

ENDHAVEN'S ESSENTIALS

Welcome to Endhaven Elementary School!

A new school may be sometimes overwhelming so, hereby, we offer you a list of Endhaven's essentials as a guide to help you to get fully integrated in Endhaven's daily life.

WAYS TO BE INFORMED ABOUT WAS GOING ON AT ENDHAVEN

Endhaven has many info channels at different levels. To not miss any of them, make sure your child's teacher and the Front Office have your phone number and your e-mail address. However, for some of the channels, you need to ask specifically to be on the distribution list. Hereby, you will find a review for all of all our channels and how to be signed in:

School level, addressed to all Endhaven's parents:

- * **Cougar Print**: The by-weekly e-mail sent by the school with general events concerning all grades. To subscribe, click on the following link: 888888888888888888
- * **Text reminders** for specific Endhaven events. For receiving them on your phone, send @endhav to 81010. If you prefer to have them on your e-mail, send an e-mail to endhav@mail.remind.com
- * **Endhaven phone blast**: get the Principal evening messages about specific events going on at school by simply giving your phone number to the Front Office. There is also an option to receive those messages directly translated to Spanish. For that you just need to 8888888888
- * **Endhaven web page** (<http://schools.cms.k12.nc.us/endhavenES/Pages/Default.aspx>) will provide you with general info about our school and its events. You will also find there all the teachers e-mails addresses and the calendar. Check the site regularly as it is constantly updated.

At your student's grade level, addressed to all the parents of your student's specific grade :

- * **Weekly e-mail message or letter from your student(s) teacher(s) grade**, with information concerning only your child grade level. Make sure your student homeroom teacher has your e-mail in order to be included in the list of parents receiving this circular with important info for the whole grade.
- * **Class Dojo** (only for 4th graders): at the beginning of the school year, you will receive an invitation, via e-mail, to join Class Dojo showing your child's behavior, pictures, and messages. Make sure you accept the invitation and that it doesn't go to the spam trash!
- * **Behavior card**: for the rest of the grades, your child will have a weekly behavior card where his/her teachers will mark eventual misbehaviors. Parents must sign the card on the weekend. Depending on the grade, with a certain number of marks on the behavior card the student will not be able to participate at the behavior party held once a month.

At classroom level, addressed to all the classroom parents:

- * **Room parent e-mail**: in each room, a parent volunteers to be the liaison between the teacher and the rest of the parents. Make sure you receive those important e-mails with reminders and info about your student classroom.
- * **Teachers may issue a weekly e-mails** for her/his class reminding upcoming events.
- * **Thursday folders**: every Thursday your student will come back home with a blue folder where you can find graded assignments and info of upcoming events. Make sure you see this folder and that your child brings it back to his/her teacher the next day.
- * **The teacher's Wiki Page**: every teacher has an individual site in Endhaven's web site, where she/he can post homework, assignments, upcoming tests, calendars, etc.

At your student level, addressed only to you:

- * **You may receive individual messages from your student's teacher(s)** to discuss school issues. Make sure the teacher has your e-mail address since the very beginning of the school year. Feel free to contact your student's teacher in case of concern. You will find her/his e-mail address under "faculty and staff" in the Endhaven web page.
- * **Powerschool**: It is an online tool to check your student grades. You need to sign up to be able to have access to your child reports. Powerschool can also send you updates of your child's grades via e-mail. To sign up at Powerschool you need the ID and an access code for your child. You can get them at the Front Office. You can create your account following 888888888. Your student also have a student access to Powerschool to follow his/her grades.
- * **Your child's school agenda** where homework, events, communications, etc. are written down. Please check it daily.
- * **Report card**: coming home at the end of each quarter, it shows your child final grades for the quarter. An explanation of the grades is included for those unfamiliar with the CMS grade system.

As you see, there are many ways of being posted at Endhaven. Even if some of them overlap sometimes, all of them are very useful to be fully aware of what is going on at school!

SCHOOL FREE RESOURCES FOR YOUR STUDENT WELLBEING

- * **The Front Office**: always friendly, the Front Office staff will guide you through general school questions. They will provide you with the Quick Reference Guide about Endhaven, help you signing in, call your student for an early release... always with a smile.
- * **The school counsellors and psychologist**: in case you have concerns about your student (financial or psychological issues, abuse, special needs, behavior matters...), the school counsellors will be happy to assist you in a discreet way. You may contact Ms Rowe and Ms Clark contact via e-mail (see under "Staff" on the Endhaven web site)
- * **The school nurse**: Ms 888888 helps students with injuries or health issues during the school time. CMS has a strict policy about medicines in school. If your student needs to take medicines (that includes sunscreen, toothpaste and cough drop) the nurse will provide you with the required form to authorize it. See also the nurse for your student general health issues such as the vaccines required by CMS and where to get them.
- * **The ESL team**: If your student doesn't speak English when enrolling at Endhaven (s)he will have the support of Mrs Henry and Mrs Cancino up to his/her full commandment of the language. ESL stands for English as a Second Language (the child first language being his/her maternal one other than English).
- * **The Speech Specialist**: in case your child has speech or language difficulties (upon his/her teacher observation and determine by tests), the school provides help to correct the problem through a set of special lessons with Endhaven Speech Pathologist, Ms Bragg.
- * **Your student teacher**: if you have an academic concern with your student, contact his/her teacher via e-mail (<http://schools.cms.k12.nc.us/endhavenES/Pages/FacultyAndStaff.aspx>) You can write to the teacher in other language than English, the School will translate the message for the teacher and the teacher's answer for you.
- * **Interpreters**: CMS and Endhaven offers you a free service of translation in case you do not feel comfortable expressing yourself in English. You just have to make the request when asking to see you child's teacher, counsellor or any other Endhaven staff you may want to talk with.
- * **Special Needs**: CMS and Endhaven provides support staff to make sure every student thrives and learn. If your student has special needs let it know to his/her teacher.
- * **Gifted and Talented**: Students are routinely tested in 2nd grade to see if they need to have a special tuition in case they are talented. Also high grades in the End of Grade (EOG) tests and/or teachers recommendations may drive to further testing to assign your child to this gifted class taught by Ms. Greco.

- * **Transportation:** CMS offers free bus transportation to all its students. You will receive at home a card with your child bus stop, schedule and bus number. For any problem, question or change, see the Front Office staff. (If you are car riding your child to school, see below for details).
- * **Free breakfast:** CMS offers free breakfast to all its students from 7:45 to 8:15. Your student only needs to go to the cafeteria before tuition time and follow the queue to get his/her free of charge breakfast including milk, cereal and fruit.
- * **Daily lunch meals:** everyday at the cafeteria your child can have a complete meal for only 8888888. If your family is entitled, this meal can be free of charge or at reduced price for your student. For all the cafeteria procedures see below for details.
- * **Free summer meals:** during the summer break CMS offers meals free of charge to its students. See CMS web site for eligibility and locations.
- * **The Media Center:** It is the school library where your child can borrow, for free, and up for to two weeks, two books (from 2nd grade onwards, one book for K and 1st graders) to take home. Every week all the classes have a media center time where the student can return his/her book and borrow a new one.
- * **County Libraries:** with their name tag, CMS students can now borrow, for free, material (books, music and dvd's) from their local library. The closest library to Endhaven is South County Library in Rea Road.
- * **After School by CMS:** Ask the Front Office how can your child be enrolled in the after school program going on from ***** to ***** at the school cafeteria for no charge. Your child will be in a nice environment to do his/her homework and other fun activities.
- * **The PTA (Parent Teacher Association),** is the team of parents aiming to improve the school facilities and life. One of its main goals is to raise money to offer better material to our school such as i-pads, equipment, or educational tools. The PTA also organizes events as the bi-annual teachers luncheons or the beautification day where parents help to take care of Endhaven environment. Joining the PTA you can also change and improve Endhaven policies. Visit the PTA web page to have more details (www.endhavenpta.org). To be a member of the PTA there is a small fee to be paid.
- * **Endhaven volunteers:** Parents can help the students and Endhaven by signing up as volunteers through the Endhaven web site. Once you are a CMS volunteer, you can chaperone field trips, being a room parent, helping a teacher or the Front Office... there are many ways of helping and every volunteer is welcome. Every volunteers' minute makes a difference !
- * **Clubs:** different companies offer after-school (or at pre school time) lessons at our school. Endhaven helps lending its facilities. Your child may enjoy tennis lessons, programming or science tuition among other opportunities. If the lessons are offered by outside companies, tuition payment will be required and generally the info will be send with your child Thursday Folder. However, some of them may be free of charge, such as Mr Rorie's Endhaven Harmony, but regular attendance is required to keep the spot. For the clubs offer at Endhaven, see the Front Office.
- * **Christmas present:** if you are having though times and you think Santa may not stop at your house this, let the magic work and speak with Mrs Clark, the school counsellor. Upon eligibility, your student wish will be anonymously put in Endhaven Christmas wish tree and an anonymous Santa will provide it for you.

EDUCATIONAL AND TUITION MATTERS

- * **MAP TESTS:** held twice a year the MAP tests are used to set the math and literacy level of your child, to ensure (s)he is receiving the tuition needed to move forward.
- * **EOG:** the End of Grade tests are held at the end of the school year to grade the child knowledge and learning in 3rd, 4th and 5th grades. At the beginning of the summer break you will receive a letter with your child results. At the beginning of the next school year you will received a more detailed results of the EOGs comparing your child results with the average at school and CMS.
- * **READING/LITERACY:** Your child will be regularly tested to determine his/her reading level. Starting at A level, the goal is to reach Z level by the end of 5th grade. A very useful tool to help you child with the reading learning is

RazKids. If your child has not access to this site, ask his/her teacher who will provide the password. The Razkids account of your child will be active during the summer break as well. In the Media Center your student will find books marked accordingly to his/her literacy level. Also you can check the level of the books on 888888888, to make sure your student is reading at her/his level to ensure a good reading skill acquisition.

- * **MATH:** your student can improve his/her skills through this web site 8888888. Ask the teacher if you do not the password to access it.
- * **OTHER USEFUL LEARNING TOOLS** can be found at Endhaven web site going to 88888888.

SCHOOL ROUTINES

ENDHAVEN QUICK GUIDE provided by the Front Office explains Endhaven goals, rules, dress code, attendance, and other useful informations about school daily routine.

PARENTS VISITING

- * **Parents coming to school:** if you are visiting a teacher, or being a volunteer, or having lunch at school with your student you need to sign in at the school log. You will be handed a sticker that you need to wear while in the premises. For security reasons, everybody in the school needs to be identified and registered (student and staff have their name tags, visitors wear a visible sticker). At the Front Office you will find a computer ready for the sign in. You need to have with you an ID with a picture (driving license or passport) and simply follow the instructions on the screen. If you need help, ask the Front Office.
- * **Parents leaving the school after a visit** need to sign out. Simply scan your sign in sticker on the Front Office computer and the system will sign you out.
- * **In case of special events at school the sign-in** can be done by hand, with logs provided for the occasion. You will find a table with logs and stickers to do the sign in usually in the school entrance.
- * **Lunch with your student:** parents and family are welcome to come to have lunch with their student during the child's regular lunch time (see the specific lunch schedule with his/her teacher). All visitors need first to sign in at the Front Office and after they can go to the Cafeteria to meet the child, so visitors need to bring a photo ID with them.

LUNCH AT SCHOOL

- * **Lunchtime:** Your child can bring its own lunch bag with food from home, or can have a tray from the cafeteria. Or can even make a mix of both!
- * Your child name tag is his/her access to his/her cafeteria account. Unless your child is entitled to free lunch, (s)he will need to **pay for the meal (if eating from the cafeteria)**. After choosing the items for his/her tray, the child has to present it to the cashier who will charge the child account. So your kid **needs to have money on his/her account permanently**. You can **put money on that account** by two means:
 - * 1) sending **cash** with your student in an envelope marked cafeteria (the teacher will give it to the cafeteria) or giving yourself the cash to the cafeteria staff at your kid lunch time.
 - * 2) replenishing your child account **online** through the web site paypams.com. There you can create your account and put money on your child cafeteria's account and also monitor how the money has been spent daily. Also you can see the menu and the prices.
- * As told, your child may be entitled to **free or reduced price lunch**. Apply on line at www.cms.k12.nc.us
- * The **regular meal at the cafeteria** consists in a tray of these 4 items: milk, a main course, a veggie and a fruit for a price of US \$8888. CMS will take this regular meal in charge in case your child is entitled to a free or reduced price. However, If your student takes other items also offered by the cafeteria (such an extra fruit, or ice-cream, or cookie, or juice etc) (s)he will be in any case **charged for them as an extra**, even if your child is entitled to free meals as CMS only takes in charge the regular tray of 4 items mentioned above.

- * When **visiting your child at lunch** you can also have food from the cafeteria. You will be charged for them (at very reasonable prices although slightly higher than the ones offered for students). You may pay cash or ask to charge it to your child's account. You and your child will be seated at the special parents table.
- * Lunch time turns last 25 minutes so all the classes can have their lunch break. At the end of the meal, and by turns, students have to clean their table and swipe the floor around it. Your child may be in the cleaning team even if having lunch with you, so he/she has to comply with his/her task.
- * For **any question or concern** about meals and the cafeteria you can ask the Cafeteria Manager, Ms. Gibbons.
- * All the cafeteria food is peanut free food and students are strongly encouraged to avoid bringing nuts in their food and snacks to avoid any risk for allergic students.
- * You child can **celebrate his/her birthday** by offering a treat to his/her classmates. For that you need to see first with your child's teacher the best day to bring the treats (cupcakes, donuts...) during the class lunchtime. The treats must be coming from a shop, homemade treats are not allowed. Also make sure they are **peanuts and nuts free**. You and your child will distribute the treats to the classmates during lunch time.

SCHOOL SUPPLIES

- * During the summer break you will find on Endhaven web site **the list of school supplies** your student needs for his/her new grade. You can also ask for a printed list at the Front Office. The list of supplies includes items to be used personally by your student (such as folders, or notebooks) but also items that will be shared by the whole class (such as paper or band-aids or tissues). If you have difficulties to provide the supplies, talk to the teacher or the counsellors to find out a solution.
- * **School material:** Although Endhaven provides for free most of the material used during the school year, there are some items you need to pay for such as:
 - * **The Agenda:** every student gets one at the beginning of the year. Homework, events, requests and other useful info is written daily on it. Please check your child's agenda regularly.
 - * **EOG book:** From 3rd up to 5th grade, your student will prepare the End of Grade (EOG) tests with it, so you must buy one.
 - * **Field trips:** twice a year your child's class will have an educational field trip. Although the school tries hard to keep fees low, if you can not afford them, see your child's teacher or the counsellors.

All these items **can be paid cash** sending the exact amount of money with your student (the teacher will send back a receipt) **or online** through <https://osp.osmsinc.com/CMS/Default.aspx>. There you can create an account and select from the list provided the items your child needs. Be aware that Endhaven doesn't take checks anymore.

* **Teacher wish lists:** Also you may see in your child's room post-its asking for items like a broom, or a ball, or white board pens... those items are the teacher's wish list, items needed in the classroom and looking for a volunteer to donate them. If you can contribute to fulfill a teacher wish you will be helping the whole school community.

HELPING ENDAHVEN

- * **Fundraising for Endhaven:** As part of the CMS, the Charlotte Mecklenburg Schools system, our school is financed by the county and the tuition is free of charge for students. However, the school is in **constant need of funds to improve its equipment and tuition**. The PTA, mentioned above, makes great efforts to raise funds. The events organized by the PTA such as the Book Fair or the Boostertoon are fundraisings for Endhaven, with all the profits contributing to build a better school. Other PTA initiatives are the Pizza Bingo or the EEO nights (Endhaven Eats Out) where your child and you can have fun, meet other Endhaven parents and help to raise funds for the school. You will be posted about this events through the channels we saw at the beginning.
- * The PTA also sells optional school related stuff such as spirit wear, PTA membership, or yearbooks. You can buy them online at www.Pay4SchoolStuff.com. Remember that all the profits the PTA makes with this sales goes to improve our school.
- * **Donate to Endhaven:** if you want to make a flat donation or help paying field trips for students in difficulties please see the Front Office. You also can contribute taking in charge one of the wishes from the Holidays tree set yearly by the Front Office. Other way to contribute is with your time and work, being a volunteer at Endhaven improves our school.

TRANSPORTATION

- * Your student can take the school bus as seen before to go to school and back home.

- * Or you can drive your child by car. Then you are doing **the carpool**: you must follow the car line and the staff instructions when arriving at school to drop your student. When picking him/her up in the afternoon carpool you need a have a visible sign with your student's name to show at the carpool.
- * Make sure to tell the teacher, via e-mail or the agenda, the day your child is going home in a different way than normally.

REGULAR EVENTS HELD AT ENDAHVEN

All the year round there are many events going on at our school, hereby you will find some of them:

- * Parent-teacher conferences: twice a year the teacher meets every student's parents to review the child progression. The appointment will be made through a website called SignupGenius. Your student's teacher will send you an email with the link to choose the time that suits you best. This is the time to ask questions and share your concerns about your child. If you do not master English language, tell the teacher and CMS will provide the services of an interpreter.
- * WIN night: at the beginning of the school year, teachers meet parents in their classroom to introduce the academic plan for the year and to talk about classroom generalities.
- * Costume Parade: around Halloween, the students can come to school dressed as their favorite book character. Parents are invited to admire de parade (usually around 8:30 am).
- * Reading Incentive Event: twice a year, at fall and spring, our Literacy Facilitator, Ms Alexander, organizes this event to motivate our students to be great readers.
- * Special Outfit Day: once in a while, students are allowed to come to school in pajamas or with crazy hair style or crazy shoe wear or a crazy hat. Teachers usually also participate in that special day to show that serious tuition and learning are perfectly compatible with fun time. Your student's teacher will let you know about those special days.
- * Picture day: a professional photographer takes pictures of all students. These pictures' purchase is entirely optional.
- * IDentikid: An optional way of getting a personal (but non official) ID for your child in case he/has no passport or other form of photo identification.
- * Boostherton: in order to raise funds for our school, the PTA enrolls this company that organizes and motivate the students to take part of a fun run. The kids run around 35 laps and the parents and family can make a donation (per lap run or a flat one) that will contribute to the school welfare.
- * Book Fair: It is a book shop held at school with good titles for all ages. It is organized by the PTA twice a year in collaboration with Scholastic, a book publisher. A percentage of the sales profits go to the school. If you volunteer to help at the book fair you get a 10% discount on books.
- * STEM night: is an evening event to show different funny experiences and realizations in the science, technological, engineering and math fields. Students also show theirs projects in their rooms.
- * Breakfast with Mums and Dads: at the beginning of the school year, Endhaven gathers mums (there is another day for dads) and students around juice, coffee and doughnuts before the school starts.
- * International Fair: An evening event where students from different heritages show their talents and every classroom presents a different country around the world. It is Endhaven way of celebrate our great diversity.
- * Winter and Spring Concerts: the students offer, directed by Mr Rorie, a concert to the parents.
- * PTA meeting: where the new team is elected by parents and the leaving team explain what has been achieved.
- * Endhaven Eats Out (EEO): to raise funds for the school, the PTA has agreements with local restaurants. On specific nights Endhaven families are encouraged to eat at those places as a percentage of their sales is reversed to our school.
- * Collecting Boxtops: some brands of food participate in this program printing a Box Top stamp on their boxes. Collecting those stamps and bringing them to school is a useful way of raising funds, as for each stamp collected the school will receive 10c.

- * Linking your VIC card: If you shop at Harris Teeter, ask for their loyalty VIC card (it is free) and ask to link it to Endhaven. Each time you buy some specific brands, Harris Teeter will reverse money to the school.
- * Special Donation Campaigns: to help people or countries in distress specific campaigns may be organized by the school to donate food, clothes, toys... Usually you just need to drop your donation by the boxes set at the school's doors.
- * Teachers Luncheons: twice a year the PTA organizes a nice lunch for the teachers and Endhaven staff. Parents are needed to volunteer in the rooms while the teachers have they lunch enjoying a nice time together.
- * Field Day: Once a year, around the end of the school year, the EP teacher, Ms Taylor, organizes a funny sport event, where different sports and games are presented to the students. Parents are needed to held the different sports stations.
- * Endhaven Carnival: Also held in spring time, it is the Endhaven's biggest event. During a whole day, games, fun, food and music makes the kids and their families happy. All the profits go to Endhaven. Volunteers are also needed to help with this event.
- * Spelling Bee Contest: it is a national contest where students learn to spell 100 difficult words. There is a winner per class, per grade and per school that later goes to the county, state, and national levels.
- * Honor Roll: Each quarter, students having earned all A grades or all A and B grades are rewarded being on the Honor Roll.
- * Graduation Day: Fifth graders will say good bye to Endhaven with this ceremony as they will leave the elementary cycle to start the Middle School. Also they will have a two days camp together. To raise money for these graduation events many initiatives are launched during the school year such selling coupon books or Valentine's lollypops. Again, volunteers are always welcome to help with those activities.
- * Summer Math and Literacy Fun Activities: To help your child to keep the learning acquired through the school year, the school encourages its students to realize those fun activities you will find in Endhaven web site (and also printed by the Front Office) during the summer break. At the beginning of the new school year, students having done the Fun activities will be invited to a party!

