



# DILWORTH ELEMENTARY

## SCHOOL INFORMATION

K - 5: 405 E. Park Ave, 28203 (980-343-2240)

### GENERAL INFORMATION:

#### **How do I keep up with school news?**

Websites: [www.dilworthpta.org](http://www.dilworthpta.org), <https://schools.cms.k12.nc.us/dilworthES>

Newsletter: [www.DilworthPTA.org](http://www.DilworthPTA.org) (sign up for the weekly *Dragon Dispatch*)

Facebook: PTA [www.facebook.com/dilworthelementary](http://www.facebook.com/dilworthelementary)

Twitter: Dilworth Elementary

Parent Square: Your cell phone and email will be added to our Parent Square System. Please download the Parent Square app to your phone. Daily, you will receive bus information. Periodically, you will receive important school messages. Please make sure we always have your current cell phone in our records.

#### **What are the school hours?**

Arrival for students: 7:30 - 8:00 am

Class 8:00 am – 3:00 pm

Dismissal: 2:50 - 3:00pm

Office closes 3:15 pm

Students are marked tardy after 8:00 am

#### **How do I register as a volunteer?**

We love volunteers, and it is a great way to get to know other parents and staff at the school. In order to volunteer, you must be registered with CMS. Go to [www.cmsvolunteers.com](http://www.cmsvolunteers.com). In your registration, you can select up to 5 schools. Please select Dilworth Elementary: Dilworth Elementary: Latta Campus. **YOU MUST DO THIS EVERY YEAR TO STAY CURRENT.**

#### **How do I become involved with the PTA?**

Signups for Room Parents, Learning Buddies, and many other committee volunteer opportunities will be available at the fall open house and online during the first few weeks of school.

#### **Am I able to visit my child at school?**

Beginning on October 6th, you are able to have lunch with your child. You are welcome to bring in outside food. You may sit with your child by the fish pond and in the courtyard. No one other than your child may eat the food you bring. For any other visitation or meetings with your teacher, please contact your child's teacher. Parents will not be allowed to the classroom without an appointment with the teacher or a scheduled time needed for a volunteer. Any time you enter the building, whether to volunteer or eat lunch with your child, you will be required to check in at the front office with a government-issued photo ID. Pictures of your ID on your phone will not be accepted.

**If I need to speak to my child's teacher, what is the best way to contact her/him?**

At Open House, your child’s teacher will let you know the best way to communicate with her/him. This will probably be by phone, email and/or Parent Square. All faculty and staff email addresses can be found on the school websites: [schools.cms.k12.nc.us/dilworthES](https://schools.cms.k12.nc.us/dilworthES). All staff can be emailed directly from these websites.

**STARTING SCHOOL**

**When will I find out the name of my child's teacher?**

Teachers come back on August 16th. Teachers will reach out to you by phone. Please make sure we have your correct phone number and address in our system.

**What supplies will my child need for school and how do I order school supplies?**

Please visit our PTA website for information about school supplies needed for each grade level.  
[www.DilworthPTA.org](http://www.DilworthPTA.org)

**Can I walk my child to class?**

Parents can walk their children to their classroom door until September 5th. Please be mindful that the teachers are busy getting ready for the day and do not try to have a conference with the teacher during this time. Please remember that all parents will have to sign in at the front office with a government issued ID prior to going to the classroom. Pictures of your ID will not be accepted.

**CAFETERIA INFORMATION**

**Can my child eat breakfast at school?**

Yes. A cold breakfast choice is available to all students at NO CHARGE. Students need to arrive early enough to be able to grab breakfast and still make it to class on time.

**What time does my child eat lunch?**

Class schedules will be shared by your child’s teacher.

**Is my child served lunch at school?**

Students have the option of buying lunch or bringing lunch from home. The lunch menus can be found at [CMSK12.ORG](http://CMSK12.ORG) -> Departments -> School Nutrition Services.

**How do I pay for school lunch?**

You can put money on your child’s account and view your child’s purchases at [www.paypams.com](http://www.paypams.com).

**What if I forget to send money and forget to send lunch?**

Your account will be debited and we will contact you with a bill.

**Can I bring birthday treats for the class on my child’s birthday?**

Birthday treats are allowed to be sent into the school for students and their classmates to eat during lunch. All treats must be store-bought with an ingredient label and be nut-free.

*Please note: no balloons, candy, or treat bags are allowed. Food Items are only for the students in your child’s class.*

## ATTENDANCE INFORMATION

### **What happens if my child is tardy?**

If there are no staff members in the carpool line and the doors are closed, please park and come into the front office to sign your child into school. All students must be accompanied by an adult and cannot enter the school building after carpool without an adult.

### **Who do I contact when my child will be absent from school?**

Notes for excused absences will only be taken online this year. To report an absence, please go to the [Dilworth Website](#) and click the tab on the right side of the page: Report an absence. This will send an electronic note to our registrars. If you have a physical note from the doctor you may attach it electronically or send it in with your child. Please DO NOT call the office to report an absence.

### **What are excused versus unexcused absences?**

Excused absences include student sickness, student doctor appointments, death in the family, court appointments, or the bus not showing up. All other absences are unexcused. If your child has an absence or a tardy, you will receive an automated phone call letting you know. It usually takes the school a couple of days to update our system from unexcused to excused. If you receive an automated phone call and believe the absence is excused, please check Powerschool after several days to see if the absence has been updated. If needed you may contact: [kathrynf.hilderbrand@cms.k12.nc.us](mailto:kathrynf.hilderbrand@cms.k12.nc.us)

### **What do I do if I need to pick my child up early from school?**

Please try to make appointments after school. If you do have to pick your child up early, send a note to your child's teacher to let her/him know the time. Come into the front office to sign your child out early. Your child will be called for early dismissal and will come meet you in the office. ALL adults allowed to pick up your child MUST be listed as an emergency contact on your information card, which you will complete at the beginning of school. **The latest you can pick up for early dismissal is 2:00pm. (See below.)**

### **What is the latest time I can pick my child up early from school?**

**2:00 pm.** We do not allow early dismissal, FOR ANY REASON, after the designated time. If you need to get to a doctor/dentist appointment or are leaving town early for vacation, remember to pick up before the designated time for your campus. There are NO EXCEPTIONS.

## HEALTH INFORMATION

### **What health forms are required for school enrollment?**

A NC Health Assessment (completed by your doctor) and current immunization record are required the first time your child is enrolled in a NC school. If you need a copy of a blank Health Assessment or need to know the immunization requirements for your child's grade, please contact the school.

### **If my child gets sick or hurt at school, what happens?**

If a child gets sick or hurt at school, the teacher will send the child to the health room (located off the main front office). The nurse will evaluate the child. If the child needs to go home, parents will be contacted to pick

up. In some cases, the child may need to rest a few minutes, may need a band aid or may need ice for a bump. Parents may still be contacted but will not be required to pick up the child.

**If my child is sick, when can he/she return to school?**

Students must be symptom-free without medicine for 24 hours before they can return to school.

**Is a doctor's note required when my child is absent for sickness or an appointment?**

After 10 absences, in order for the absence to be excused, the school will need a note from the doctor. If your child has a routine doctor's appointment and comes in late or misses the entire day, always get a note from the doctor. Please submit these notes and report the absence online on our website.

**What if my child needs to keep medicine at school or has dietary restrictions or allergies?**

If your child needs to take a daily medicine (prescription OR non-prescription) during school hours or needs to keep "as needed" medicine (e.g., an inhaler) at school, please complete the appropriate health form. Go to CMSk12.org -> Departments -> Coordinated School Health -> [Health Related Forms and Documents](#). Print and complete the appropriate form. Your child's doctor will also have to sign the form. Bring the form with the medicine (if applicable) in its original container to the school nurse.

**TRANSPORTATION INFORMATION**

**Will my child be assigned a bus?**

You must create an account at <https://cmsnc.alphaportal.app>. Once you create an account, add any student who will require bus transportation to your account. After adding your child, you may request a bus. You will need your child's student ID number. Please call the school office if you do not have this.

**What if my bus is really late the first few weeks?**

It takes transportation a few weeks to get the routes consistent. Your bus might be running late (even 30 minutes late), so please be patient. Students are never marked tardy when they arrive on the bus, and they will be offered breakfast. At dismissal we will send notifications through the Parent Square app to inform parents when our buses have left the lot.

**How early do I need to be at the bus stop?**

Always be at the bus stop 10 minutes prior to your assigned time. For example, if your child's morning bus is scheduled to come at 6:55, you must be at the stop no later than 6:45. Do not depend on the HereComesTheBus app. No matter what the app says, you must be at the stop. Buses are considered "on time" 10 minutes early or 10 minutes late.

**How do I change my child's bus stop location?**

Go to <https://cmsnc.alphaportal.app>.

- Student Ridership (use if your child does not have transportation and you need to add it)
- Unsafe Stop Request (use if you believe your child's stop is not safe)

**How do I track my child's bus?**

Signing up is EASY! On your desktop computer, you can sign up at <https://herecomesthebus.com/getting-started/>. You will need the district code (**73877**) and your student's ID number (call the school if you need the ID). For your smartphone or tablet, download the **Here Comes the Bus** app from the [App Store](#) or [Google Play](#). For help with HereComesTheBus, please call 1-844-854-9316.

### **If I have a bus issue, who do I contact?**

Contact the school or Myers Park Transportation at 980-343-5808.

### **How do I indicate if my child has a different dismissal transportation schedule throughout the week?**

If your child has different ways of getting home throughout the week (i.e., if he/she is a car rider on Thursdays but rides the bus every other day), please send a **written note (NOT EMAIL)** to your child's teacher, so they are aware of your child's daily schedule. This also applies if your child has an afterschool club or activity he/she attends on certain days of the week. Send a note when the activity starts and send another note when the activity stops. Emails to your child's homeroom teacher will NOT be allowed. If you forget to send a note with your child you may fill out the change transportation form online. **All changes must be through the online form or handwritten note and requested prior to 1:30.** If you fill out the transportation form online an email confirmation will be sent to you after 1:30 confirming the school has received your request and communicated it to the teacher. **TEACHERS CANNOT CHECK EMAIL THROUGHOUT THE DAY**, please fill out the form online so we can ensure everyone gets home appropriately.

**Can I change my child's transportation if an emergency comes up during the day?** Yes. All changes must be made in writing. Please go to Dilworth website and complete the transportation change form. Transportation changes must be received in writing by 1:30 pm. This should only be used for emergency situations. Transportation change requests are not guaranteed until confirmed by the school. Otherwise, please have your child continue with regular transportation.

## **CARPOOL & WALKER INFORMATION**

### **What is the morning carpool procedure?**

Morning carpool starts at 7:30 am. You do not get out of your car. For safety reasons, students MUST be able to get out on the passenger side of the car. Students are late if they are not in school by 8:00 am. (The first few weeks of school, we realize this might take a little longer.) **We look for the LAST car in the line when the bell rings. If you are not in the line when the bell rings, you are marked late and will need to come into the school to sign the tardy card.**

**What is the afternoon carpool procedure?** Afternoon carpool starts at 3:00 pm. **Carpool signs are REQUIRED for pick up.** Place the blue (K-5), with your child's name on it, in your front passenger window. Signs can be obtained in the front office or from your child's teacher. You do not get out of your car. For safety reasons, students MUST be able to get in on the passenger side of the car. You CANNOT park and walk in to get your child. If you are not in the carpool line when carpool has finished, you are **considered late and will need to park and come into the office to sign your child out. After three late pick-ups you will be required to have your child ride a bus in the afternoon.**

**What is the walker procedure?** In the morning, if you walk your child to school, please use the sidewalks in front of the school and by the tennis courts and cross at the crosswalk to access the front doors. To pick up in the afternoon, **walker cards are REQUIRED.** These cards can be obtained in the front office or from your child's teacher. The walker pickup is located by the playground door near the Media Center. Students must be picked up **NO LATER** than 3:00 pm.

## Independent Walkers Policy

Students in 3rd through 5th grade who walk home are eligible for Independent Walker dismissal. To be granted permission for Independent Walker status, **parents must complete the Independent Walker Google form**, provided by your child's teacher at the beginning of the year. Independent walkers will be given a walker pass, once form is completed to identify to staff that the student is an independent walker.

### **INDEPENDENT WALKERS Grades 3-5:**

Independent Walkers are released independently via the Walker Door on the school playground at 3:00pm. **Parents of Independent Walkers must give the school permission to release their child, via written note.** THIS OPTION IS ONLY AVAILABLE TO STUDENTS IN GRADES 3-5. All notes must be kept on file. The school is not responsible for students once they step off school property. No crossing guards can escort children across streets. Please contact the school with any questions.

### **INDEPENDENT WALKERS Grades K-1:**

K-1 students are NOT PERMITTED TO BE INDEPENDENT WALKERS. Parents of K-1 walkers must pick up their child at the Walker Door at 3pm. **Parents must present their Walker Card** to a school representative at dismissal to retrieve their child. Walker Cards can be obtained from your child's teacher and/or the front office.

**2nd grade students** with a sibling in Grades 3-5 are eligible for Independent Walker status. Parents who would like to allow their 2nd grade student to walk home independently with their older sibling(s) must complete the Independent Walker Google Form that can be obtained from your child's teacher at the beginning of the year. Independent walkers will be given a walker pass once form is completed to identify to staff that the student is an independent walker.

## CLUBS AND AFTER SCHOOL OPTIONS

### **Does CMS have an after school program?**

Yes. Information, pricing and online registration for the CMS After School Enrichment Program (ASEP) can be found at [CMSk12.org](http://CMSk12.org) -> Departments -> [ASEP](#) and they can be reached at 980-343-5567.

### **Can my child attend activities at the Tom Sykes Rec Center?**

Yes, you will register directly with Tom Sykes. Once your child is confirmed for a class, contact your child's teacher to let her/him know the day(s) your child will need to go to Tom Sykes. Tom Sykes personnel will greet all children by the bus lot. When the class ends, it is the parent's responsibility to inform teachers that the class has ended and how your child should go home.

### **What if my child will not be going to his/her after school activity?**

Please contact the club and let them know your child will be absent. Please write a note to let the school know how your child will get home.

## DRESS CODE EXPECTATIONS

### **What is the dress code for Dilworth?**

Students should come to school neatly dressed. Shorts should be a modest length, and shirts should cover the entire midsection. Clothing cannot display inappropriate images or print. Clothing should support active play activities. No flip flops or slides, hats, or hoods are permitted. Only closed toe shoes with a back are allowed. No extended nails (press on) are allowed. Cell phones and Smart Watches must be powered off and kept in backpacks during the day. Purses are not permitted to be worn during the day and should be kept in backpacks or in the nurse's office.

## DRAGON HOUSES

**What is a Dragon House?** All students are sorted into one of four Dragon Houses. During the first week of school, new students will select a marble that indicates which Dragon House they will join: Blue Drakes, Green Hydras, Lemon Lime Lindorms, and Orange Ouroboros. They keep this Dragon House their entire time at Dilworth. Dragon Houses compete for recognition at the quarterly Dragon House assemblies and during Field Day at the end of the school year.

### **What is a Dragon Dollar?**

Dragon dollars are paper certificates awarded to students by Dilworth staff. They recognize "On Fire" (Fair, Integrity, Respectful, Extraordinary) Dragon behavior. Dragon dollars are turned in and counted prior to quarterly Dragon House assemblies.

### **What is Dragon of the Week?**

Every week, teachers will select one student in their class to be the "Dragon of the Week." The student has their photo displayed on the Dragon House bulletin board and has other special privileges that week as determined by his/her teacher. Parents/caregivers are encouraged to eat lunch with their child the Friday of their special week. Every student will be Dragon of the Week at some point during the school year.