of the school year's work. Elementary 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-5<sup>th</sup> Grade Absence Procedure:** Homework and assignments for students who are absent must be obtained by contacting the child's teacher directly.

### **Tardy Procedures**

Punctuality is stressed. Any elementary student who is not present at the beginning of the school day is considered tardy and marked as such by the classroom teacher in the Daily Attendance Log. ***Three tardy arrivals will equal one absence*** on the student's report card *toward the 24 absences allowed before retention is considered; however, tardiness will still be marked as such on your child's report card.*

## CHILD PROGRESS

We support the development of the whole child and of individuality among children. It is expected, therefore, that the rate and pattern of development in young children will vary as they grow and develop. Parents are encouraged to review their child’s development at the parent-teacher conferences and maintain an open dialogue with the teachers and principals.

Chesterbrook Academy offers a personalized learning environment to its students, Intermediates through 5<sup>th</sup> grade. This is accomplished through the instructional program being geared to the individual child’s learning ability. Children are placed according to developmental progress and may continue in a placement or repeat that placement if their developmental needs warrant such a decision. Appropriate continuation procedures and forms are used when recommending that a child repeat a program level and decisions are discussed with parents.

## 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:

### Kindergarten, 1<sup>st</sup> Grade & 2<sup>nd</sup> Grade Academic Achievement Indicators

Standards Based	Needs Improvement (1 Points)	Satisfactory (2 Point)	Good (3 Points)	Excellent (4 Points)
<b>Criteria</b>	Accurately performs grade/age level content specific tasks, to include classroom assignments/tasks, projects and assessments less than 69% of the time	Accurately performs grade/age level content specific tasks, to include classroom assignments/tasks, projects and assessments at 70-79% of the time	Accurately performs grade/age level content specific tasks, to include classroom assignments/tasks, projects and assessments at 80-89% 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 K-2<sup>nd</sup> Grade performance ratings is:

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

**“G” (Good)** – This mark indicates that the student is performing well in most areas and continues to progress successfully.

**“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.

### 3<sup>rd</sup> Grade, 4<sup>th</sup> Grade & 5<sup>th</sup> Grade Academic Achievement Indicators

Performance Ratings	F (0 Points)	D (1 Point)	C (2 Points)	B (3 Points)	A (4 Points)
<b>Criteria</b>	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

#### Personal Learning Plans (PLP)

All students in Grades K-5 will receive a PLP during the first trimester of each school year. Teachers, in collaboration with students and 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 at the midpoint of each of the four quarters throughout the school year.

#### Interim Reports

Interim Reports will be issued two times during the school year. Parents are requested to review the Interim Reports, sign and return it to the classroom teacher the next day after receiving it.

#### Report Cards

Report Cards are issued three times during the academic year, at the end of each trimester. After receiving a report card, parents should **review each Report Card, sign and return the report envelope to the classroom teacher** the next day, except after the 3rd trimester on the final day of school.

### VIRTUAL PARENT-TEACHER CONFERENCES

*Due to Covid-19 Health and Safety Procedures, in-person parent conferences will not be held on campus this year.*

Virtual Parent Conference Dates will be prescheduled and set on our school event calendar near the end of the first and second trimester (posted by September 1<sup>st</sup>).

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 virtual conferences may be scheduled in advance by a parent or teacher at any point throughout the year if the parent wants to discuss his/her child's work, progress or behavior.

## STANDARDIZED TESTING

Chesterbrook Elementary will utilize the ERB Assessment Test (AABL & CPT), as long as in-person learning is taking place on campus. The ERB 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 and 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. Class work and Homework Assignments that are not completed and/or completed appropriately may be assigned to finish the work at recess or stay in class after school until it has been completed.

Any student who has an excused absence is responsible for making up missed work. Work missed from “unexcused absences” 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. **If a student has been absent due to illness for several days, make-up work may be requested by calling or emailing the child’s teacher. Please allow 24 hours’ notice prior to expectation of receiving assignments via scanned email by the teacher.** It is important that students make up the assignments that they miss due to absences.

## FOOD & DRINK POLICIES

### Preschool Daily Snacks/Drinks

Intermediate and Pre-K Students receive one morning and one afternoon snack that is nut-free, which is provided by Chesterbrook Academy. CBA also provides 100% juice or water during snack time.

*If your child has a special diet concern or allergies, please speak with Administration and the Classroom Teacher about your child’s needs.*

After outside play time, Water Pitchers and small, disposable cups are available for preschool drink breaks (poured by teachers) for hydration during times that fall between snack or lunch on campus.

Optional: For use during lunch time, preschoolers may pack a personal, re-useable ‘thermos style’ water bottle with a ‘flip top’ lid that closes securely, covering the straw area. This water bottle must be labeled permanently with the child’s name and can be for use in the classroom during appropriate times, as deemed by the classroom teacher. Water Bottles **MUST** be sent home daily to be washed before returning to school the next day.

### **Elementary Daily Snacks/Drinks**

All Elementary Students *must* bring a nut-free snack from home to eat during a morning break time, as designated by each classroom teacher.

Elementary students *must* bring a personal, re-useable ‘thermos style’ water bottle with a ‘flip top’ lid that closes securely, covering the straw area. This water bottle must be labeled permanently with the child’s name and can be for use in the classroom during appropriate times, as deemed by the classroom teacher.

Water Bottles **MUST** be sent home daily to be washed before returning to school the next day.

### **Lunch From Home for all Students**

Every student must pack a nut-free lunch from home. All lunches should be brought to school in an insulated lunch bag with a re-freezable ice pack.

All Students will eat lunch in the classroom.

Please note that there is no microwave or refrigerator access for students to heat lunches. Thermoses may be packed from home to keep hot foods at desired temperature.

*Do not pack glass bottles or glass containers.*

**CBA provides milk and water to all students during lunch times in the classroom.**

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, with a variety of foods that follow

Please follow the USDA Food and Nutrition Service Guidelines below when packing your child’s lunch:

- 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.)

## BIRTHDAYS & SPECIAL TREATS

Birthdays are important to children and we encourage celebrations with classmates! Parents may not attend these celebrations; however, they may send in special, prepackaged treats to share with the class. Please notify your child's teacher if you plan to bring a snack or dessert for your child's special day.

Many of our students have food allergies, so parents should always communicate the party plan with the child's teacher BEFORE purchasing a snack. Always check food labels for peanut or tree nut content, as we are a nut free facility.

*For safety reasons, we ask that no home-made items be brought to parties so that staff and families may refer to nutrition labels in case of an allergic emergency.*

Balloons of any kind are not permitted in the school due to choking hazard, per licensing requirements. Teaching staff are not responsible for distributing off-campus party invitations.

## DRESS CODE

**Students are required to wear uniforms. We believe that a student's appearance reflects upon the manner in which he/she approaches daily work in the classroom.**

**TOPS:** Student uniform tops, regardless of style, must include North Raleigh's Chesterbrook Academy Logo and must be either navy blue, hunter green or white. Styles include polo shirts, long and short sleeved tees, pull-over sweaters or sweat-shirts, vests and more. Cardigans that are worn along with a top that has the embroidered logo may be a plain, as long as it matches our approved uniform colors.

**BOTTOMS:** Uniform bottoms must be khaki or navy blue and can be pants or shorts (cargo style is not permitted). Other bottom options include approved skirts and skorts that are plaid, khaki or navy blue. All shorts and skirts should be no higher than 2 inches above the knee.

**DRESSES:** Dresses and jumpers must include North Raleigh's Chesterbrook Academy Logo and must be plaid, navy blue, hunter green or khaki (no higher than 2 inches above the knee).

**SHOES/SOCKS/LEGGINGS:** Sneakers are highly recommended for all students (no wheeled or light-up styles, please). Dress shoes should be black, brown or navy blue. For safety, shoes such as clogs, flip-flops, high heels and slick-soled shoes are not permitted. Leggings and socks should be white, navy blue or forest green only (prints, designs or loud colors are not permitted).

**CLOTH FACE MASKS:** Student Choice of color & style. (*Required* for Kindergarten through 5th Grade students. Recommended for Preschoolers.)

## Uniform Vendor Details

### Land's End

Please use the following URL to view our school's ONLINE uniform options on the Land's End website:  
<http://www.landsend.com/shop/school-uniforms/-/N-g54>

- Once at the site, click on 'Find my School'.
- A new page will appear, and you can click on an area that asks for the 'Preferred School Number'.
- Click here and type in the preferred school #900151911.
- Create an account and start shopping! All items will be shipped directly to your home!



### **On-Site Uniforms**

Occasionally, CBA will offer gently used uniform sales on-site at our North Raleigh campus. Items are \$5 each. If interested in browsing/purchasing our on-site uniforms, parents must call ahead to schedule a time with the office. *Parents may not come to the school without calling ahead regarding availability of your desired size/s, as well as confirming the date and time for purchase with a staff member.*

After making confirmed arrangements, our school will bring items out to a designated parking lot table area for safety and convenience.

### **Dress Down Days**

- The Chesterbrook uniform is not required on designated “Dress Down” days.
- Students should “dress down” according to the theme for the day if applicable (ex. all green, pajamas, favorite team day, etc.) or their normal everyday clothes.

## **PERSONAL BELONGINGS AND LOST AND FOUND**

Students should not bring cell phones, money, jewelry, radios, cameras, electronic toys, inappropriate books and magazines, medicine (including lip balm) or valuables to school. Should any of these articles be brought to school without permission, 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 responsibility to leave 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 notify the classroom teacher.

## **CHILD ABUSE & 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.

## **SMOKE FREE/TOBACCO FREE CAMPUS**

Chesterbrook Academy is a Smoke Free/Tobacco Free Facility at all times.

Effective October 1, 2017: Children must be in a smoke free and tobacco free environment. Centers located in a residence must be smoke free and tobacco free during operating hours. Smoking and the use of any product containing, made, or derived from tobacco, is not permitted on the premises, in vehicles used to transport children, or during off premise activities. Signage regarding the smoking and tobacco restriction must be posted at each entrance and in vehicles used to transport children. Parent must be notified, in writing, of the smoking and tobacco restriction. [Rules .0604]

## **CLEANING PROCEDURES**

Several times throughout the day, CBA Staff will be sanitizing and disinfecting both indoor and outdoor areas of our campus, in accordance with State Licensing Guidelines, CDC guidelines and Spring Education Group.

An outside cleaning service cleans all areas of the school every evening.

## ON CAMPUS HEALTH AND SAFETY PRECAUTIONS – NEW THIS YEAR

- Carpool Drop off & Pickup *only* with Temperature Checks & Covid Questionnaire
- No Visitors on Campus (Staff & Students Only)
- At least 1 Mid-Day Temperature check for all staff & students
- At least twice daily sanitizing and disinfecting of indoor spaces & shared items
- Daily sanitizing of playground equipment
- Masks required for all Staff Members and all Elementary-aged Students (not when eating or outdoors)
- Masks *recommended* for Preschool Students, but not required (not when eating, outdoors, or napping)
- Lower Capacity Class sizes for proper social distancing
- No mixing or intermingling of Classes (students will **ONLY** be in a classroom or campus area with their own class)
- Lots of outdoor learning and play

## GENERAL HEALTH & SAFETY

***All students are required to have updated health forms/immunization records on file at CBA. These must be submitted to the school within the first 30 days of school.*** You can email these to [pamela.barood@chesterbrookacademy.com](mailto:pamela.barood@chesterbrookacademy.com), drop them off during carpool, or fax them to 919-847-2120.

Safety comes first during all activities and events. Experienced staff and professional teachers will work together to provide everyone with safe, high quality programming. Students learn and practice safety rules and techniques during every activity.

***Staff members are familiar with first aid. 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 parent notice. For any serious accident or incident, we will attempt to immediately notify parents by telephone. There are always staff members present on our campus that are certified in CPR.***

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. Every effort will be made to contact parents, guardians, or authorized family members or friends.

When your child is enrolled at CBA, 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.

## COVID-19 (Specifics)

- **Question 1:** Have you or any of the children you are dropping off had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?

*IF YES: Individuals cannot attend school that day. Individuals can return 14 days after the last time he or she had close contact with someone with Covid-19, as long as there are no symptoms, mentioned below.*

- **Question 2:** Do you or do any of the children you are dropping off have the symptoms of Fever, Chills, Shortness of Breath or Difficulty Breathing, New Cough, New Loss of Taste or Smell?

*IF YES: Individuals cannot attend school that day, but should go home, stay away from other people, and the family member should call the child's health care provider. You will be asked to stay in contact with the Principal for further instructions.*

- **Question 3:** Since last attending Chesterbrook, have you or any of the children you are dropping off been diagnosed with Covid-19?

*IF YES: Individuals diagnosed with Covid-19 based on a test, their symptoms, or does not get a test but has the forementioned symptoms, they cannot attend school until they can ensure the following and answer YES to this criteria:*

- ❖ *It has been at least 10 days since the person first had symptoms.*
- ❖ *It has been at least 3 days since the person had a fever (WITHOUT fever reducing medicine).*
- ❖ *It has been at least 3 days since the person's symptoms have improved, including cough and shortness of breath.*

A doctor's clearance, in writing, may be requested at Chesterbrook Academy's discretion, based on the above.

**If Chesterbrook Academy ever has a confirmed Covid-19 case, we will follow all CDC, North Carolina State & Spring Education Group Guidelines and Procedures.**

## GENERAL ILLNESS (not related to Covid-19 symptoms)

Students will be involved in physical fitness activities, both indoors and outdoors, as an important part of the program. 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.

Student health is an important factor at CBA and observation and supervision of the health of students during school hours is the responsibility of each teacher. The Principal reserves 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. An Authorized Person or Parent must pick up an ill child within 30 minutes of notification.**

The purpose of our sick policy 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.

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 camp.

These symptoms are as follows:

1. Vomiting within the previous 24-hour period.
2. Diarrhea within the previous 24-hour period (including recurring episodes of diarrhea at camp).
4. A heavy nasal discharge indicative of infection.
5. Fussy, cranky behavior and generally not himself/herself.
6. A skin rash.
7. Head lice.
8. Symptoms of a communicable disease, non-Covid related.

Following any illness, a child may return to camp 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 in writing may be requested, at CBA's discretion.

### **MEDICATION**

**It is the strict policy of Chesterbrook Academy to cease to administration of OTC (over the counter) medications to children in our care.** 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. 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. Exceptions to this policy will only be made as required by law and with the review and approval of senior management in our company.

**If a child is in need of a prescription medication for chronic or life threatening conditions (EpiPen, Inhaler, etc), there is required documentation and procedure that CBA must follow in order, in accordance with State Licensing Guidelines, to be fully prepared to respond to emergency situations for children with such conditions.**

- **Parents must visit our school website at [northraleigh.chesterbrookacademy.com](http://northraleigh.chesterbrookacademy.com), go to the Parent section and then Forms & Handbook Section to find the 'Emergency Medical Forms'. These forms must be fully completed by both the Parent and submitted via email it to the Administration.**
- **The Emergency Medication should be turned in to the school administration via carpool drop-off (as directed on the medication form paperwork and directions) in a clear ziplock bag with your child's name on it.**
- Medication shall be used ONLY for the child named on the label (cannot be used for siblings, etc)

**\*Email [pamela.barody@chesterbrookacademy.com](mailto:pamela.barody@chesterbrookacademy.com) for assistance with Medical Forms\***

CBA will not administer any medication without a strict adherence to the procedure and policy above.

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

This policy does not apply to prescription medication for chronic or life-threatening conditions with all required documentation such as EpiPens 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.

## **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 Spring Education Group, also on an as-needed basis.

### **Email Communication**

Both teachers and school administrators will utilize the SMORE 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 (updated by September 1<sup>st</sup>). Please verify your email address with the Office if you are not receiving email notifications. Parents will typically receive *at least* one email a week from the Classroom Teacher and *at least* one monthly email from Administration.

### **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 in 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 emergencies/illness and the calls are to be made to the parent/guardian only. Under no circumstances should a student be using any classroom phone.

### **Social Media**

Chesterbrook Academy-North Raleigh maintains a Facebook and Twitter account that is regularly updated to include photos and videos from school events, celebrations, shows and, often, day-to-day activities at school. Our Facebook name is "Chesterbrook Academy Elementary School North Raleigh." Our Twitter account is @CBANorthRaleigh.

## **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.

## **SUGGESTIONS**

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.



**PLEASE PRINT THE FINAL PAGE AND SUBMIT TO THE OFFICE**



# PARENT HANDBOOK ACKNOWLEDGEMENT FORM

## Chesterbrook Academy-North Raleigh

Student's Full Name (Please Print) \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Student's Grade or Program \_\_\_\_\_

This Parent Handbook was created to promote an understanding of the policies and procedures at Chesterbrook Academy North Raleigh.

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 print this page, sign it, and return it. It will be added to your child's permanent file. Your signature means that you have had access to this Parent Handbook, read it and understand the policies and procedures of Chesterbrook Academy-North Raleigh.

*I have read and understand the policies and procedures in the Parent Handbook and I agree to abide by them, as will my child.*

\*Parent/Guardian's Full Name (Please Print) \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

*Parent/Guardian Signature*

\*Parent/Guardian's Full Name (Please Print) \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

*Parent/Guardian Signature*

**Please sign and return to the school office by the first day of school.**