

**Dilworth
Elementary School
Parent/Student Handbook
2012-2013**



**405 East Park Avenue
Charlotte, North Carolina 28203
(980) 343-2240 - Telephone
(980) 343-2241 - Fax**

<http://schools.cms.k12.nc.us/dilworthES/Pages/Default.aspx> - website

**CHARLOTTE-MECKLENBURG SCHOOLS
2012-2013 STUDENT CALENDAR**

FIRST DAY OF SCHOOL	August 27, 2012 (Staggered Entry for Kindergarten Students: August 27, 28, 29, 30)
All Kindergarten Students Report	August 31, 2012
Labor Day Holiday	September 3, 2012
Teacher Workday/Parent Conferences	October 29, 2012
Teacher Workday/Election Day	November 6, 2012
Veteran's Day Holiday	November 11, 2011
Thanksgiving Break	November 23-25, 2011
Teacher Workdays	December 19-20, 2011
Winter Break	December 21, 2011-January 1, 2012
Martin Luther King, Jr. Holiday	January 16, 2012
Teacher Workday	January 23, 2012
Teacher Workdays	February 20-21, 2012
Teacher Workday	March 30, 2012
Spring Break	April 2-6, 2012
Memorial Day Holiday	May 28, 2012
LAST DAY OF SCHOOL	June 8, 2012
Make-up Days	Dec. 19, Dec. 20, Feb. 21, Feb. 20, May 28, Mar. 30, Apr. 2, Apr. 3, Apr. 4, Apr. 5 (Days would be used in order shown)
Report Card Dates	Nov. 10, Feb. 2, April 17, June 10

SCHOOL HOURS



7:15 a.m.	School opens for students
7:45 a.m.	School day begins
2:45 p.m.	School day ends
6:45 a.m. to 3:15 p.m.	School office open
2:45-6:00 p.m.	After School Enrichment Program (ASEP) - registration required

Teachers reserve the early morning time for planning. Students are not permitted in the building before 7:15 a.m.

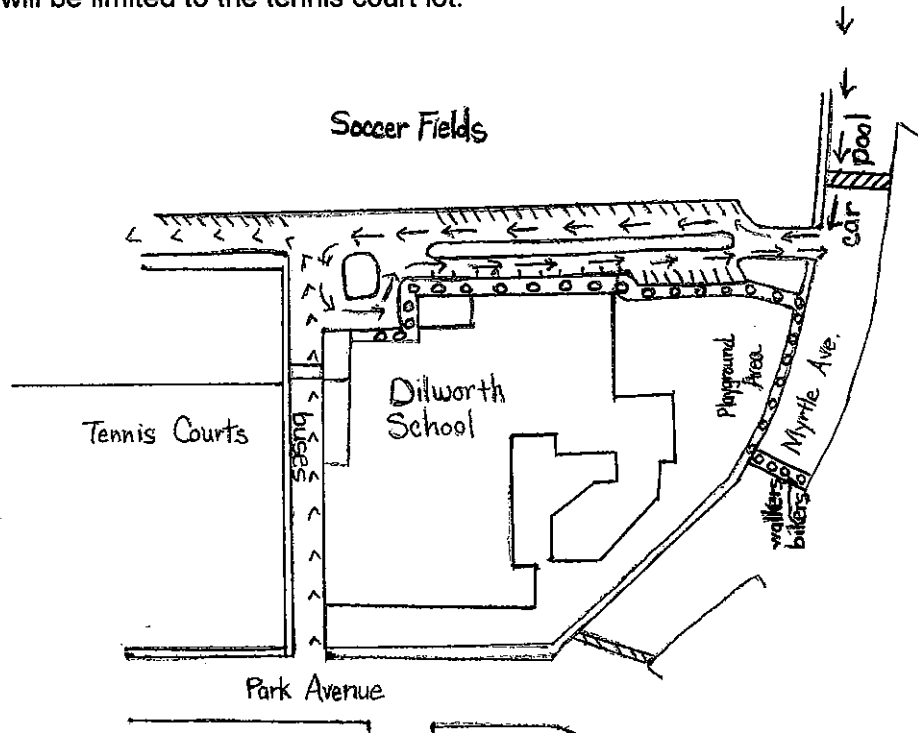
Students arriving after 7:45 a.m. must report to the office. **DO NOT TAKE YOUR CHILD DIRECTLY TO THE CLASSROOM.** Tardy passes are needed to ensure your child is reported present for the day.

SCHOOL TRAFFIC PLAN



For the protection and safety of the school community, please follow the traffic flow map when entering or leaving Dilworth Elementary School. **SPEED LIMIT IS 10 MPH.**

1. Children must be dropped off in the carpool circle as directed by staff.
2. Do not allow a child to exit the car in the approach lane or exit lane.
3. All walkers and bike riders should cross Myrtle Avenue at a cross walk and stay on the sidewalk.
4. Bike riders must walk their bikes on school property.
5. Use sidewalk when walking your child into the building.
6. **NO CARS ARE ALLOWED IN THE BUS AREA DURING ARRIVAL AND DISMISSAL TIMES.**
7. Gates to bus entrance will be locked after all buses arrive. Parking for use of Tom Sykes Center will be limited to the tennis court lot.

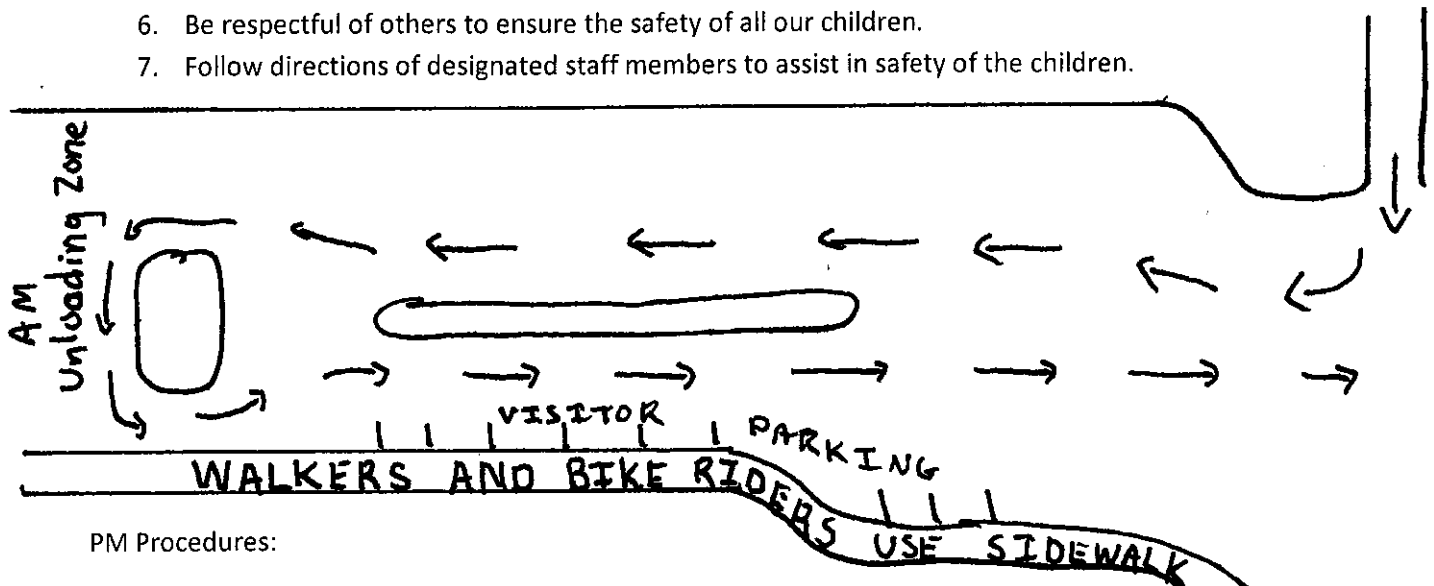


DILWORTH SCHOOL CARPOOL PROCEDURES

Please review these morning and afternoon procedures so that all students arrive and leave in a safe and orderly fashion. All cars should approach the school by turning right from Myrtle Avenue. The carpool line should form on Myrtle Avenue and Berkeley Avenue.

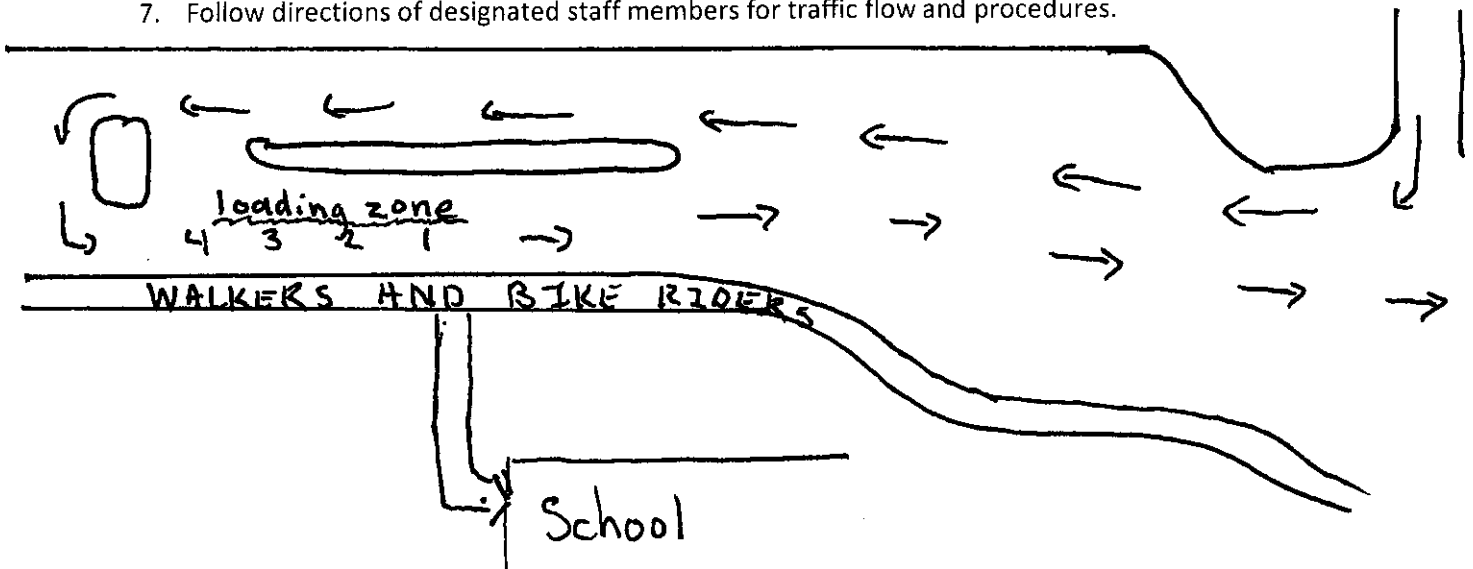
AM Procedures:

1. Before reaching unloading zone, have your child ready to go with all belongings.
2. Only drop off your child in the supervised unloading zone (see map).
3. Lead car should drive to the front of the unloading zone.
4. Children should only exit vehicle from right passenger side.
5. Be alert and yield for people walking their children.
6. Be respectful of others to ensure the safety of all our children.
7. Follow directions of designated staff members to assist in safety of the children.



PM Procedures:

1. Enter parking area from Myrtle Avenue (same as morning)
2. Pull around the circle and up to the designated loading zone (see map)
3. Have car pool pick-up number displayed in front windshield
4. Students will be dismissed from cafeteria and will walk up the sidewalk to the loading area
5. Once your child is loaded, exit parking lot
6. Next four cars will pull up to designated areas to pick up their child/children.
7. Follow directions of designated staff members for traffic flow and procedures.



PARKING



Because of limited available space, parking at Dilworth School is difficult. There are limited visitor parking spaces in the school lot, parking is allowed on the streets and there is a parking lot at Latta Park. Please be considerate of our neighbors as you park your vehicles so that driveways and through traffic are not blocked.

TRANSPORTATION



Make every effort to communicate changes in afternoon transportation plans to your child's teacher in writing. For security reasons, changes will not be accepted by phone. **DAILY BUS CHANGES WILL NOT BE PERMITTED.** If an emergency occurs during the school day, and parents and emergency contact listed on the blue emergency cards are unavailable, the office must have written notification from parent before students will be released from school. Proper ID is required when picking up students.

Carpool

Carpool information is available in the school office. Staff members assist with carpool during arrival and dismissal. Parents in the carpool lane need to move to the front of the carpool circle. In the morning, students must quickly exit the car after it stops completely. In the afternoon, staff will load students into waiting cars. **Do not exit the car to gather your child. Give name of child to staff member. Staff will load your child into your vehicle.**

Buses

Students are assigned to buses based on home addresses or after school daycare stops. New requests for transportation must be completed on the CMS website, www.cms.k12.nc.us. Click on **CMS Transportation Information** at the bottom of the page under **"Bulletin Board."** Follow the directions for changing your child's transportation. To change transportation due to change of address, proofs of address must be submitted to the office before you will be able to receive bus service at a new address. **No daily bus changes will be allowed due to safety concerns. A request for an alternate stop or change of "unsafe" stop must be made online through the CMS website under CMS Transportation Information at the bottom of the page.**

BICYCLES



Students in grades three, four and five who live near Dilworth School may ride bicycles to school. All bicycle riders must wear helmets and have locks for their bicycles. Bike riders must walk their bicycles once reaching the school grounds. The bike rack is located to the left of the traffic circle across from the soccer fields.

Skateboards, scooters and skates are not approved transportation.

SCHOOL IMPROVEMENT PLAN

Each year the School Leadership Team and the school staff develop or revise a school improvement plan. Based on students' test results and survey information from students, parents and staff, the plan addresses goals in the areas of student achievement, school safety, community collaboration and equity. These goals are directly linked to our student population and are coordinated with CMS goals. Progress is monitored by the School Leadership Team.

CURRICULUM



The instructional program at Dilworth School is based on the *North Carolina Standard Course of Study*. The Standard Course of Study includes the curriculum that is made available to every child in North Carolina's public schools. A complete copy of this K-5 guide is available online through the CMS website under Parents/Resources/Documents. Teachers use this guide to plan grade level units of study appropriate for the learning needs of students at our school. Assignments are modified to meet the individual needs of students. Specific information about the curriculum designed for your child will be shared at the PTA Open House on September 13 at 6:00 p.m. Questions related to our curriculum should be addressed to the teacher first, then to an administrator.

ACCOUNTABILITY STANDARDS

On April 1, 1999, the North Carolina Board of Education approved a new set of promotion standards known as the "Student Accountability Standards." These standards require students in grades 3, 5, 8 and high school to meet certain requirements in order to be promoted to the next grade.

Third- and fifth-grade students must score Level III or above on the state end-of-grade tests in reading and math in order to be promoted to the next grade. Students in fourth grade must show proficiency in writing by successfully completing several writing prompts during the school year.

ASSESSMENT



Assessments of individual student progress are designed to document student progress over time. They are planned and administered by the classroom teacher. Teachers in Grades K - 2 use CMS Literacy and Mathematics Formative Assessments, DIBELS (Dynamic Indicators of Basic Early Literacy Skills), and work portfolios to monitor student progress. Teachers in Grades 3 - 5 use CMS Formative and Summative Assessments on Reading, Math, Science and Social Studies, portfolios, projects, tests, and State Testing Results (End-of-Grade and Writing) to assess student progress and instructional needs. All grade levels develop common assessments to monitor students' progress throughout the year. Assessment information is shared with parents quarterly, during conferences and by report cards. State Testing Reports are shared on Parent Assistant on the CMS website.

CHARACTER EDUCATION

Dilworth Elementary School will continue to support a strong character education program. The purpose of the program is to integrate character education into classroom instruction and to incorporate parental and community involvement. To encourage your participation we have included the character traits that will be emphasized each month.

Month	TRAIT	DEFINITION
August	Respect, Responsibility and Caring	These are the cornerstones of character!
September	Respect	Showing high regard for self, others and property. Respect includes cooperation, listening to understand others and mutual support.
October	Responsibility	Being accountable for your own behavior. Responsibility includes self-discipline and work ethic (demonstrating commitment, pride and positive attitude in completing tasks).
November	Honesty	Being truthful in word and action. Honesty includes trustworthiness (being honest and reliable in carrying out commitments, obligations and duties).
December	Caring	Showing concern for the well being of others.
January	Justice and Fairness	Demonstrating impartial, unbiased and equitable treatment for all.
February	Citizenship	Being an informed, responsible and caring participant in your community.
March	Courage	Doing the right thing in the face of difficulty and following your conscience instead of the crowd.
April	Perseverance	Staying the task and not giving up. Demonstrating commitment, pride and positive attitude in completing tasks.
May	Hope	Believing you will be successful.

TECHNOLOGY



The PTA fundraising efforts have allowed for the purchase of upgraded technology at Dilworth School. Students will use technology in the classroom, media center, and computer lab to complete projects, to practice skills, to do research, and to communicate with people in and outside the school. Students in Grades 2 – 5 have *supervised* access to the Internet.

EXCEPTIONAL CHILDREN'S PROGRAMS

Dilworth School has a strong instructional program that supports students with special needs. Services include speech/language therapy, learning disabilities resource, occupational therapy, and academically gifted education. If you have questions about programs at the school, call our school counselor. Services are available depending on the educational needs of an individual student.

HOMework



Homework is important to student success in school. Homework assignments are designed to provide practice and application of skills developed in school. All homework assignments are at the *independent* level for students. If an assignment is not at this level, parents should send a note with the child so additional instruction can take place. Parents are encouraged to provide a time and place for homework. All Dilworth students are expected to read every night. In addition, students in grades 2-5 are expected to have a Dilworth Assignment Book (agenda). The following guidelines are appropriate for nightly homework:

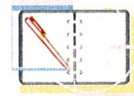
Kindergarten	15 minutes of reading + 15 minutes (some days)
First Grade	15 minutes of reading + 15 minutes
Second Grade	15 minutes of reading + 20 minutes
Third, Fourth and Fifth Grades	30 minutes of reading + 30 minutes

If homework is a problem for your child, talk with the teacher to better understand the purpose and timeline for the assignment.

COMMUNICATION

We believe that communication between the home and school is important. Each child will bring home important school and PTA information in a WEDNESDAY FOLDER. Weekly school information will be provided by a PTA newsletter sent home electronically each Wednesday. Sign up on the Dilworth PTA website <http://dilworthpta.cmswiki.wikispaces.net>. Each teacher will establish a classroom communication plan to share with parents. Additional grade-level news, teacher web pages and other information are available on our website, <http://pages.cms.k12.nc.us/dilworth>, which can also be accessed from the CMS website at www.cms.k12.nc.us. Connect-ED, an automated telephone message system, is used to provide community outreach messages and to contact parents about emergencies.

AGENDAS



Agendas are used as a medium for communication between home and school. In addition, an agenda is also used as an organizational tool for students. Each student is expected to record his/her daily assignments. This builds academic independence and encourages students to become more responsible for their learning. Agendas are required for students in second through fifth grades. Agendas will be provided for Grade 2-5 students.

CONFERENCES

Conferences are arranged for all parents at the end of the first grading period. Report cards are discussed at that time. Additional conferences are planned as needed or requested by parents, teachers or administration. Parents can request a conference by sending a note to the teacher or calling the school office.

Please do not visit classrooms between 7:15 a.m. and 2:45 p.m. Remember that a teacher's first duty is to teach. Teachers cannot stop the instructional program nor neglect the supervision of students for a "drop in" conference. This situation places the teacher in an awkward position and is unfair to the students in the class.

SCHOOL CAFETERIA



Our school cafeteria serves breakfast and lunch. Breakfast is served from 7:15 – 7:35 a.m. each day. Each child has an account with our automated system. Parents are expected to keep money in the account for debit each day. The cashiers will give a reminder note to the child when the balance is below \$2.00. When the debit balance is \$15.00 or more, the Principal will notify parents.

PAYPAMS is an online account management system that allows parents to put money on their children's lunch accounts with a credit card or debit card. Visit www.paypams.com to register.

Visitors are welcome and expected to support the school lunch program by purchasing meals from the school cafeteria. **Please do not bring fast foods to the cafeteria.** Visitors should sign in at the office, get a visitor's badge, meet their child outside the cafeteria and say good-bye at the cafeteria door as the class departs. Please return to the office to sign out.

BIRTHDAYS

Birthdays may be recognized at school when prior arrangements are made with the teacher. With advance notice, items such as freshly-baked cookies or cupcakes may be purchased in the cafeteria. Parents may provide a commercially baked cupcake or single item (such as a cookie) for each child in the class. These are to be part of the lunch period or the regularly scheduled classroom snack break. Instructional time cannot be used for birthday parties or celebrations. Please do not bring or send flowers or balloons for students to transport home.

DRESS CODE



Students should be neatly dressed and well groomed. *Attire should not interfere with learning or be a distraction for others.*

Tennis shoes or closed-toe shoes with a secure strap in the back should be worn. Students must wear tennis shoes on PE days.

Students should wear pants or shorts at the natural waistline and all pants/shorts/skirts should be at least mid-thigh in length. Torn jeans are not allowed.

Students may wear collared shirts, V-neck or crew-neck shirts. T-shirts are allowed. Plain colored T-shirts or school wear are recommended. Only T-shirts with appropriate messages are allowed.

No spaghetti straps or bare midriffs are allowed.

No hats or sunglasses are allowed.



LOST AND FOUND



PLEASE PUT YOUR CHILD'S NAME ON CLOTHING, LUNCH BOXES AND OTHER EDUCATIONAL SUPPLIES. This is most important for Dilworth school wear and notebooks. Unclaimed items are kept in the Lost and Found. After a period of time, they are donated to charity.

TOYS

The main purpose for students attending Dilworth School is to learn; therefore, **TOYS (including Silly Bands) ARE NOT PERMITTED** unless the teacher has communicated in writing the educational need for a special item. Show-N-Tell items should be related to a specific unit of study or learning objective. Toys will be collected by administrators if not related to educational goals.

CLASS PARTIES/FIELD TRIPS

Class parties and field trips are intended for school-age children. If you will be assisting with parties or chaperoning, please make other arrangements for younger siblings.

VOLUNTEERS



Volunteers are important and play a valuable role at Dilworth School. To promote school safety and accountability, all volunteers are required to register at the CMS volunteer website, www.cmsvolunteers.com, and log in at the office during each visit to the school. Please keep in mind that children may not accompany volunteers in the classroom.

Visitors must sign in at the school office, stating time of arrival and destination. All visitors must display a visitor's badge while at school.

ENROLLMENT REQUIREMENTS

North Carolina State law requires that all students enrolling for the first time, or transferring to a CMS school for the first time, present a certified birth certificate, three (3) proofs of residency, and a record of immunization. A Kindergarten Health Assessment form is required for all kindergarten students. Parents are given thirty (30) days to present the immunizations and health assessment form. After 30 days, students are suspended until all records are in order.

SCHOOL RECORDS



The Family Educational Rights and Privacy Act is a federal law that governs the maintenance of student records. Under this law, both parents and students (over 18 years of age) have the right to inspect records kept by the school. Access to these records is limited and must have prior consent of parents.

WITHDRAWING AND TRANSFERRING RECORDS

Notify the school office and your child's teacher when you need to move or transfer. Provide the name and address of the new school and sign a request for the transfer of records. Check with your child's teacher about accounts in the cafeteria and the media center before your departure.

ATTENDANCE POLICIES

Regular attendance and punctuality at school are important to your child's success in school. A doctor's note will be required for students who accumulate excessive absences. Use the enclosed school calendar to plan family vacations and trips that do not conflict with the school calendar. **A student must be in attendance for at least half of the school day (11:15 a.m. is considered half day) in order to be counted present for the day.**

If your child is absent from school, a written excuse from the parent is required. Absences are marked unexcused if parents do not provide information.

Parents who request **educational leave** must provide information **five (5) school days prior** to the absence on the form available in the school office. **AFTER** the trip teachers will provide copies of class assignments that are to be completed and turned in for credit. Educational leave is still an absence from school.

Religious holidays that are not included in the Charlotte-Mecklenburg Board approved calendar may receive prior approval for students. Students absent for an approved holiday are not counted absent when parents provide the school with a note indicating the child observed a religious holiday. If you have questions about your holidays, please call our school office.

HEALTH PROGRAM



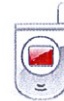
The school nurse is generally available twice a week. She will be glad to talk with you about school health needs and your child's health. We are not equipped to care for sick children. If your child has a fever or other symptoms that prevent participation in the school program, you will be contacted to pick up your child from school.

MEDICATION



The school cannot supply any medication. If your child must take medication while at school, the school must receive written permission from the doctor stating the dosage and times medication is to be administered. Forms are available in the school office and in the CMS Forms and Notices manual provided online at the beginning of the year. Parents must also sign this form. Medication must be in a container labeled by the pharmacy giving the name of the drug, dosage, name of doctor and time intervals between dosages. **ALL MEDICATION MUST BE BROUGHT TO SCHOOL BY AN ADULT. STUDENTS CANNOT TRANSPORT MEDICATION TO OR FROM SCHOOL.**

CELL PHONES



CMS policy states that during the instructional day (7:15 a.m.-2:45 p.m.) and while on a bus, all students' cell phones must be turned off. They are not to be audible or visible. If a cell phone is seen or heard during the school day (7:15 a.m.-2:45 p.m.) or on a bus, it will be confiscated. Parents may pick it up at a time arranged with the school.

DISCIPLINE

Dilworth students, staff and parents show the character traits of **respect, responsibility and caring.**

- Students should use good manners; say "please" and "thank you"; hold the door for others.
- Students should take care of school property.
- Students should respect each other's differences.
- Students should follow directions the first time.
- Students should respect personal space of others.
- Students should be responsible for their actions, behavior and school work.
- Students should do their best every day.

All Charlotte-Mecklenburg Schools discipline guidelines, as stated in the **STUDENTS RIGHTS, RESPONSIBILITIES AND CHARACTER DEVELOPMENT HANDBOOK**, are enforced.

ITEMS LEFT AT HOME



Parents are encouraged to help their children become responsible students. Students should bring their own lunch boxes, school supplies, projects and proper clothing each day. Deliveries of these items during the school day are a major interruption of the instructional program. Any emergency deliveries should be left in the main office. Please do not go to classrooms with deliveries.

ITEMS LEFT IN CLASSROOMS

For safety and security reasons, classrooms will not be unlocked for students returning to school in the afternoon to retrieve books or homework.

SCHOOL VISITORS



Procedures - All visitors must report to the school office. Visitors and volunteers will sign in and indicate the purpose of the visit. A visitor's or a volunteer's nametag will be issued. **Visitors who are not wearing an identification tag will be requested to return to the school office.** At the end of the visit, visitors will return to the office to sign out. The primary purpose of this Charlotte-Mecklenburg Board of Education procedure is to ensure the safety of all students and staff. Your attention to this procedure shows your support of our Safe School Plan.

Please do not visit classrooms between 7:15 a.m. and 2:45 p.m. Remember that a teacher's first duty is to teach. Teachers cannot stop the instructional program nor neglect the supervision of students for a "drop in" conference. This situation places the teacher in an awkward position and is unfair to the students in the class.

Visitors to the After School Enrichment Program will sign in at the ASEP Office between 2:45-6:00 p.m.

Our school is smoke-free. Please do not use tobacco products of any kind in the school building, on the school grounds, or on school sponsored field trips.

STUDENT SAFETY



All students will be required to wear an identification nametag at all times. These will be provided at the beginning of the school year. Students who lose their nametags during the year will be required to purchase another tag for \$1.50.

All students will be required to carry a "hall pass" that will indicate their destination in the school building. Hall passes will be available from the classroom teacher.

To ensure safety, students participate in regularly scheduled fire drills, tornado drills and lockdowns.

Teachers will be responsible for the careful supervision of whole classes and small groups of students as they travel throughout the building and school grounds.

Parents are requested not to bring pets on school property because of safety and health issues. Administrative approval is necessary for pets to participate in special programs.

ROLLING SCHOOL BAGS



Rolling school bags will be allowed if they are used correctly. The purpose of the rolling school bag is to lighten the load a student has to carry. Because students in kindergarten, first and second grade do not have textbooks which need to be transported, rolling school bags are not recommended. Older students who choose to have a rolling school bag will be issued a warning and parents notified if the rolling school bag is not used properly. The second time that a problem arises, the student will no longer be allowed to use this type of school bag at Dilworth School. Student safety will remain a priority as we allow only responsible students the privilege of using a rolling school bag.

EMERGENCY PHONE NUMBERS



The school office maintains up-to-date information on all students. Please be sure all telephone numbers (home, business, emergency, cellular phones, pagers) are current. Include the name of any adults who have permission to pick your child up from school. **Keep Blue Emergency Cards updated with changes in phone numbers, cell numbers and persons allowed to pick up your child from school.**

EARLY DISMISSAL

IF YOU NEED YOUR CHILD DISMISSED EARLY FROM SCHOOL, WE ASK THAT YOU ARRIVE 30 MINUTES PRIOR TO REGULAR DISMISSAL. FOR AFTERNOON DOCTOR'S APPOINTMENTS AND OTHER PLANNED EVENTS, PLEASE PICK UP YOUR CHILD BEFORE 2:15 P.M.

Requests for early dismissal are sent to the teacher. When picking up your child, come to the school office to sign the child out. Teachers are notified and students are sent to the office. No child will be dismissed to anyone other than the parent/guardian without written permission. **PLEASE DO NOT GO TO YOUR CHILD'S CLASSROOM.**

SCHOOL CLOSING



In the event of inclement weather conditions, an official decision will be made for all Charlotte-Mecklenburg Schools. The decision will be broadcast on local radio and television stations, a message will be sent via Connect-ED and a message will be posted on the CMS website by 5:30 a.m. If no announcement is made, school is in session.

If weather conditions become hazardous during the school day, and the decision is made for early dismissal, an announcement will be posted on the CMS website, a message will be sent via Connect-ED, and an announcement will be broadcast on local radio and TV stations. **PLEASE DO NOT CALL THE SCHOOL.** Make plans for your child in case of early dismissal by completing the Emergency Dismissal Form. Be sure the information remains current.

If school closes early, the After School Enrichment Program also closes.

Emergency Procedures - Quick Reference

To ensure the safety of students and staff, emergency procedures have been established. If an emergency occurs while you are visiting the school, it is vital that you follow these procedures as well. Failure to do so may jeopardize your safety or the safety of others.

Major Medical Emergency

- * Call or have someone call the office giving the following information:
 - Location of student/adult
 - Student's/Adult's name
 - Type of Injury
- * Get other students to another area and away from the situation.
- * Office sends an emergency responder with a walkie-talkie to the emergency scene.
- * Emergency responder relays information to the office regarding:
 - Condition of student
 - Calling 911
 - Calling parent

Office - Intruder in Building

- * If the office has knowledge that a potentially dangerous intruder has entered the building they will let staff know by announcing that there will be a "**lockdown**." Teachers will immediately:
 - Get children in the classroom
 - Close and lock door
 - Close windows and shut blinds
 - Keep students away from windows and doors
 - *Do not allow students to leave the room*
- * An administrator will indicate when it is safe to open doors and move students to another area.

Teacher - Intruder in the Building

- * If a teacher has knowledge of a potentially dangerous intruder in the building he/she should respond by:
 - Contacting the office immediately - either telling the office of the specific concern or that there is an intruder in the building
 - Office will keep the line to your room open
 - Office will alert staff by announcing a "**lockdown**"
 - Follow procedures above

Bomb Threat

- * If an announcement is made that there is a safety concern in the building and everyone must evacuate, teachers should immediately:
 - Open a window, leave door open, and **DO NOT TOUCH LIGHT SWITCHES**
 - Take red folders, which include student dismissal information and class roll, leave the building through the regular fire drill exit
 - **Walk** students to assigned areas on the field
 - Check roll, let office know if a child is missing
 - Remain on field until given further instructions
 - If there is a device in the building, students will walk or be bused to Pritchard Memorial Baptist Church
 - Once students are at Pritchard Memorial Baptist Church, staff will notify parents via classroom phone trees

Fire

- * When the signal for a fire is sounded:
 - Exit the building using the emergency exit plan posted by the door
 - Close windows and doors
 - **Walk** students to assigned areas on the field
 - Remain outside building until the signal to return is sounded

Tornado

- * If a tornado signal is sounded:
 - If outside, return to the building
 - Move away from windows
 - Down on knees - face tucked into upper legs - hands and arms over head
 - Remain in that position and silent until the regular bell rings

Evacuation Sites

- * Level 1 – On Site Evacuation: The Dilworth School fields
- * Level 2 – Off Campus Evacuation Site: Pritchard Memorial Baptist Church
- * Level 3 – Regional Evacuation Site: To be announced via Connect-ED

OFFICE STAFF

Principal	Terry C. Hall	Administrative Secretary	Rosemary Gloege
Assistant Principal	Steven Potter	Secretary	Kathleen Lorenzo

PTA EXECUTIVE BOARD

President	Katharine Bolt	704-376-5527
Past President	Stephanie Cline	704-604-1210
Treasurer	Christine Williamson	704-756-0066
Treasurer Elect	Nathan Lanning	704-525-2161
Secretary	Jennifer Meier	704-358-1735
V.P. of Marketing/Communications	Wendy Hecimovich	704-376-1685
V.P. of Staff Support	Ann Patterson	704-517-3953
V.P. of Parent and Student Support	Rebecca Drendel	704-649-6841
President-elect and V.P. of Fundraising	Rebecca Klepser	704-499-3305

The Dilworth PTA Executive Board coordinates an important volunteer group of parents and teachers. We need you as a member and as a volunteer. Contact a member of this board to get actively involved in the school program.

SCHOOL LEADERSHIP TEAM

The School Leadership Team is an elected group of teachers and parents who advise the school principal on matters related to the school's planning, management, communication and evaluation. Elections are held each fall.

PARENT REPRESENTATIVES

Carrie Allison
Callison@bbandt.com
w - 704-954-1049
c- 704-996-1811

Lee Champion
champion.lee.a@gmail.com
h - 704-375-2065
c - 704-302-3834

April Whitlock
awhitlock1@carolina.rr.com
c - 704-302-5020
w - 704-602-2487

Unique Phillips
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804-475-3695

Katharine Bolt
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704-293-9908

Chip Ford
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704-333-1002

Vernice Belin
v_belin@bellsouth.net
704-806-7935

STAFF REPRESENTATIVES

Terry C. Hall
terryc.hall@cms.k12.nc.us

Meredith Parrish
meredith.parrish@cms.k12.nc.us

Steven Potter
s.potter@cms.k12.nc.us

Jamilyn Gottuso
jamilyn.gottuso@cms.k12.nc.us

Contact members of this committee with suggestions or concerns relating to Dilworth School.

CMS ACRONYM LIST

504	Education Plan for EC
AR/AM	Accelerated Reader / Accelerated Math
ASEP	After School Enrichment Program
DPI	Department of Public Instruction
EC	Exceptional Children
ELL	English Language Learner
EOG's	End-of-Grade Tests
ESL	English as a Second Language
HR	Human Resources
IEP	Individual Education Plan (goes along with 504 to modify classroom instruction in a regular or other classroom setting)
IWT	Individualized Work Time
KWL	A chart to show what you <u>K</u> now, <u>W</u> ant to Know and <u>L</u> earned
LEP	Limited English Proficiency
MMIS	Materials Management Inventory System
NCSCOS	North Carolina Standard Course of Study
PEP	Personal Education Plan
PLC	Professional Learning Community
RTI	Response to Intervention
SLT	School Leadership Team
STEM	Science, Technology, Engineering, Mathematics
TD	Talent Development

Catalyst – Gifted instruction that includes identified and non-identified students
Common Assessments – Tests given to all students that monitor learning
Data Wise – Assessment results used to improve learning
Freedom & Flexibility with Accountability – Decision making given to select principals
Imagine It! – Reading program
Math Investigations – Math program
NCWISE – Student database
Parent Assistant – Parent access to student information/grades in NCWISE
Parent University – Education classes for parents/community