



MYERS PARK TRADITIONAL ELEMENTARY SCHOOL

Family Handbook 2019-2020

Myers Park Traditional Elementary School
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Principal's Message

Greetings!

Welcome to Myers Park Traditional Elementary School! I would like to personally welcome you to MPTS and thank you for your time and interest in our school. MPTS is an excellent school with a strong, supportive community.

For 91 years, MPTS has been a staple of effective public education in Charlotte-Mecklenburg Schools that successfully blends both tradition and new innovation. Our magnet theme through the Traditional program of “The Leader in Me” affords us with unique opportunities to work through Stephen Covey’s framework to provide leadership and enrichment opportunities for students. We place an emphasis on goal setting and student leadership which is seen in many ways throughout our school. You will see many student leaders around the building.

The community at MPTS is one of the strongest pillars of our school. Through supportive and engaged parent and family involvement including groups such as the Parent Teacher Association (PTA) and School Leadership Team (SLT), parents and families work together with staff to continually reflect and collaborate around what is best for all of the students at MPTS. We also have great support from outstanding community partners such as Queens University, Bojangles’, Hendrick Automotive Group, and Chick-fil-A. In addition, we offer a plethora of before and after school activities for students including chess, running clubs, creative writing, soccer, golf, lacrosse, LEGO, foreign language, and many more. These opportunities allow us to focus on the whole child to ensure that we are enriching students in all areas as we prepare them for success in the future.

As a faculty and staff, we are very proud of MPTS and are excited for the opportunity to share our school with you and your family. We hope that this resource can serve as a guide for families at MPTS as we work together to ensure that all students reach his or her fullest potential.

About Myers Park Traditional

- Our school was established 91 years ago and maintains a long-standing history of academic excellence.
- As a full magnet, the population of students is racially integrated and stable at 750 students, allowing for effective planning and management of our student-teacher ratio.
- Our students draw from more than 70 home schools across the CMS district.
- Our results on end-of-grade tests exceed state and district averages.
- Dedicated instructors are staffed for Talent Development/ Academically or Intellectually Gifted students, Exceptional Children, and English language learners. Additional support staff enhance fundamental instruction for students at all academic levels.
- Our parents partner with teachers and administration to support and improve our school through a joint School Leadership Team and active PTA committees. Our parents seek opportunities to give back to MPTS through their time, talent, and resources they are able to offer.
- Our students are energized, develop strong character, and are among the best prepared for middle school, both academically and socially.
- Our program emphasizes exploration, problem-solving, critical thinking, reasoning, and perseverance.
- We have a variety of committed school partners who enhance our school by providing additional opportunities and support to our students. Our partnership with Queens University provides student tutors, use of their facilities for school performances, after school camps, and opportunities to attend varsity sporting events. Hendrick sponsors school wide events such as Field Day and Leadership Day. Bojangles supports our Leader in Me and recognizes student leaders.
- The Before School and After School Enrichment Programs maintain a Five-Star Rating, the highest designation afforded schools by NCDPI.

Mission

Myers Park Traditional School is devoted to developing responsible, respectful, and cooperative citizens.

We strive to empower students to think critically, instill and model character, promote leadership, and embrace awareness in our diverse and inclusive community. We instill values of service, cooperation, and commitment in all students. We make learning a lifelong goal.

Beliefs

Talented teachers are essential to inspire every student to achieve his or her full potential.

Curiosity will flourish in an atmosphere that is challenging and offers stimulation.

The best learning environment reflects discipline, mutual respect, and motivation to achieve.

We promote a school community where parents and teachers work together to help each child develop the skills necessary to become global leaders.

- Our resources include SMART Boards in every classroom. Our students in grades 3-5 have one to one sets of Chromebooks. Students in grades K-2 have I-Pad carts, a check out set of Chromebooks in the Media Center, and Chromebooks across grade levels.
- Our location in the heart of Charlotte provides easy access for parents who work uptown and want an opportunity to remain involved in the school community and enjoy lunch or special events with their children during the work day.
- Clubs: National Jr. Beta Club, Competitive and Recreational Chess, Young Writers' Academy, and athletics (Soccer Shots, Little Sticks Lacrosse, Let Me Run, Girls on the Run, TGA Golf)



It is an exciting time to be a part of Myers Park Traditional!

Leader in Me --- We are leaders!



Our school magnet is The Leader in Me. MPTS is one of over 3,500 schools around the world engaged in this work. We create a successful community of learners through an emphasis on building leadership skills and developing the whole child (socially, emotionally, academically, and ethically). MPTS' implementation of The Leader in Me incorporates best practices as students learn leadership and life skills aligned to state standards. All students will participate in Leader in Me lessons in conjunction with social and emotional learning each morning during daily LEAD time. Following The Leader in Me

paradigms (Paradigm of Leadership, Paradigm of Potential, Paradigm of Change, Paradigm of Motivation and Paradigm of Education) all students are empowered and realize their leadership potential. Stephen Covey's work with the 7 Habits of Highly Effective People is the key component to The Leader in Me. Students will internalize the 7 habits across settings.

Habit 1 Be Proactive

You're in Charge: I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2 Begin with the End in Mind

Have a Plan: I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

Habit 3 Put First Things First

Work First, Then Play: I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4 Think Win-Win

Everyone Can Win: I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

Habit 5 Seek First to Understand, Then to Be Understood

Listen Before You Talk: I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

Habit 6 Synergize

Together Is Better: I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us can alone. I am humble.

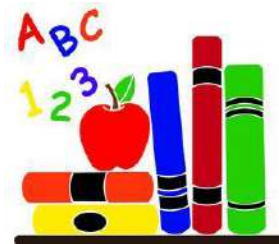
Habit 7 Sharpen the Saw

Balance Feels Best: I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.

Families are strongly encouraged to continue the leadership focus at home. Additional information can be found in [The Leader in Me Parent's Guide](#) or on [The Leader in Me website](#).

Curriculum and Instruction

MPTS students are instructed following the North Carolina Standard Course of Study. Standards outline what students should know, understand, and be able to do by the end of each grade level as we prepare students to be college and career ready. Beginning in the 2019-2020 school year, students in kindergarten-third grade will have a new literacy adoption, EL Education. Fourth and fifth grade students will follow thematic units to closely resemble the new literacy adoption. Students in kindergarten-fifth grade will have an updated enVision math curriculum.



Standards

English Language Arts (ELA): Students will read high quality, increasingly challenging texts across genres. Students will demonstrate proficiency both orally and through writing. All students must be able to comprehend texts, connect prior knowledge and experiences to texts and use text evidence to support their thinking. Foundational skills foster students' understanding of concepts of print, alphabetic principle, and grammar. Students will learn to communicate clearly through writing as they offer and support claims (opinion writing), demonstrate understanding of a topic (informational writing), and convey real or imaginative experiences (narrative writing). Students will articulate thoughts effectively, build upon ideas, and listen attentively. ELA standards include four strands in K-5:

- Reading (Foundational, Literature, Informational)
- Writing
- Speaking and Listening
- Language

Math: Students will build a deeper conceptual understanding through problem-based tasks and explicit hands-on instruction. Standards are based on student learning progressions and follow a clear set of skills and concepts throughout the year and across grade levels. Math standards include the following strands:

- Counting and Cardinality (Kindergarten only)
- Operations and Algebraic Thinking
- Number and Operations in Base Ten
- Number and Operations- Fractions (Grades 3, 4, and 5)
- Measurement and Data
- Geometry

Science: Students are engaged in inquiry based learning to develop conceptual understanding. Students will engage in inquiry, experimentation and technological design. Students will explore phenomena in the natural world, ask questions and seek answers. During investigations, students will progress to use a variety of tools to gather data and communicate results. Kindergarten-fifth grade strands include:

- Physical Science
- Earth Science
- Life Science

Social Studies: Kindergarten-second grade students explore aspects of self, others, families, and communities across the world. Beginning in grade three, students build upon knowledge to develop a more sophisticated understanding of how communities are linked to form political units and cultural, geographic and economic connections. Learning also includes the importance of being a good citizen and contributions of individuals. In grade four students are formally introduced to North Carolina and explore strands through the context of NC. Fifth graders learn about the change and continuity of United States history. Kindergarten-fifth grade strands include:

- History
- Geography and Environmental Literacy
- Economic and Financial Literacy
- Civics and Government
- Culture

We invite parents to take a more in depth look at curriculum resources on the the Myers Park Traditional website under the [Curriculum and Parent Resources](#) tab.

Instructional Delivery Framework (IDM)

MPTS students are heterogeneously grouped in all classrooms K-5. Students in kindergarten-third grade are assigned to one teacher for all core subject areas including Literacy, Math, Science, and Social Studies. Fourth and fifth grade teachers departmentalize which means teachers specialize in one or two content areas to teach students. Fourth and fifth grade students will switch classes for literacy, math, and science (5th grade only). MPTS also uses a heterogeneous workshop model in the areas of literacy and math, where children of a full-range of abilities are taught in the same classroom setting. During reading and math workshop blocks, children are working in small groups. These small groups are flexible and based on grade level standards and skills aligned to state adopted standards. This grouping provides opportunities for independent study as well as small group collaboration.

This model has proven to be effective in achieving high academic growth for students at all academic levels. Teachers set high expectations and provide children with individual instruction at their level. Students receive individual attention through student-teacher conferences, progress monitoring, and small groups based upon mastery of standards. As proficiency is demonstrated, students assume more responsibility for their learning and are able to apply their skills and strategies.

MPTS is devoted to ensuring that we meet the needs of all students. MPTS has scheduled Intervention/Enrichment (I/E) for every class in grades K-5. During this block of time, students are pulled by support staff and classroom teachers to meet student needs. Support is provided by the Exceptional Children's program, Talent Development program, ESL program, tutor support, Do the Math programming, and Leveled Literacy Intervention programming. Students are also supported in the classroom with remediation and extension opportunities as well as building on standards that are current and relevant to grade level standards in literacy and math.

Mastery Learning

Through mastery learning, all students benefit based on their individual learning needs. Students are given multiple opportunities to master standards following a research based prescribed method. Teachers plan lessons based on standards. During student learning tasks, teachers are assessing students through formal and informal measures, and performance tasks. Based on student performance, teachers are able to identify skills students have mastered as well as skills needing additional support. Teachers then plan corrective actions to provide enrichment and remediation to help students master desired outcomes. Corrective actions include a variety of methods such as small groups, flexible grouping, interventions, or one-on-one support. Following corrective actions, teachers assess to determine next steps.

Mastery is measured and reported as the most recent representation of multiple points of data based on end of year outcomes. Student mastery is measured multiple ways and at various times to ensure that students are able to apply their learning across multiple situations. As a result of mastery learning, students are able to reach higher levels of proficiency and meet individual learning goals while growing confidence in their learning abilities.

Tips for Parents: How to Support Student Learning at Home

Literacy



- Make sure your child reads nightly – children also love when parents or older siblings read to them. Reading builds stamina in needs. Make it a challenge for your child to add minutes.
- Know the appropriate level that your child needs to read at in order to grow and mature to the next level as a reader. We will use several measures as teachers to determine this. This includes running records for fluency and accuracy, as well as IStation and/or Reading3D.
- If your child has a book and you are not sure if it is at his/her level, open the book to the middle and select a passage of 100 words. Have your child read it aloud to you. Use the five-finger rule. For each mistake, hold up a finger. If they make more than five errors, it is probably too hard for them to read independently. You may choose to read that book aloud or read it together.
- Resources to help you find book levels and “just right” books:
 - [Scholastic Parent Book Search](http://www.scholastic.com/parents/book-search) (www.scholastic.com/parents/book-search)
 - Raz-Kids
 - Parent Letters with leveled book suggestions
- Questions to ask your child about his/her reading:

Fiction Texts

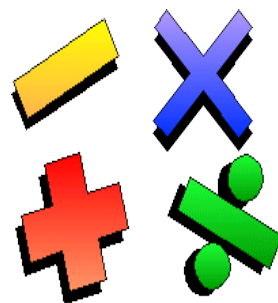
- Can you make a prediction about what will happen next in the story? Use evidence from the text to support your prediction.
- What do the character traits of the main character tell about him/her?
- What has happened so far in the story? (Use sequence words)
- If there was a problem, did it get solved? If so, how? How would you have solved the problem?
- What were you wondering as you read? Do you have any questions?
- Think about the predictions you made before. Do you still think the story will go this way? Why?

Non-fiction Texts

- Name the main idea of the text and 3 supporting details.
- What did you already know about the topic before reading? How did your prior knowledge help you better understand the text?
- How did the author organize the information to help you understand it? Give examples.
- How are the two (events/topics) related/different?
- What was the author’s purpose for writing this informational piece?
- What is the meaning of the word ____?

Math

- Encourage your child to use multiple strategies to solve problems. Ensure the strategies chosen are based upon the relationships of the numbers in the problem.
- Utilize mathematical tools to develop visual images to help make sense of problems, solve them, and represent the strategies they use. (Number line, 100s Chart, Place Value Model, Arrays, etc.)
- Reinforce fluency for number combinations (math facts). Below are a few tips to assist in practicing combinations.
 - Smaller chunks of time more often (5-10 minutes per night is better than 30 minutes once per week).
 - Support fluency (accuracy, efficiency, and flexibility) using various thinking. For example, when asked to solve the problem $6 + 7$, your child might



explain that they know $6 + 6 = 12$, and 7 is one more than 6, so $6 + 7 = 13$. Another example would be when asked to solve the problem 7×8 , your child might explain that they know $7 \times 10 = 70$, so subtracting two groups of 7s ($70 - 14$) would make $7 \times 8 = 56$.

- Use websites such as Dreambox and Edgenuity to support conceptual understanding, fluency, reasoning, and problem-solving skills. Teachers will provide login information

Additional tips will be shared by classroom teachers during curriculum nights and via classroom communication. Parents will know the weekly curriculum focus as communicated by teachers. Homework assigned will closely resemble learning at school to help parents engage in the work as well. The home-school connection is vital and we appreciate your support.

Grading- Report Cards and Progress Reports



Grades are an informative reporting tool in order to determine specific student strengths, areas to grow, and next steps in learning. Students will receive **four** report cards following the CMS quarter schedule. Student grades are based on mastery of standards using multiple data points.

Kindergarten-second grade will continue to use the standards based report card implemented in the 2017-2018 school year. The grading scale is letter driven instead of numerical as students receive:

- Developing (D)
- Progressing (P)
- Mastering (M)
- Exemplary Mastery (E).

Third-fifth grade will continue to receive report cards generated on PowerSchool. Third-fifth grade receive letter grades based on the ten-point scale:

- 100-90 – A
- 89-80 – B
- 79-70 – C
- 69-60 – D
- 59-0 – F

Progress Reports and Report Cards- Students will receive progress reports mid-quarter following the CMS guidelines. Progress reports reflect current student progress and will follow report card grading scales for K-2 and 3-5. Report cards will be sent at the end of each quarter to current student mastery of standards.

Distribution dates for report cards and progress reports can be found on the grading calendar in the family handbook

Calendars

2019-2020 CMS Holidays, Breaks, Early Release Days, and Teacher Workdays



View the [CMS 2019-2020 Calendar](#) for additional information

First Day of School August 26, 2019	
Labor Day Holiday	September 2
Teacher Workday	October 9
Early Release Day	October 16
Teacher Workday	October 28
Teacher Workday	November 5
Veterans Day Holiday	November 11
Thanksgiving Break	November 27-29
Winter Break	December 23-January 3
Early Release Day	January 8
Martin Luther King Jr Holiday	January 20
Teacher Workday	January 24
Teacher Workday	February 17
Early Release Day	March 4
Teacher Workday	March 27
Spring Break	April 9-17
Early Release Day	April 29
Memorial Day Holiday	May 25
Last Day of School June 9, 2020	

School will not be in session on holidays, breaks, or teacher workdays listed above unless a makeup day is scheduled. Communication will be sent via MPTS and/or CMS with any changes.

Students will be dismissed at 1:15 on Early Release days. Buses will run 3 hours ahead of their normally scheduled time.

Grading Calendar

Quarters	Progress Report and Report Card Distribution Dates
Quarter 1: August 26-October 25	Progress Reports: September 25, 2019 Report Cards: November 6, 2019
Quarter 2: October 29-January 23	Progress Reports: December 6, 2019 Report Cards: February 4, 2020
Quarter 3: January 27-March 26	Progress Reports: February 26, 2020 Report Cards: April 7, 2020
Quarter 4: March 30-June 9	Progress Reports: May 8, 2020 Report Cards: June 9, 2020

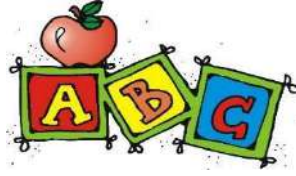
Progress reports will be sent home to reflect student grades at the mid-quarter mark for each quarter.

Report cards will be sent home following each quarter.

***Quarter 4 report cards will be sent home with students on the last day of school. ***

The ABCs of MPTS

Policies, Expectations, Frequently Asked Questions, and Traditions



Arrival & Dismissal:

Arrival : Students may not enter the building before 8:45am. Please do not drop off your student at the school before this time as there will be no supervision for students. If your child needs to be at school before 8:45am, please contact our ASEP program to register a student for Before School care.

- **Buses-** Buses arrive at the school between 8:45-9:15am. Students will either report to the cafeteria for breakfast or go to their homeroom to start the instructional day.
- **Car Riders-** Parents are expected to go through the carpool line on Wellesley Avenue to drop off students between the hours of 8:45-9:15am. Due to safety concerns, parents may not enter into the main parking area on Radcliffe to drop off students. If you do so, please expect a staff member to remind you of the correct procedures. The main parking area is where buses load and drop off our students.
 - If a parent is dropping off a student and must come in the building to deliver an item, parents must park in a parking space. Space is limited. You may not park along the curb as buses will be unloading.
 - We work to increase student leadership and independence. This begins with arriving at school. Parents are asked not to walk students to classrooms after the first week of school. Staff members are positioned throughout the building to supervise and assist students.
 - After the 9:15 bell, parents must park in the main parking lot. Please walk your child to the front office to sign in on Lobbyguard and receive a tardy slip. Your child will be given a tardy slip and will then report to their classroom.

Dismissal

- **Buses-** Buses will begin to load at 4:15pm. A staff member will escort all students to their buses each day. Parents are encouraged to use the CMS Here Comes the Bus app to track buses and get real-time location and times. Additional information can be found under Buses in this document. This service as any GPS service is not 100% accurate and may not provide information if a substitute bus is running the route. Parents need to contact Myers Park Transportation at 980-343-5808 with questions. Please note, the school does NOT have control of Here Comes the Bus or the length of bus routes. As a late school we have the trickle-down effect from earlier schools as well as bus mechanical problems and heavy traffic. Once buses leave the lot we do not have contact and are only contacted by CMS transportation for serious concerns. If the school receives communication from transportation that a bus will be extremely late, then we will contact parents.
- **Car Riders-** All parents are expected to go through the carpool line to pick up students between the hours of 4:15-4:30pm on Wellesley Ave. Due to safety concerns, parents may not enter into the main parking area on Radcliffe to pick up students after school. A staff member will be at the school entrance and will ask you to turn around to pick up on Wellesley. The main parking area is only used to load buses for dismissal.
 - Students who are late being picked up will be located in the office. A parent will need to come into the office to sign the student out for the school day. This sign out sheet is monitored.

- It is the expectation that every student is picked up by 4:30 each school day. If a student is consistently late being picked up, an administrator will call with a reminder of school expectations. Supervision is limited after 4:30pm for students. Please ensure that your student is picked up on time.
- If the student continues to be picked up late, the parent will be advised that the student needs to be enrolled into the afternoon ASEP program. If a student has excessive late picks ups, we will work with student placement to look at alternate options for placement due to transportation concerns.
- **Early Dismissal**
 - If a student needs to leave early, please provide the teacher with a note or an email.
 - All parents must sign out students in the front office for early dismissal. You will need ID.
 - Students will be called down to the office. Parents will not be permitted to walk to classrooms. Our goal is not to interrupt instructional time.
 - Students may not be picked up for early dismissal after 3:30pm as we prepare for the end of the day. If there is an emergency, the Administration will review the request for pickup.
 - After 3:30, all parents are expected to pick up students on Wellesley Ave in the carpool pick up line. Parents will not be able to pick up for early dismissal after 3:30.

Attendance and Tardies

- **Attendance-** Students are expected to be at school each and every day; however, students may become ill or have family emergencies. If this occurs, please send in a note to the office with an explanation of the absence so that the absence can be coded as excused. You may also report an absence on the school website under the Our School tab-- [Report an Absence](#). All absences with no note provided will be unexcused. All absences are considered unexcused until a note is received. You will receive notices by mail after a student has received 3, 6, and 9 days of unexcused absences. After 10 absences, the school will begin the truancy process as defined by NC state law. You may also have your rights revoked to attend MPTS based on attendance expectations.
- **Tardies-** Our instruction begins at 9:15am. Students who arrive after the 9:15 bell are missing instruction. Please ensure that your child is here on time and ready to learn. Multiple tardies can lead to students falling behind academically. When a student reaches 10 tardies or more, we will work with the Office of Student Placement to look at having the student return to his or her home school that can provide transportation and is closer to the student's home.

Birthday Celebrations: Parents may purchase birthday celebration treats (cookie cakes, cupcakes, ice cream, etc.) from the school cafeteria for birthday celebrations at school. No items purchased outside of the school are permitted for birthday celebrations. Birthday treats will be delivered to the class during the scheduled lunch time or at a time designated by the child's teacher. To order birthday treats you may request a form from school or download and print the [Celebrate Your Birthday at School](#) form located on the school's PTA website under Resources and Links- Informational Fliers and Forms. You may email the completed form to our school Cafeteria Manager, Pam Edwards at pam.edwards@cms.k12.nc.us approximately one week before the celebration or drop off in the cafeteria. Presents, gifts, and balloons are prohibited at school. Please do not send these items with students or have them delivered. If parents are bringing items such as balloons to school for the celebration, the items cannot be left at school. The parent must take this when they leave. Items that are delivered will be given to students at the end of the instructional day.

Please note, students are not permitted to distribute invitations to parties while at school. Parents will need to find another way to distribute.

Breakfast: Breakfast is offered daily to all students in CMS free of charge through the Universal Free Breakfast initiative. Students should report directly to the cafeteria from the bus or car if they are eating breakfast at school. Breakfast hours are 8:45-9:15.

Buses: Eligible students are assigned a bus based on their residence address. It is important that we have your updated address on file at school. Students are only permitted to ride their assigned bus. They are not allowed to ride home with other students as this is a liability concern. If your child will go to a daycare, relatives' home or any other stop that is not your residence address, then an alternate stop request form must be submitted to transportation. [The Alternate Stop Request Form](#) is located on the CMS Transportation website. Alternate stops do not transfer from year to year. Parents must request an alternate stop each year.

Parents are encouraged to use the [CMS Here Comes the Bus](#) app to track their child's bus. The school does not have access to bus locations or times for morning or afternoon buses. Here Comes the Bus as any GPS service is not 100% accurate and may not provide information if a substitute bus is running the route. As a late school we have the trickle-down effect from earlier schools as well as bus mechanical problems and heavy traffic. Once buses leave the lot in the afternoon we do not have contact and are only contacted by CMS transportation for serious concerns. If the school receives communication from transportation that a bus will be extremely late, then we will contact parents. Please note, the school does NOT have control of Here Comes the Bus or other issues such as the length of bus routes and driver concerns. Parents need to contact the transportation department at 980-343-5808 with any questions or concerns.

All students must follow bus safety as outlined in the [CMS Code of Student Conduct](#). MPTS Bus Expectations were sent home in back to school mailings. You may also find bus expectations on the school website. **Any misconduct or violation to bus safety rules may result in a bus suspension, out of school suspension and/or permanent removal of transportation privileges.**

The following guidelines must be observed as stated in the district [Duties and Responsibilities of Students on the Bus](#).

- Obey the bus driver promptly concerning conduct on the bus.
- Observe classroom conduct, except for ordinary conversation with students in the same seat, while getting on or off and while riding on the school bus.
- Except with prior written permission from the principal, objects that are prohibited in school, as listed in the Students Rights, Responsibilities and Character Development Handbook, are also not allowed on the school bus.
- Be at the place designated both morning and afternoon ready to board the bus prior to the time shown on the posted schedule. The driver is responsible for maintaining this schedule and will not wait for tardy students.
- Help keep the bus clean, sanitary and orderly and do not damage or abuse the cushions or other bus equipment. Students will be required to pay for damages. For the child's safety, eating is not permitted on the school bus.
- In case of emergency, ask the driver to stop the bus.
- Do not use drugs, alcohol, tobacco or profane language on the bus.

- Students are not permitted to use recording devices or radios on the buses.
 - As stated in the CMS Student Code of Conduct, students may possess and use personal technology devices such as laptops, tablets, cell phones, and smart watches on school property. Devices may be used at after school activities and functions provided that during school hours and on the school bus the device remains off and put away.

Please visit the [CMS Transportation](#) website for additional information.

Carpool: Students riding in a car must be dropped off in the carpool line on Wellesley Avenue between 8:45-9:15 AM. Car riders (including daycare vans) will be dismissed from the gym each afternoon. Car riders will be assigned a carpool number. In order to maintain a safe and orderly dismissal process, parents are not permitted to walk to the gym, front office or side entrances to pick up students. Parents must remain in their car and follow the carpool line. A staff member will be outside at the carpool line to get your carpool number. *Walkers will be escorted to their designated spots on Radcliffe and Wellesley.

*See Transportation Changes in this document for additional information.

Classroom Parties: Information for parties will be communicated through PTA Room Parents. Due to potential food allergies, homemade treats brought in from outside are **not** permitted. All items must be pre-packaged (no homemade items). Please ensure that the students in the classroom do not have allergies contained in the purchased products that are brought to school.

Clubs: MPTS offers a variety of before and after school clubs and activities including Chess, Girls on the Run, Let Me Run, creative writing, golf, art and more. Some clubs are year-round and others vary by season. Teachers will send information home about clubs and activities. Information can also be found on the PTA's website: <http://www.mptspta.com/clubs.html>

Code of Student Conduct: All students are expected to follow the CMS Code of Student Conduct. This document contains rules, definitions, and consequences for all behaviors. This document is available online on the CMS website under Handbooks and Forms. Click [here](#) for access.

Frequently Asked Code of Student Conduct Questions

- **Personal Technology Devices-- Cell Phone/Smartwatch/Tablet/Laptop-** There is no cell phone, personal technology device, use at school or on the bus. Cell phones are permitted on campus based on the CMS Code of Student Conduct; however, they must be turned off and put away during school hours and on the school bus. If a student uses their cell phone or device during the day, it will be taken by any staff member. The device will not be given back to the student and must be picked up in the main office by a parent. **MPTS has a NO cell phone and technology use policy on buses.** Any students receiving referrals for cell phone and/or technology use on the morning or afternoon bus will receive a bus suspension without warning. Other personal technology devices such as tablets and computers are not needed as we have student one-to-one technology use at school. The district nor the school are responsible for theft, loss, or damage to devices brought on CMS property. See Rule 5 Part A in the Code of Conduct.
- **Gadgets, Toys and Trading Cards-** Gadgets, toys, and trading cards are prohibited. These items are prohibited due to the distraction caused during instruction. If these items are brought to school, they can be taken by any staff member. These items can be picked up in the office by a parent. See rule 5 B in the Code of Conduct.

- **Fighting, Horseplay, and Aggressive Behavior-** The Code of Conduct is specific in regards to aggressive behavior, fighting, and horseplay. Any student that puts their hands on another student can/will receive a consequence. Please be advised that a consequence is not based on “who started it.” The Code of Conduct is specific in its definition of self-defense. See Rule 26 in the Code of Conduct.
- **Bullying-** Bullying is a repeated behavior by a student that is offensive to another student or students causing discomfort or harm. The Code of Conduct is specific in its definition of the types of actions that are classified as bullying. See Rule 8 in the Code of Conduct.

Communication: To stay informed, parents will receive weekly communication from classroom teachers in the form of email, newsletter or ClassDojo. If you need to contact your child’s teacher, please call the front office before or after school. A message will be given to the teacher if they are not available. Parents are encouraged to email teachers. Teachers will follow-up within 24 hours.

Dress Code: MPTS scholars dress as leaders. Students generally conduct themselves in a manner similar to the way in which they dress and groom, so appropriate attire is required. Students are required to wear shoes at all times. Shorts must be long enough so that the student’s fingertips touch the hem when arms are held straight down. Hats and hoodies should not be worn in the building. The following clothing items are unacceptable: styles that bare a student’s stomach, items that are see-through and clothing that exposes undergarments. Please note, flip flops are unacceptable due to safety concerns. If a student is dressed inappropriately, this is a violation of our dress code. Parents will be contacted to provide appropriate clothing.

Field Trips: Trips have been scheduled by teachers throughout the year as an extension to learning. Parents will receive information and permission slips as the date approaches. All students must comply with school rules and expectations on field trips.

Any parents attending the field trip as a chaperone or guest if allowed must be a registered CMS volunteer. If you were a volunteer the previous year, you must recertify for the current year. The volunteer registration process must be completed before the trip as background checks are conducted before clearance is given. This cannot be done the day of the trip. It is suggested to complete the volunteer registration at the beginning of the year. You may register as a volunteer on the CMS website or by clicking [here](#).

Incentives: We are a Leadership magnet school and we instill the 7 Habits through The Leader in Me program into our instruction and into our school environment. We also believe in rewarding students for “Doing the Right Thing.” As a school, there are initiatives that support our students who do the right thing each and every school day.

- **Red Tickets-** Classroom Incentive: A red ticket can be given to any class that is caught doing the right thing. This includes hallway behavior, lunch behavior, classroom behavior, etc. Each class sets a reward for their red ticket goals.
- **Blue Tickets-** Student Incentive: A blue ticket can be given to any student who is caught doing the right thing. This ticket can be given by any staff member in the building. Every Friday, students place all of their tickets in a box for a drawing. There are two winners from grades K-2 and two winners from grades 3-5 announced on the morning news.
- **Gold Level Activities-** There will be 4 Gold Level Celebrations held at the end of each quarter (every 9 weeks). These activities are planned by the Administration and PTA for eligible students. Students who have received **no** office referrals or bus referrals are able to attend Gold Level Celebrations. Classroom teachers will communicate information about upcoming Gold Level activities. Letters will be sent home before each Gold Level to parents of students who receive referrals and are unable to participate. Students not meeting Gold Level status will participate in a Leader in Me and/or social and emotional learning activity to review expectations.

Leader in Me: The 7 Habits of Highly Effective People based on Stephen Covey's work are embedded in our school culture through The Leader in Me.

- **LEAD:** Each classroom will begin with LEAD each morning. This is our designated time focused on social and emotional learning. LEAD will help build community through morning meetings and various activities. LEAD also includes work and instruction around The Leader in Me and student goal setting.
- **Leader of the Month:** Teachers select the Leader of the Month from among their Leaders of the Week for a given month. These students are recognized by administration with a special breakfast. Parents are welcome and encouraged to attend the event; however, breakfast is only provided for the students.
- **Leader of the Week:** Teachers select one student each week who has exemplified the leadership skills being taught. These leaders are recognized during the morning news broadcast on WMPT and are eligible to become Leader of the Month.
- **Leadership Day:** A student-driven celebration of the leadership that is woven into our school. This is a day that enables our MPTS students to showcase how the 7 Habits of Leadership are incorporated organically into their learning. Students may apply for leadership roles in or out of the classroom to help in the production of our Leadership Day.

Lunch: We welcome parents to have lunch with their child. Please check with the classroom teacher for specific lunch times. You may bring in outside food for you and your child only. Please do not provide other students with any food items as we have many students in our school with food allergies. All visitors must report to the office before going to the cafeteria.

Medications: All medications must be given to the nurse located in the front office. The nurse distributes all medications to students. Please complete all necessary forms and provide the doctor's orders for distribution. Medications include items such as inhalers, cough drops, and ointments. Medication must be delivered by the parent and in the original container. Students are not allowed to bring medication to school. Please contact our school nurse, Nurse Tara, with any questions.

Office Hours: Our office is open from 8:00-4:45 each day. Office staff is not available to answer calls, provide access to the building or assist in the office at times outside of office hours.

Parent Contact Information: It is imperative that the school has updated contact information for all students in case of emergencies. There are often times we will send school communication via ConnectEd recordings and email which requires updated contact information. Each student will receive a green Student Emergency Dismissal Form at the beginning of the year. Parents/guardians are asked to complete and send back to school as soon as possible. Residence information must be current as well. If families move during the year, a change of address must be completed. Documents such as a copy of the deed or lease, utility bill and driver's license are needed. For information about the CMS residency policy please visit the [CMS Student Placement website](#), or call Student Placement at 980-343-5335.

Parent Meetings (Teacher or Administration): If you are requesting a meeting with a teacher, please contact the teacher through email or by phone after 4:15pm to schedule a conference. Teachers may not hold conferences during instructional times with students (this includes as students are coming in during the morning hours). If you call during the day, the secretary will take a message for the teacher. Teachers and administration will honor the CMS 24 hour policy to return messages. This does not include the weekend.

If you are requesting to meet with an administrator, please email or call with all requests. Administrators can rarely be seen without an appointment as they attend planning meetings and are in classrooms a large portion of the day. Please be advised that parents will only be seen without an appointment if it is a true emergency such

as illness, death, or an immediate concern with safety. All other emails or phone calls will be answered within 24 hours upon receipt.

Parent Teacher Association (PTA): Check out the [MPTS PTA](#) website with many helpful school resources for families. All members of the MPTS community are invited to join at the beginning of each year by paying a small amount of dues (usually around \$6). In addition to its general membership, the PTA is comprised of a governing Board and Committee Chairs. The PTA identifies needs of the school community and sets up committees to enrich all areas in the life of the school, including planning community building activities, producing the yearbook, and organizing tutors to meet the needs of our teachers, to name a few. All are encouraged to attend general PTA meetings, which are advertised in the Traditional Times and take place 4 to 6 times per school year, to hear the school's administrators report on developments and plans and to participate in voting on the PTA's budget and its plans.

Pictures: Students will take individual fall and spring pictures. Group pictures will include classes and clubs. Picture information will be sent prior to picture day for parents to order. Yearbooks will be sold during the spring.

PowerSchool: The online student management system maintains student records for CMS (and the entire North Carolina public school system). [PowerSchool](#) tracks enrollment, attendance, and grades for students in grades 3-5. There is a parent portal, which may be accessed by downloading the PowerSchool app from your phone's app store, or online at <https://cms.powerschool.com/public/>

Quarterly Awards Ceremonies: The MPTS community will continue the tradition of celebrating student achievement and leadership each quarter. We will hold 4 award ceremonies after each quarter. All of these events will be held at Queens University Levine Center Gym. Students in grades K-5 will be awarded for academics, attendance, behavior/leadership, and growth. These events are in partnership with Hendrick Automotive as they will sponsor each event. They will also provide funding for the certificates and prizes that students receive.

School Visits: All visitors must report directly to the office upon arrival. Safety is our top priority! Ring the bell and you will be greeted and buzzed in. Please be prepared to sign in using the LobbyGuard system before access is permitted to areas of the school. No one is permitted to go to classrooms, the cafeteria or other school locations without signing in at the front office on LobbyGuard and receiving a badge. Each person will need to bring in valid identification (driver's license or passport) to sign-in on LobbyGuard. If you do not have this identification, you will not be issued a badge. A visitor badge must be visible on each visitor in the school. If you do not have a badge, a staff member will ask you to report to the front office. This badge is needed for classroom visits, field trips, lunch with students, school activities, etc. Arrive early and allow enough time to sign in. Due to the large number of visitors, you may experience a wait. We will work quickly to get you signed in. Any classroom visits other than classroom parties or volunteering must be approved by Administration with a 24 hour notice given to teachers of the reason for the visit. Our goal is to not interrupt instructional time for students. See Parent Meetings in this document for more information.

Special Area Classes: Special Area classes are included in the master schedule each day. Students will attend PE, Science, Art, Media/Technology, Music, and Spanish. New for the 2019-2020 school year, there will be a 6 day special area rotation (Day A-Day F) as we introduce Spanish to students in all classrooms K-5. Students will attend their designated special following this rotation. Teachers will share their special area schedule with parents.

Testing: Various assessments will be administered throughout the school year to keep teachers informed of student progress. Students will take district and state tests. New for the 2019-2020 school year, kindergarten-third grade students will be administered IStation Reading. This assessment was adopted by the state and will replace mclass TRC and DIBELS. Students will complete Measures of Academic Progress (MAP) testing three times (fall, winter, spring). NC Check-ins and End of Grade (EOGs) tests will be given to students in grades 3-5. Teachers will share additional information for these tests and any other tests required for subgroups and grade levels.

Traditional Giving: Traditional Giving is MPTS' formal fundraising event. Each year, the annual giving campaign is held in the fall. With the exception of the Million Minutes summer reading fundraiser, this is the only formal MPTS fundraising event. Funds raised provide our children with an enriched education, exciting materials, and engaging programs. Alongside the MPTS administration and teachers, the PTA assists in providing much of the curriculum that our children receive on a daily basis. Contributions are tax deductible and matching gifts are accepted from several area businesses and corporations.

Traditional Times: To help parents stayed informed, the PTA has a weekly e-newsletter. The Traditional Times is emailed to all parents every Monday afternoon. You will find relevant information about school events, PTA and community news, and messages from administration. You must provide your email address to directorympts@gmail.com to receive this newsletter.

Transportation Changes: All transportation changes must be in writing. Please make transportation changes as early as possible. Once the school day starts, teachers are expected to be providing instruction for our students leaving them unable to check their cell phones and email. If a transportation change is needed during the day and you have not already notified the teacher in writing, please email the teacher **AND** contact the front office. Please email Debbie Payton (deborahb.payton@cms.k12.nc.us) by 3:00 PM. You may also click the [Attendance and Transportation Changes link](#) on the MPTS website to submit a transportation change. Include the student's name, teacher, and mode of transportation. We will acknowledge receipt of your request. If you do not receive a reply, please be sure to contact the school.

Volunteers: You must be a registered volunteer to attend field trips or to volunteer at school in any capacity. All volunteers must complete the [CMS Volunteer Registration](#) process on the CMS website. This includes a background check for all who apply. Your volunteer status is good for one school year, so you must recertify each year. Please be sure to register early in the year, so your status can be processed quickly.