

Welcome to Endhaven!



A Guide for Parents Created for you by your Endhaven PTA

Endhaven Elementary School
6815 Endhaven Lane
Charlotte, NC 28277
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Principal: Mr. Brian Slattery
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Our Vision

At Endhaven Elementary, students will be nurtured in a diverse, rigorous, and positive school environment that will be relevant in creating 21st century learners.

Our Beliefs:

- ✓ All students can learn
- ✓ Students learn best when they are actively engaged in the process
- ✓ Students learn in a variety of instructional approaches
- ✓ Each student is a valued individual with unique physical, social, emotional, and intellectual needs
- ✓ A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff
- ✓ Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission
- ✓ Cultural diversity can increase the student's understanding of different people and cultures

Our School

Bell Schedule:

8:15-3:15

Doors will be open at 7:45 am. Only Before School Care or a school sponsored activity allows children in the building prior to 7:45 am. **If your child arrives after 8:15, your child is marked tardy. For their safety, a parent/guardian MUST walk them into the building and sign the student in at the office.***

Communication

- ListServ – Endhaven Parent ListServ enables large group email blasts to a group of registered users. **ListServ is the PRIMARY way that information and updates are communicated from the school to our student/parent population.** Sign up today by clicking on the link on the Endhaven School Website or Endhaven PTA Website. Multiple email addresses can be used to involve all parents.
- Endhaven school website - <http://schools.cms.k12.nc.us/endhavenES/Pages/Default.aspx>
- Endhaven PTA Website – www.endhavenpta.org. Check out this site for calendars, contact information, and upcoming events.
- Cougar Print – Endhaven's bi-weekly newsletter is full of important information and upcoming events. Please be sure to sign-up for the listserv to receive the Cougar Print.
- Room Parent emails – Communication from class parent will pertain mainly to your class and/or grade. **Be sure your child's teacher and room parent have your correct email address.**
- Thursday Folders – Each child will have a folder that is sent home each Thursday with any information that needs to be sent home in "hard copy" format along with any graded homework or tests.
- Teacher Wiki Pages – Each teacher has a webpage specific to your child's class providing specific classroom information.
- Phone Blasts – Phone blast that update parents on important happenings at school. **Be sure the school has your correct phone number on file to communicate with you.**

Before School Starts

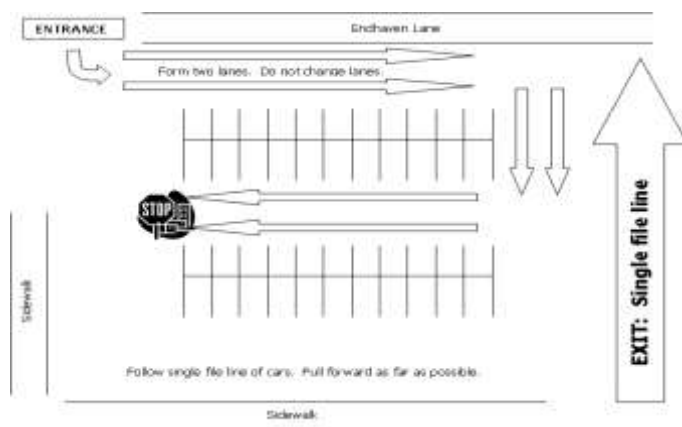
- **Back to School Night (Open House)** – This is a special event that showcases all of the offerings at Endhaven – you will be able to take a self-guided tour through the school. Many tables will be set up in the gym/cafeteria area highlighting the following: carpool, Before/After school, clubs, PTA volunteer opportunities, Spirit wear, etc. Classrooms will be open to meet your child’s teacher and bring in school supplies. **Please keep in mind that this is not a time to meet one-on-one with your child’s teacher.** Teachers need to be available to meet all of their new students and parents. Be sure to visit the Media Center, Art Room, Computer Room and Music Room, too! ****Open House is usually scheduled a few days prior to the first day of school – look for the specific date in your student’s Teacher Assignment Letter to be received in August.****
- **Curriculum Night** – This night scheduled in September is devoted to hearing specifics about your child’s school year. You will visit your child’s classroom for information on academics, behavior expectations, grades, testing, etc. for the school year. **Please keep in mind that this is not a time to meet one-on-one with your child’s teacher.**
- **Entrance Requirements** – for detailed information please see the CMS website at <http://www.cms.k12.nc.us/cmsdepartments/StudentPlacement/Pages/EnrollingYourStudent.aspx> or contact Endhaven’s school office at 980-343-5436.
- **School supplies** – See your school supply list on Endhaven’s school website or in your Beginner’s Day folder. Consider bringing your student’s supplies to Back to School night and placing in their cubby or on their desk. Also, if you buy special folders or other supplies, please mark them with your child’s name as sometimes supplies are grouped by item and handed out later for use.
- **Sign Ups** – What can I sign up for prior to the first day of school?
 - ✓ *ListServ* – IMPORTANT, see **Communication** on page 2 of this document
 - ✓ *CMS Volunteer* – CMS requires **ALL** volunteers to go through an online background check. The process is easy! Just go to <https://www.cmsvolunteers.com/> for the CMS Volunteer Registration website. Fill out the basic information fields requested. That’s it!
 - ✓ *Harris Teeter VIC card* – Link your **Harris Teeter VIC card** to Endhaven with our school number - **5354**. Every time you shop at Harris Teeter, they will donate a portion of your purchases to our school. The program runs from August-May, and each August 1st you need to re-link your VIC card to our school. So, the next time you are shopping at Harris Teeter, give the cashier your VIC card and our Together in Education number of **5354**. **Everyone must re-link each year after August 1st.**
- *Endhaven PTA Volunteer* – check the PTA website and/or Cougar Print for current and upcoming volunteer opportunities - <http://endhavenpta.org>.
- **Teacher Assignments** – Teacher assignment letters are distributed approximately one week prior to the first day of school – your bus assignment and bus tag will also be included in this letter. **Please note that our kindergarteners will follow a staggered schedule during the first week of school. Your staggered day will be noted on your teacher assignment letter.**

Getting To School – Transportation

- **Carpool** – If you plan to carpool your child to school, please review the visual below and keep in mind the following guidelines for your child's safety:
For A.M. Carpoolers – Enter the parking lot and **proceed slowly** around the parking lot as indicated. Please STOP at the stop sign and wait for a staff member to direct you to advance. **Please follow the car in front of you or proceed all the way up beyond the chain link fence before stopping to let your child out of your vehicle.** Carpool will start at 7:45a.m.
For P.M. Carpoolers – You will receive a name card (8 ½ x 11" card with child's name) at Back to School night or you may pick one up in the School office. Place card on driver's side dash, enter parking lot and **proceed slowly** to line or stop sign. At the stop sign, a staff member will call out your child's name based on the card in your window. You and your child will be directed to a specific numbered slot (manned by a staff member) where your child may enter your vehicle. **Proceed SLOWLY** out of the parking lot, following the car in front of you. **DO NOT PASS** any cars in front of you. Carpool will start at approximately 3:20.

IMPORTANT SAFETY RULES

- ✓ Child MUST enter/exit on passenger side of car.
- ✓ Do NOT change lanes in carpool or pass a car when exiting drop-off/pick-up area.
- ✓ NO TALKING/TEXTING ON CELL PHONES.
- ✓ Say goodbyes at home so carpool can move swiftly.
- ✓ Turn off engine if idling for any length of time.



- **Riding the Bus** – Along with the teacher assignment letter, you will also receive information regarding bus transportation. Please check this information carefully to make sure that the stop information is correct. Any changes that need to be made can be done during the Open House in August. Please also go to www.cms.k12.nc.us to request stop changes officially through CMS. On the first day of school, your child will be given a colored bus tag during dismissal. This colored tag easily identifies for all staff members which bus your child is to ride in the afternoons. It is highly recommended that this tag be permanently attached to the outside of your child's book bag and that bus riders ride the bus the first week of school. Bus drivers are learning their routes and students and it helps them greatly to have all students on their bus at the start of the school year. All kindergarten students are taken directly to their bus by a kindergarten or first grade teacher. Please be patient during the first 2-3 weeks of school. Buses will run a little late until routes are finalized. **Encourage your child to be respectful to the bus driver and other students on the bus to ensure a safe ride for all students.**

- **Severe Weather/School Closings** - The CMS Communications Department will notify the public when severe weather requires that schools close or open with a two-hour delay. No notification means schools are open. On days with closings or delays, information will be shared by 5:30 a.m. Severe weather changes will be posted on the CMS Web site and shared with local newspapers, television and radio stations. The Communications staff will also send voice and text messages using Blackboard Connect, post the information on the CMS Facebook page and notify CharMeck 311.

Attendance

- **Absences/Sickness** – If your student is sick or will not be coming to school, please email your child's teacher or send a written note when student returns to school.
- **Attendance Credit for School Day** – Your child must be in attendance for at least half the school day to not be counted absent. This means your child must be at school from 8:15am until at least 11:45am OR from 11:45am until 3:15pm to be counted as present. Again, if they arrive after 8:15 they will be considered tardy.
- **Excused/Non-excused Absences** – Illnesses and deaths in the family are excused absences. Vacations are not excused unless you submit an Educational Absence Request Form and get it approved by the principal prior to the absence. These forms are available in the front office.
- **Tardy Policy** – If your child arrives after 8:15am, he or she is tardy. **You must walk your student in to the office and sign them in.** They can **NOT** to walk into the school alone.

Going Home – Dismissal Procedures

- **Dismissal Changes** – If you plan to change your child's normal means of dismissal, a written note **MUST** be sent in with your child stating how your child is to go home that day.
- **Early dismissal pickups** – On the occasion when your child must leave early from school, please send in a note to his/her teacher. When you arrive to pick up your child, please sign student out in the office, **be prepared to show identification** and let staff member know you are picking up your child. The office staff will call your child to the office. To ensure the safety of our children and confusion during office busy hours, **all early student dismissals should happen by 2:30pm.** After 2:30pm parents must wait for dismissal time at 3:15pm to pick up their child. Also, **only the people listed on the Emergency Location and Health Survey Card completed at the beginning of the school year will be permitted to pick up your child unless a note is sent in to the office.**
- **Emergency School Closing** - If school is dismissed early, public notification will occur as early in the school day as possible. All buses will follow their regular afternoon routes. All students will be delivered to their regularly assigned afternoon bus stops, except ASEP students, whose parents will pick them up at school.

Academics and Special Awards

- **Academics** – Endhaven adheres to the Common Core State Standards. During Curriculum Night, you will receive a grade-level curriculum guide outlining what your child will be learning during the school year. You are also encouraged to communicate regularly with your child's teacher and check the teacher website periodically for updates.
- **Behavior** – Mutual respect among students and staff is expected. Various tools are used to encourage good behavior. Please contact your teacher for more information as these tools vary by grade/class.
- **Computer/Technology** – Your child will have access to Computer/Technology lab. Check out the Technology website to see what your child is learning!
- **Dress Code** - The principal and staff are responsible for determining and enforcing regulations governing proper dress. Any attire that disrupts the educational process will not be permitted. Parents will be called to bring a change of clothing if necessary to maintain appropriate dress standards. See the school website for specifics on the school dress code.

- **End-of Grade Tests** – Often called EOGs, these are tests required by the state of North Carolina for students in grades three, four and five in reading and math, as well as science in grade five. They are given at the end of each school year and measure a student’s progress during that year.
- **ESL** – English as a Second Language. An initial assessment test is used to determine which students need a little extra help as they master the English language. Based on these results, the student’s teacher and the ESL teacher determine how much language assistance the student requires.
- **Lunch** – Your child will have approximately 25 minutes each day for lunch. Each student is assigned a lunch account number to be used when making purchases in the cafeteria. The account number is scanned from the child’s ID badge. Money may be deposited to this account by sending in a check or cash in a sealed envelope to your child’s teacher OR by using the online payment system at Paypams.com. Parents, grandparents, siblings, etc. are welcome to have lunch with a student. Please sign in at the office and wear a visitor’s sticker and sit at the designated parent tables.
ALLERGIES: We have designated tables for students with nut and other allergies. Please do not sit here if you/your child have any food containing nuts.
ATTN: Kindergarten Parents – It is highly recommended that your student buy lunch on staggered entry day. With only a handful of students in class that day it is easy for the teacher to assist students with lunch buying procedures.
- **Physical activity** – Each class offers 50 minutes of physical activity per day with two recesses.
- **Report Cards** – Report cards are distributed quarterly, with mid-quarter progress reports going home halfway through the quarter. Please check with your child’s teacher regarding specifics on how your child is graded. Information related to grades and expectations is communicated at the beginning of the school year.
- **Snacks** – Please check with your child’s teacher regarding snacks/snack time. A healthy snack and/or water bottle may be permitted. You may be asked to refrain from sending certain items due to a fellow classmate’s allergies.
- **Specials** – Endhaven offers five special area classes: Art, Media, Music, PE and Science Lab. Be sure to visit their wikisites for volunteer and supply needs. Tennis shoes are **required** for your child to participate in PE class.

School Enrichment: Special Events, Programs and Fundraisers

- **Boosterthon** – Boosterthon is Endhaven’s primary fundraiser for 2017-2018. Boosterthon is a fun fitness event, an interactive character program and a highly-profitable school fundraiser all in one. More information about Boosterthon will be sent home in October.
- **Book Fair(s)** – We usually hold one book fair in the fall and one in the spring. Set up is in the Media Center, this program is fun for all, provides a great selection of books for all ages and earns us points that can be used to expand our Media Center resources.
- **Box Tops for Education** – Box Tops for Education can be found on various items purchased at the grocery store to include cereals, cake mixes, yogurt and more! Just clip the box top and send in to school during a collection and our school will earn money!
- **CNN (Cougar News Network)** – This daily afternoon news program is operated by 4th and 5th grade students under the direction of a staff member. Positions include anchor, director and camera operator.
- **Endhaven Eats Out** – Come out and meet up with your friends at a local restaurant and help raise funds for our school! Various restaurants in the area partner with Endhaven by giving us a % of sales on predetermined nights. Check the PTA calendar for planned dates.
- **Endhaven Spirit Rock** – Want to wish your student “Good Luck” or “Happy Birthday” in a special way? Reservations for the Spirit Rock at the front of the school are available in the front office. A donation of \$5 reserves the rock for your child’s special day.
- **Field Day** – Planned by our P.E. teacher, this outdoor event is near the end of school in early June. Students in grades K-2 are grouped on one day and grades 3-5 on another day for various activities (some with water!) and friendly competition.
- **Lost & Found** – Please have your child check the Lost and Found if they have misplaced something at school. Periodically, these items are donated to charity.

- **Mile Run** – This fall or spring event occurs during one of your child’s Physical Education classes. Based on the student’s grade, a mile or a portion of a mile is run outside while parents cheer on the students.
- **Multicultural Event** – This event celebrating our cultural diversity at Endhaven is quite popular! Classrooms are assigned a country and create a tri-fold poster with numerous facts about their country. Students are excited to pick up their “passports” and travel the globe. Many families send in artifacts and clothing for display, and various cultural musicians and dancers from our own Endhaven family perform on stage.
- **Pizza Bingo** – Bingo! This fun family event brings families together for pizza and a chance to win prizes while playing bingo. Family and corporate donations along with “lunch with teacher” and “game time with teacher” type prizes are up for grabs during this evening of excitement!
- **Raffle Baskets** – These theme baskets loaded with goodies from parent/staff and corporate donations are beautifully arranged and packaged for a raffle drawing typically held at our Endhaven carnival. Tickets are purchased and placed in bins for a drawing for each basket the evening of the event.
- **Spiritwear** – Show your Endhaven school spirit by purchasing a shirt, sweatshirt or other various Endhaven apparel and accessories. Opportunities to purchase items are at the beginning of the school year and at various events throughout the year.
- **Spirit Days** – Every Friday Endhaven students are encouraged to dress up according to the theme. Go Endhaven Cougars!
- **Spring Carnival** – Midway games, Endhaven Derby (a “horse race” with Endhaven teachers as jockeys), carnival food, rides and games are some of the highlights of this family friendly carnival event! This event is held in the spring.

Educational/Parental Programs and Tools

- **Common Core Standards**– This U.S. education initiative seeks to bring diverse state curricula into alignment with each other by following the principles of standards-based education reform. The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. Forty-five states have adopted the Common Core State Standards.
 - **Parent Assistant** – This online tool allows parents and students (in grades 3 thru 12) access to homework assignments, attendance reports and grades from your home computer, to include EOG scores. Please stop by the front office to obtain a username and password.
 - **SMARTBoard** - A SMART Board is an interactive whiteboard to help improve learning outcomes. Combining the simplicity of a whiteboard with the power of a computer, the SMART Board interactive whiteboard lets you deliver dynamic lessons, write notes in digital ink, and save your work – all with the simple touch of a finger.
 - **Thursday Folders** – Hard copy communications from the school and PTA are sent home in a folder on Thursdays. Keep in mind that most communications are sent via our ListServ in our bi-weekly Cougar Print newsletter.
 - **TD (Talent Development)** – In CMS, elementary students are identified when they demonstrate extraordinary problem solving or aptitude in a combination of areas including intellectual, academic, leadership, artistic, creativity, language arts, and math. The majority of identification takes place in the second grade; there are additional screenings in the fourth grade and on an as-needed basis. To grow academically, identified students have clear or extreme strengths that require differentiated curriculum. In addition to language arts and math skills grouping, elementary curriculum enrichment designed for those students extends beyond the standard course of study.
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Visitors, Volunteers and School Procedures

- **Birthdays** – Many times parents bring a treat for the class on their child's birthday to be enjoyed at lunch. Only store bought treats are permitted – **no homemade food is allowed**. Please check with your student's teacher to arrange the birthday treat. Healthy options and non-food birthday treats (i.e. book donation to library) are encouraged. We realize that social occasions occur and students want to extend invitations to their friends; however, party invitations cannot be distributed during the school day.
- **Class Parties/Gifts** – Typically, there are 2 class treats (Fall and Valentine's Day) and 2 parties (Winter and End of Year) in your child's classroom each year. Parties are for the class with parents invited and treats are typically for the students only. Your room parent will communicate information/volunteer requests regarding these events. In addition, the Room Parent no longer collects for group teacher gifts. A parent other than the Room Parent is welcome to organize a group gift. **No homemade food is permitted.**
- **Medicine** – No prescription or over-the-counter medicines can be given at school without a doctor's authorization. This includes cough drops and medicated chapstick. Medication authorization forms are available in the front office. These forms must be completed by a doctor.
- **Visitors and Volunteers** – All visitors/volunteers entering the school building **MUST** sign in in the front office. There is a visitor/volunteer sign in computer located in the front office. Visitor/volunteers must have their driver's license or a photo ID which will be scanned by the security system on the computer. A visitor/volunteer sticker will then be printed which must be worn at all times while in the building. Visitors/volunteers must then stop by the office to sign out as they leave the building. This is done by scanning the bar code on the sticker that you were issued when you entered. Front office staff are available to assist in this process. In addition, **all volunteers must be registered and approved by CMS** prior to any volunteer work including being a chaperone on a field trip. Simply log onto <https://www.cmsvolunteers.com> and sign up today. Please read the Cougar Print newsletter and check out the Endhaven PTA website for current and upcoming volunteer needs.

Contact Information...

Endhaven Elementary School
6815 Endhaven Lane
Charlotte, NC 28277

<http://schools.cms.k12.nc.us/endhavenES/Pages/Default.aspx>

Phone: 980-343-5436

Fax: 980-343-5437

Mr. Brian Slattery	Principal	brian.slattery@cms.k12.nc.us
Julie McKinney	Assistant Principal	juliet.mckinney@cms.k12.nc.us
Lisa Bagwell	Registrar	lisa.bagwell@cms.k12.nc.us
Shelly Fabian	Financial Secretary	shelly.fabian@cms.k12.nc.us
Carrie Alexander	K-5 Literacy Facilitator	carrie.alexander@cms.k12.nc.us
Erika Clarke	Guidance Counselor	erikaa.clarke@cms.k12.nc.us
Lindsy Rowe	Guidance Counselor	lindsaya.rowe@cms.k12.nc.us
Anna Henry	ESL Teacher	anna.henry@cms.k12.nc.us
Karen Greco	Talent Development	karen.greco@cms.k12.nc.us

Helpful websites for your rising kindergartener and beyond:

Starfall: <http://www.starfall.com/n/level-k/index/load.htm?f> (Letters and sounds)

Learning Planet: <http://www.learningplanet.com/stu/index.asp?tab=0> (Pre-K and K games)

PBS Kids: <http://pbskids.org/games/letters.html> (Letter games)

Math: <http://coolmath.com> (Math – all levels)