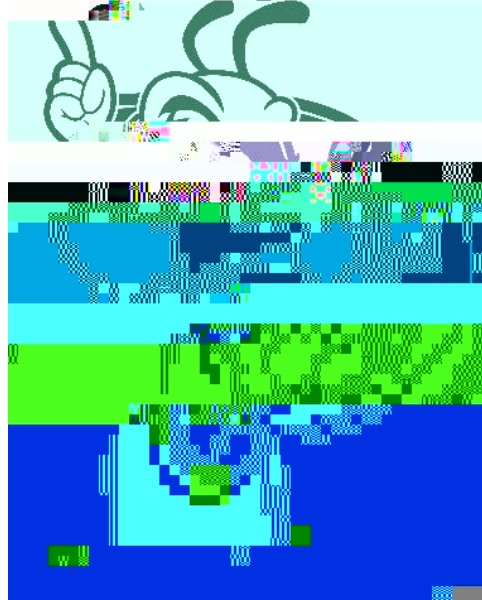


2024-2025
PAC FAMILY HANDBOOK



Charles H Parker
Academic Center

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PAC Mission Statement

“The mission of Charles H Parker Academic Center is to create a challenging, nurturing, and diverse learning environment that fosters college and career-minded scholars and encourages leadership in a multicultural society.”

Message from the Administration

Welcome to Charles H. Parker Academic Center and the 2024-2025 school year! This handbook contains a wealth of information about our school.

STUDENT PLANNER

TARDY POLICY

Students should be in the classroom to begin the day by **9:15 AM**. We expect students to be prompt and on time to class. When a child enters a classroom late, it disrupts both teaching and learning. Please help your child by establishing procedures to ensure a prompt arrival at school. A student is considered tardy if he/she is not in their classroom by **9:15 AM**. When a student is tardy, he/she must report to the office to receive a tardy slip. **Parents must come in to the office with the tardy student.** **However, parents may not walk students to class once the instructional day has started.**

EARLY DISMISSAL

Routine appointments should be scheduled before or after school hours. If a student must leave the school during the day for an appointment, a note should be sent to the teacher. It is necessary for the parent or guardian to sign the child out using the established procedures. Anyone designated by that parent to pick the child up must be at least 18 years of age. Parents will not be permitted to pick up students from the classroom. Students will be called to the office to go home.

Early dismissal will end at 3:30 PM. After 3:30 PM, early dismissal will not be allowed. This is for safety purposes.

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STAYING AFTER SCHOOL

No student is to stay after school unless the student has written permission and is staying with a teacher or participating in an organized and approved after school activity. All students should be out of the building by 4:45 PM.

STUDENT RESPONSIBILITIES

Students are to assume the following responsibilities:

1. Go directly to their classrooms when they arrive at school (if not going to breakfast).
2. Be punctual and in attendance at school each day. They are expected to be in the classroom by 9:15 AM.
3. Be prepared to learn with a positive attitude and put forth their best effort at all times.
4. Bring their HAB to school and home each day.
5. Be prepared each day with the correct materials - pencils, notebook paper, etc.
6. They must complete all class work and homework assignments

Other Key PAC Information, Procedures and Practices:

PAC PLEDGE

I will always help others share, listen and play.

I will try to do something new every day.

I know how to learn and respect everyone.

As a PAC scholar, I will achieve and have fun!

SCHOOL BEHAVIOR PROCEDURES

At Charles H. Parker Academic Center, we model and expect students to learn patterns of acceptable behavior. Students are required to accept the leadership and authority of the administration, teachers, and other staff members. They are to be aware of the [CMS Student Rights and Responsibilities Handbook](#) and follow system-wide policies and regulations along with school rules and procedures regarding acceptable behavior.

These include the following:

1. Listen when others are talking.
2. Treat others as you want to be treated.
3. Use good manners at all times.
4. Be honest.
5. Remain in line when walking to the bus/cars/vans during dismissal.
6. Walk on the right-hand side of the hallway.
7. Follow the directions of the adults responsible for supervision.

8. Keep hands, feet and objects to yourself.
9. Show respect for school and personal property.
10. Work and play in a safe manner.

SCHOOL-WIDE RULES

Bee Safe

Bee Helpful

Bee Respectful

Bee Successful

Consequences for students not meeting expectations for behavior will be determined by the faculty and administrators as outlined in the [CMS Student Rights and Responsibilities Handbook](#). In order to maintain an appropriate learning environment, we (principal, assistant principal, teachers and staff) agree that parent assistance in dealing with disciplinary problems is our most valuable resource. We appreciate your help with this and if you have any questions, please call us.

BUS DISCIPLINE CODE

The responsibility for safe transportation of students is shared by administrators, parents, bus drivers, and students. Riding a bus is a privilege and must not be abused. Necessary action will be taken by school officials to ensure that all students conduct themselves properly at all times. Where there is evidence of misconduct by any student, immediate action will be taken to correct the situation.

The school principal or designee has the responsibility to investigate and enforce the "CMS Discipline Guidelines". Bus drivers shall report the name of any student whose conduct interferes with safe driving or who acts disruptively. Parents will be notified by phone and/or note of bus incidents.

Standards for student conduct and disciplinary procedures have been established and will be administered by school officials. Any disruptive behavior could result in a verbal warning, an official written letter with parent contact, the child losing the pri

CAFETERIA

Our child nutrition staff provides balanced nutritious meals that comply with State and Federal regulations. It is school and menus are available online for your planning purposes. PAC

COMMUNICATION

FIRE DRILLS

Fire Drills are held once a month. Procedures are explained to students during the first week of school. The signal for a fire drill is the repeated ringing of a single bell. At the time of a fire drill, it is important that students remain quiet so that directions from teachers and others who may be supervising the drill may be heard and followed. Once directions are received, students should walk silently in a single line to the assigned area

FUNDRAISING

PAC PTA conducts a major fall fundraiser each year. Money raised supports the PAC PTA Budget to fund student, family and staff involvement activities including club activities, supplies, assemblies, and academic support. Occasionally, smaller fundraisers are held to support specific activities or events, including field studies, or to meet budget funding needs.

FIELD TRIPS

Field trips are valuable learning experiences. Teachers plan trips away from the building that directly relate to concepts of their curriculum. Written permission must be received for a child to leave the school campus. Costs are kept to a minimum. No student is penalized because of cost. PAC PTA partially funds field trips when a need is determined. **In order for parents/guardians to chaperone on field trips, they must be registered with the CMS Volunteer system.** The registration may take up to 48 hours, so please plan ahead. **Younger siblings may not accompany parent chaperones on field trips.**

HEALTH SERVICES

The health room provides emergency first-aid and special services for students who become ill or are involved in minor accidents. If a problem warrants medical attention, the parent is contacted immediately. Students who have a temperature above 100 degrees, have been sick on their stomach, or have what appears to be an untreated, communicable condition must be picked up from school. **Current phone numbers to contact you, or a responsible adult, at all times are essential.** Parents are to make the school aware of any medical problems/conditions that warrant special care. Do not send children to school if they have fever, nausea, or other symptoms of illness. It is expected that our school nurse is assigned to Charles H. Parker every day.

IMMUNIZATIONS

The following immunizations are required: DTaP, Hib, Polio, MMR, Hepatitis B, and Tdap. For more information, please contact the school nurse at 0000091n G(T)-2(h)-e-108 assigned paw0.00000912 0 61-2(th)-4(e)-4(r)-5(e)-4(k)-5(ep/F1 93(o)6(

medication. All medicine is stored in a locked place and records are kept of all medication that is administered. We dispense no medication without proper documentation, including over-the-counter medications such as aspirin, Tylenol, etc.

If a student brings medicine to school, the following requirements **MUST** be met:

Prescription/Over the Counter

1. It must be clearly marked as to the name and type of medicine.
2. It must be in its ORIGINAL CONTAINER. (Ask your pharmacist for an extra bottle in order to divide the prescription between home and school).
3. Tablets that need to be halved or quartered should be done so by the parent before sending the medication to school.
4. **The medication must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name/signature, and current prescription date.**
5. A form is provided and **MUST** be signed by a parent **and** the doctor.
6. Medication will be kept in a secured cabinet at all times.
7. Medication will be given by school personnel only with written permission from the doctor **and** parent.
8. Medication must be brought to school by the parent

