

C.T. Overton Elementary School

Home of the Explorers

1825 Park Road West, Salisbury, NC 28144

(704-639-3000)

704-754-8212 (FAX)

www.oes.k12.nc.us

2021-2022 Parent Handbook



Ms. Marae Reid, Principal
Dr. Brittany Orange-Taylor, Assistant Principal
Mr. Patrick Jones, Data/Attendance
Mrs. Raquel Oden, Finance
Ms. Felicia Ellis, Front Office
Arrival/Dismissal hours are 8:05am-3:30pm.

Visitors

Parents, grandparents, and guardians are welcome to visit during lunch (please list those with permission to visit for lunch in your scholar's Power School information). If you wish to observe or volunteer, it is required that you inform the teacher or principal in advance to avoid scheduling conflicts. If you wish to volunteer to work directly with children, it is also required that you have training through Communities in Schools. In order to provide a safe environment for students and staff and protect the instructional day, all visitors are required to report their presence to the main office. Valid Identification is **REQUIRED**. For more information about Communities in Schools training, contact our school liaison, Fran Lescoe. **Due to COVID19 visits to the classroom will be suspended. Parents will be allowed to have lunch with their scholar and families will be encouraged to participate in school-wide activities.**

Scholar Information

It is very important that your child's teacher and the Data Manager have current and correct contact information. Parents are urged to notify the school (as-soon-as-possible) if there is a change in guardianship, telephone number or emergency contact number and/or address. If you do not have a home telephone number or cell phone number, you will need to provide the school with directions on how to contact you if your child becomes ill or injured.

Arriving To School By Car

Staff members are **NOT** available to supervise scholars prior to 8:00am. **Please do not leave your scholar unsupervised at the front entrance of the school before 8:05am. This is not safe.**

Arriving To School by Bus

Riding the school bus is a **privilege** and all scholars are expected to be responsible for their actions and demonstrate appropriate behavior. Scholars are expected to stay seated, keep their hands, feet and other objects to themselves and use a voice level that is not distracting to the driver. Please note that bus times are not exact. We ask that bus riding scholars are prepared for the school bus at least 10 minutes prior to the estimated time. Please do not schedule important appointments based on the school bus schedule. If you have any questions or concerns related to the bus, please contact our Bus Coordinator, Dr. Brittany Orange-Taylor.

Walking scholars to class (to start year)

After the first two weeks of school, parents are not permitted to walk their child to the classroom. This was implemented at all elementary schools beginning August 2017, to better ensure student safety during arrival time. **Due to COVID-19 walking scholars to class will be suspended until further notice.**

Arriving Late

Scholars are considered to be tardy if they are not in their assigned classroom at the 8:30am bell. Scholars that ride the school bus will not be considered tardy if the bus arrives after the start of school. If your child is late to school, an adult must sign the student in at the main office. Scholars will receive an "admit to class" note to give to their teacher. Please do not drop your scholar off in front of the school alone after 8:30. It is required that an adult escort them into the building and sign them in. Again, this is to ensure their safety.

Leaving School Early

No dismissal 30 minutes before the end of the day (between 3:00 and 3:30) unless approved, in advance, by the principal. Please schedule appointments outside of this window. This procedure was

implemented at all elementary schools beginning August 2017, to better ensure student safety during dismissal time. If you are picking up your child within the early dismissal window, please wait in the office until your child is dismissed. If someone other than yourself or another specified caregiver will be picking your child up, please inform their teacher with a written note. No early dismissals will be allowed after 3:00p.m. Please help us maximize instructional time by keeping early dismissals and late arrivals to a minimum.

Lunch time visitors

Parents are encouraged to join their children for lunch when possible. However, please be aware that lunch time visitors may be prohibited on certain dates (Testing windows, early release days, etc) when the lunch times are adjusted. We ask that parents and guests do not visit for lunch the first week of school. This is because the lunch line is unpredictable the first few days and we cannot guarantee an accurate lunch time. We will do our best to communicate this in advance. Students of Overton Elementary will have the opportunity to participate in the universal free breakfast and lunch program. This program provides a free meal to each student. Due to our participation in this program food from outside sources (restaurants, etc) cannot be served during school meal times. If you wish to enjoy lunch with your child, please purchase a school lunch or pack a lunch from home.

Educational Absences

Scholars can apply for up to 3 days excused as an educational opportunity. Upon return, the scholar must share with his/her classmates (orally or in writing), the educational experience. The application must be submitted **before the trip takes place**. Applications can be obtained in the school office.

Attendance

North Carolina law requires school attendance for school aged children. When a child is absent from school the absence will be recorded as "lawful" or "unlawful." A written note must be sent to the teacher following your child's absence. Children cannot stay in school if they have a fever of 100.1 degrees or above, nausea, vomiting, diarrhea or any undiagnosed rash. If your child has these symptoms, they must be symptom free for 24 hours before returning to school. Please refer to the Rowan-Salisbury Schools Student Code of Conduct Manual. **Due to COVID19 scholars will be excluded from school for COVID19 symptoms.**

The symptoms are:

Fever 99 °F Low grade

Sore throat

New onset of a new headache, especially with a fever

Diarrhea or Vomiting

Short of breath/difficulty breathing

New cough

New loss of taste or smell

Fatigue

Muscles or body aches

Congestion/Runny Nose

Nausea

The school nurse will contact parents regarding test results, exposures, and quarantines. To maintain a healthy environment scholars will be encouraged to social distance, wash hands and wear mask.

Birthday Invitations/Celebrations

Invitations- If students want to pass out invitations, there should be one for each scholar.

Celebrations- We are not able to permit birthday parties during the school day. However, if you wish to send cupcakes for your child to share with their class, you may drop them off at the front office.

Cupcakes must be served at the end of the school day, in class. They cannot be served in the cafeteria during lunch. This is strictly prohibited by our Free Breakfast/Lunch grant program.

Food Items

We ask that you send in a water bottle labeled with your scholar's name. Please do not send any food containing nut products due to potential allergic reactions. Please inform us of any food allergies your child may have.

Monthly Updates

Teachers will be sending home updates with your child each month (minimum). Please watch for any updates and post it where both you and your child will be able to refer to it. Many updates will come to you via Class Dojo (app), ConnectED or Peach Jar (electronic flyers to email). Please keep your email address updated in Power School. If you need assistance with making an update, contact our Data Manager.

Clothing/Shoes

Overton has a uniform policy. Please refer to this policy for permitted attire. You can also find this policy on our website. If you would like a hard copy, please contact the main office.

The articles of clothing that make up the Overton Dress Code Policy are available at many local stores. Any clothing you already have may be worn if it meets the guidelines of this policy. Please review the following guidelines for a clear understanding of what articles of clothing meet our dress code policy.

Shirts/Blouses: Any SOLID color polo style shirt with a collar (no logos) OR approved Overton spirit wear

Pants/Shorts: Solid navy blue, black or tan khaki (no denim)

Sweaters/Sweatshirts/Jackets: any color SOLID with no emblems/words (crew neck, cardigan, or vest), No hooded jackets or shirts are permitted inside the building.

Socks/leggings/tights: Any (no words) *Tights/leggings are meant to be worn UNDER a uniform appropriate bottom (pants, jumpers, skirts, shorts). Tights/leggings should not be worn alone.

Shoes: Athletic shoes or shoes with a safe PE tread

Skirts, skorts, dresses, jumpers: Solid navy blue, black, or tan khaki

GENERAL NOTES

No details (name brand logos/words or symbols, lace, ruffles, ribbons, etc.)

No denim except for non-uniform days designated by administration.

Jackets and coats that are worn in the classroom and in the hallway must meet dress code guidelines.

All clothing must fit appropriately and be of an appropriate length.

Sweatshirts, sweaters, cardigans, and jackets must be worn with a collared shirt or Overton spirit wear.

No headwear will be permitted inside the building. This includes combs, picks, bandanas or headscarves, hats.

If belts are worn they must be a solid color.

Pants must sit at the waistline.

School Bags

Scholars should bring a backpack (with his/her name in permanent marker inside) large enough to fit letters, finished work and a large library book. A bag that is too small is difficult for a child to pack and increases the chance of notes/work being lost. Please check your child's backpack *daily*. Purses and Fanny Packs are not permitted. Any permitted belongings should be transported in your child's backpack.

Correspondence

When sending any correspondence, please label clearly with your child's first and last name. When sending money, please place the money in a sealed envelope with your child's first and last name, amount of money, reason for the money (picture money, t-shirt money, etc.) and his/her teacher's name. All teachers will use Class Dojo to track behavior and communicate with parents. This is also a good way to share basic information. Dojo is not, however, a replacement for parent-teacher conferences. Please request a conference with your child's teacher if you have concerns to be discussed. Please do not assume that your child's teacher has received a Dojo message. If you do not get confirmation from the teacher, your message may not have been received.

Important Dates:

Progress Reports September 15th

Report Cards October 20th

Progress Reports November 29th

Report Cards January 10th

Progress Reports February 9th

Report Cards March 28th

Progress Reports April 27th

Report Cards May 25th

**ROWAN-SALISBURY SCHOOL SYSTEM
2021-2022 PARENT CALENDAR**

<p>5 Independence Day Holiday</p>	<p align="center">JULY '21</p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p align="center">JANUARY '22</p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>3 No School/ Teacher Workday MLK/King Holiday</p>
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