

# University Park Creative Arts Elementary School

UPCA★STARS



## 2022 – 2023 Parent & Scholar Handbook

**scholar Arrival: 8:45 - 9:15 a.m.**

**Instructional Day: 9:15 – 4:15 p.m.**

**Office Hours: 8:00 a.m. – 4:30 p.m.**

**2400 Hildebrand Street, Charlotte, NC 28216  
Telephone: 980-343-5178      Fax: 980-343-5182**

*This handbook does not supersede any CMS or State Board policies or regulations. The handbook may be updated. The most recent version will be available online via the UPCA school website.*

Welcome to University Park Creative Arts Elementary School (UPCA)! You are joining a wonderful creative arts magnet school family wherein we focus on each scholar's learning. We work as a team to ensure that each scholar is challenged and does his or her best academically, behaviorally, emotionally, physically, and socially. We believe that when the arts are integrated with the academics at a high and consistent level scholar learning and scholar achievement are enhanced. Thus, we hope that you will wholeheartedly be a part of our wonderful family and find this handbook helpful as you seek out the procedures and routines that are in place at UPCA in order to promote a safe, orderly and secure learning environment for each scholar. You are encouraged to read this handbook several times and to review it with your scholar or scholar in attendance at UPCA.

We want to partner with you and welcome you to participate in your scholar's education. You will have numerous and ongoing opportunities to do so - the Family Empowerment Committee, PTA, School Leadership Team, your scholar's classroom, etc. Most of all, we ask that you are supportive of your scholar and encourage your scholar to do his or her best each day. Teachers and staff at UPCA will work to build positive relationships with you and your family. They will also provide the foundation and skills for your scholar to be a successful 21st learner. Your scholar will thrive in our learning community filled with enriching arts opportunities and academics.

This document has been generated to allow families and school staff to work together to benefit the arts and academic growth of our scholars. Items in the handbook do not supersede state or local school board policies and procedures.

### **UPCA Mission Statement and Vision**

University Park Creative Arts Elementary School creates high levels of learning for all scholars by integrating the arts in the curriculum. Through the arts and academics, scholars will be inspired to become creative problem solvers, productive citizens, and life-long learners.

### **University Park Creative Arts School Commitment to Scholars**

- Our scholars can and will learn to their fullest potential.
- Every scholar can realize success when encouraged, challenged and when high expectations are communicated.
- Our scholars learn best when actively engaged in authentic tasks.
- scholar diversity and talents will be identified, valued, nurtured, and celebrated.
- Our scholars will have effective teachers and receive a high quality education.
- The arts positively impact every area of the curriculum.

### **UPCA Scholar School Pledge**

Today is going to be a good day! I am at school so I can learn, go to college, and be the leader that's inside of me. Today, I'll be educated and empowered by my teachers with the tools to be successful within my community and throughout the world. I apply myself daily, I study, and I ask questions when I do not understand. When I am confronted with a problem or conflict, I think before I react. I ignore all negative influences in the classroom and throughout my life. I am extremely proud to be the next generation of leaders. I accept the responsibility, and love the challenge.

ADMIN TEAM		SUPPORT STAFF	
Dr. Boyd	Principal	Ms. Jackson	Café Mgr.
Dr. Neely	Assistant Principal	Vacant	ESL Teacher
Vacant	Dean of scholars	Mrs. Hill	Psychologist
Ms. Pittman	Senior Administrator	Mrs. Fox	Social Worker
Mrs. Hairston	Registrar, Front Office Administrator	Linda Shipley	Counselor
FACILITATORS		Mrs. Williams	EC/Resource
Mrs. McMurray	Math	Mrs. Herbers-Rigdon	EC/Resource (Part-Time)
Mrs. Gooden-Labran	Literacy	Mrs. Wallis	TD
SPECIAL AREA TEAM		Mrs. Perez-Cubas M/Th/F	Speech
Vacant	Dance	Nurse Monifa Stinson	Nurse
Ms. Briley	Music	Vacant	Lunch Monitor
Ms. Harrison	Drama	Ms. Washington	BMT
Ms. Loop	Art	CUSTODIANS	
Ms. Devereaux	Media	Mr. Filando	Head
Mr. Jones	Technology	Vacant	Custodian
Ms. Barnett	Gym/PE	Mr. Glenn	Custodian
Ms. Klein	Science		
Ms. Byrdsong	Orchestra		
Ms. Vincel	Band		
KINDERGARTEN TEAM	FIRST GRADE TEAM	SECOND GRADE TEAM	THIRD GRADE TEAM
Mrs. Williams	Ms. Washington	Ms. McMiller	Ms. Soto-Pendleton
	Mr. James	Mrs. Smith	Ms. Norris
	Mrs. Chisholm-McKnight	Mrs. Jones	
FOURTH GRADE TEAM	FIFTH GRADE TEAM		
Mrs. Glenn	Ms. Baity		
Ms. James-Wigfall	Mrs. Bean		
Mrs. Spann-Hinnant	Mrs. Willingham		

## **ACHIEVEMENT CELEBRATIONS**

Quarterly achievement programs will be held to recognize scholars who achieve high standards in academic and arts related areas. Our desire is to have each scholar recognized for their accomplishments throughout the school year. All celebrations are announced in advance. Parents will be notified when their scholar is getting an award.

## **ALL CALL POLICY**

In order to avoid classroom disruptions, scholars will not be called to the office to pick up personal items dropped off by parents. If a parent needs to drop something off for a scholar, the name must be displayed on the articles and the item can be brought to the front office. scholars will not be called out of class to pick up homework, lunches, gym clothes, money, etc. UCPA is ***not responsible*** for any lost or stolen items left for scholars. To minimize disruptions, **UCPA does not accept deliveries for any scholar at any time including but not limited to: floral or balloon deliveries, candy grams, or food services deliveries. Prohibited food service deliveries include Postmates, UberEats, DoorDash, pizza deliveries, etc.**

## **ARRIVAL to SCHOOL**

The instructional day begins at 9:15 a.m. each day. Therefore, all scholars should plan to arrive by 9:10 a.m. so that they may be settled and prepared to begin their instructional day promptly by 9:15 a.m. scholars may enter the building beginning at 8:45 a.m. Car riders must use the front main entrance of the school building.

**Please note that the staff is not available to supervise scholars prior to 8:45 a.m. Car riders may not be dropped off before 8:45 am. Parents who leave their scholars waiting at the front door before 8:45 a.m. are risking their scholar's safety and administrators will be obligated to report parents of these scholars to the Department of Social Services and/or Charlotte Mecklenburg Police.**

Parents who arrive early are welcome to park and wait with their scholar in the car or on the bench located outside the front door until the bell rings to signal the opening of school. Parents who bring scholars after 9:15 a.m. are considered late and must park and come into the office to sign their scholar(ren) in for the school day.

**Car riders who choose to eat breakfast should arrive before 9:00 a.m. in order to eat breakfast and be in class for the start of the instructional day which is 9:15 a.m. Car riders who arrive after 9:00 a.m. will be directed to class.**

## **ATTENDANCE**

There is a direct correlation between regular attendance and school achievement; therefore, it is imperative that scholars are in class every day. The North Carolina Attendance Laws (GS - 115C – 378) expect every scholar to be in attendance each school day. There may be times that a scholar must be absent. scholars/Parents are responsible for submitting doctor's notes or other documentation directly to their homeroom teacher or Ms. Hairston in the morning they return to school. All absences are unexcused without proper documentation.

Proper documentation must be presented **no more than five (5) days** after the scholar's return to school. It is the **scholar's/parent's responsibility** to contact individual teachers within five (5) school days for any work missed during the absence that must be made up.

scholars arriving at school **after 12:15 pm** or departing from school **prior to 12:15 PM** will be considered **absent for the entire school day**.

If your scholar is out of school for an extended period of time ( 5 or more days) due to a chronic or extended illness, please notify your scholar's counselor and our school nurse before your scholar returns to school. scholars will excessive absences will be referred to truancy court.

### **ATTENDANCE - TARDY POLICY**

scholar arrival is 8:45 a.m. – 9:10 a.m. Our hope is that every scholar arrives each day to school by 9:10 a.m. so that scholars can enter their classrooms and be settled by the beginning of the instructional day. When a scholar enters a classroom late, it disrupts the class and robs the scholar of significant learning opportunities. Please help your scholar be successful by establishing daily morning routines and procedures which ensure a prompt arrival to school.

A scholar is considered tardy if he/she is not in their classroom by **9:15 a.m.** **When a scholar is tardy, he/she must report to the front office, along with their parent or guardian, so that they can be signed in to the school and receive a tardy slip.** Repeated tardiness could result in the scholar being returned to his or her home school. *(Reference Guidelines for Revoking Assignments to Schools other than Home School, CMS Board Policy JCA, Section VII.)*

**Parents who drop off scholars at the curb and leave are putting their scholar at risk and not following school safety procedures.**

#### **Bell Schedule**

8:30 a.m.	School Office Opens
8:45 a.m. - 9:10 a.m.	scholars enter the building
8:45 a.m. – 9:10 a.m.	Breakfast is served (If car riders would like to eat breakfast upon their arrival, they should plan to arrive at school no later than 9:00 a.m.)
9:10 a.m.	Hallways are cleared. The instructional day begins.
3:00 p.m.	Early Dismissal Ends
4:15 p.m.	scholar Dismissal
4:30 p.m.	All car riders must be picked up from school by a designated parent and/or an approved adult over the age of 18.
4:30 p.m.	School Office Closes

### **ARTS**

#### **Arts (K-3)**

Students in Kindergarten through 3rd grade are able to experience six arts areas: Art, Band, Dance, Drama, Music, and Orchestra. These classes are attended as part of the Encore rotation. All Encore classes are year-long, with the exception of K-2 Band and Orchestra, which are semester-long. Students receive an immersive, hands-on education following North Carolina arts standards, and will also have the opportunity to participate in a grade-level showcase during the school year.

### **Arts Major and Minor (4<sup>th</sup> & 5<sup>th</sup> grades)**

Students have the opportunity to focus on specialized arts classes as part of the Encore rotation. Major classes are year-long and are an area of study that the student feels confident in and is very interested in learning. Students will receive instruction in their Major class three times per Encore rotation. Minor classes are semester-long and give students an opportunity to experience and learn skills in two additional arts areas.

Major and Minor classes include the following course offerings: Art, Band, Dance, Drama, Music, and Orchestra. As part of the performance schedule, each Major class will have the opportunity to perform or present their work at least once during the school year.

### **ASSEMBLIES**

School and grade level assemblies are part of the instructional program. They are provided to extend, deepen and enrich the learning experiences beyond the classroom level. Many of the assemblies are related to our magnet theme for the Visual and Performing Arts. An emphasis on appropriate audience behaviors is also taught so that scholars are able to practice good audience manners and the art of listening.

#### **UPCA Appropriate Audience Behavior**

1. Enter and exit in a quiet, orderly manner.
2. Sit flat on the floor.
3. Wait quietly for the program to begin. No talking!
4. Do not talk during the performance.
5. If the performer asks for volunteers, raise your hand only – do not shout out or make sounds.
6. Show appreciation by applause only – no voices.
7. Use the restroom before the performance.
8. Do not sit in the fire walkway. Middle and side aisles must be clear.
9. Show our guests that University Park scholars are respectful, appreciative audience members!

Parents attending assembly programs, concerts and events are asked to silence their cell phones, supervise younger siblings and to observe the Copyright Laws regarding taking pictures or videotaping the event. While we value the time our parents give to our school in support of all scholars, we ask that parents remain in the audience for the duration of the program. We ask that parents not remove their scholars from the performance area prior to the end of the entire performance. Our scholars and staff have worked long hours rehearsing and preparing for the event. We want everyone to enjoy each event in its entirety. Your cooperation with this request is appreciated.

### **Birthday Parties**

Parents may provide a “treat” with the expectation that celebrations do not interfere with the instructional program and must occur immediately after lunch in the cafeteria. Please contact the teacher before sending or bringing any treats to school. We encourage healthy alternatives for birthday celebrations. A positive alternative to treats are fun pencils, erasers, note pads, etc. Another suggestion would be to donate a book

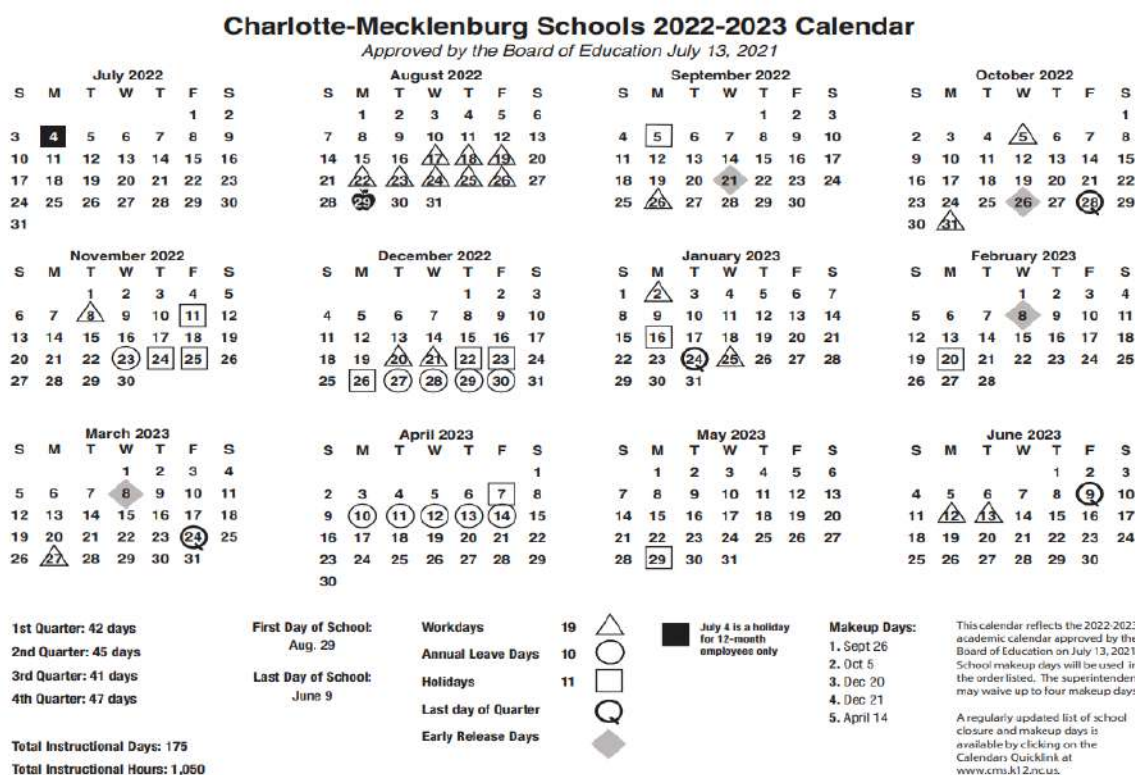
to the classroom, in the birthday scholar's name. **Please note that all food for birthday parties must be stored in its original, unopened container. No nut products of any kind can be given to scholars.** This includes but not limited to candy, pastries with nuts, and items made in the same facility as nuts.

## School BUS Behavior

The responsibility for safe transportation of scholars is shared by administrators, parents, bus drivers, and scholars. **Riding a bus is a privilege and must not be abused.** Necessary action will be taken by school officials to ensure that all scholars conduct themselves properly at all times. Where there is evidence of misconduct by any scholar, immediate action will be taken to correct the situation. [The CMS scholars Rights and Responsibilities Handbook](#) also addresses bus safety and consequences when bus rules are not followed.

Standards for scholar conduct and disciplinary procedures have been established district wide and will be administered by school officials. Any disruptive behavior could result in a verbal warning, an official written letter with parent contact, the scholar losing the privilege to ride the school bus, or a school suspension. If you have a question or concern about bus transportation, please contact the Dean of scholars or assistant principal.

## Calendar



## Car Rider Procedures

In order for the carpool line to operate efficiently, we need your help in following these procedures:

1. **Please remain in the carpool line and stay in your car.** During morning arrival, your scholar will be greeted by UPCA staff and receive assistance in exiting your vehicle. During afternoon dismissal, your scholar will remain on the inside of the building. Upon your arrival, your scholar will be called and he/she will meet you on the sidewalk in front of the building. Your scholar will be called and he/she will meet you on the sidewalk in front of the building.

2. **Parking is not permitted in the carpool lane.** Please adhere to this request and do not park in this lane.

3. Please do not park your vehicle or stage a meeting with a teacher at the end of the school day in order to personally escort your scholar out of the building to circumvent the need to remain in the carpool line. Parents choosing to behave in this manner will be addressed. Please know that this type of behavior does not model the type of behavior we want our scholar to exhibit. Being patient with the process prohibits ill-will demonstrated towards the staff and other parents who are following procedure.

When traffic is congested on Hildebrand Street, please remain calm and stay in your car.

***For scholar safety and to avoid traffic congestion, please cooperate with staff. Detailed carpool line procedures will be provided.***

## 1. Car Rider Number

For the safety of each scholar at UPCA, we will be using a numbering system for afternoon pickup of car riders and walkers. This system will identify scholars, not by name, but by a number which is assigned by administration. ***Only one number will be given per family and will represent all scholar in the family.*** Please display the enclosed car tag number side out in your car's front window (or tell the number to the staff member on duty in the car line). **NO CHILD WILL BE RELEASED WITHOUT A DISPLAYED CAR TAG OR WITHOUT VERBALLY SUPPLYING THE NUMBER TO UPCA STAFF. Please practice this number with your scholar(ren) so they will recognize their number when it is called.** If your scholar is listening and knows their number, this will help speed up the dismissal process. (**NOTE:** please give the number ONLY to those individuals who have your permission to pick up your scholar in the case of an emergency – if they do not know the number, they will not be able to pick up your scholar UNLESS they come into the front office with an ID and their name is listed on the scholar's blue emergency card.)

## I. Periodic Car Riders

If your scholar will be in the carpool line AT LEAST one day per week, please plan to fill out a request for a Car Tag - see above.

## II. Car Rider Line

Please remain in your car at all times while waiting to pick up your scholar at the end of the day. Be prepared to show your Car Tag or give your Car Tag number to the staff member who approaches your car for the information.

## III. On Time Pick Up

ALL scholar should be picked up by 4:30pm each day. If you will be late, please call the school ASAP and let them know what time you will arrive.

## Alternate Transportation Home



If there are times when the parent must contact the school to provide information regarding alternate transportation plans, for their scholar, parents are asked to plan in advance and before the end of the school day. **We want to avoid confusion and do not want to provide incorrect information to your scholar at the end of the day. Thus, parents must contact the school with alternate transportation needs prior to 2:30 p.m.** If your scholar's normal after school care involves a day care center picking up your scholar from school, it is the parents' responsibility to contact the day care provider of alternate arrangements for that day. Also, parents must inform their scholar's day care provider that they must adhere to dismissal procedures as stated. Day care providers may not pick up scholars before the end of the school day and they must remain in the carpool line with other vehicles.

### **Cell Phones**

Scholars may not use cell phones during school hours or allow other scholars to use their cell phones. scholars with cell phones must store them in their backpack and the cell phone must be turned off immediately before arriving at school. scholars need to tell their teacher or office staff if they feel they need to call their parents. scholar calls to parents should be for important reasons only and must take place through the office. Cell phones may be taken by UPCA staff if used in violation of this policy and kept in the office until picked up by a parent. Teachers of 3-5th grade will collect cell phones at the beginning of the day and phones will be returned when scholars leave for the day.

### **Child Custody**

Please provide scholar custody and/or guardianship documents to the school office to be kept on file.

### **CHANGE OF ADDRESS/TELEPHONE**

**The school must have the correct contact information for all parents and guardians of scholars enrolled in our school at all times. You are asked to immediately notify the Mrs. Hairston, the UPCA Registrar and your scholar's teacher when you need to change your address, phone numbers, or emergency contact numbers.** Without accurate phone contact information, the school may not be able to communicate with parents or guardians in a timely manner when a need arises. In the event that it becomes apparent that a scholar needs immediate medical attention and the parents or emergency contacts cannot be reached, the Principal or designee may make a decision to send the scholar to an emergency room by Emergency Medical Service (EMS). The parent or guardian must bear the financial responsibility for transportation and treatment in this situation.

### **Closing**

School cancellations for emergencies or inclement weather will be announced on **local radio and television stations**, and scholar parents/guardians will be **contacted by ConnectEd messaging**.

### **Code of scholar Conduct**

At University Park Creative Arts School we follow the guidelines set forth in the [CMS 2022-23 Code of Conduct](#) Violations of the rules will be addressed as outlined in the handbook. Please read the handbook carefully and make yourself familiar with all the rules and consequences. There is an appeal process in place to ensure that school actions are fair and equitable.

### **Connect Ed Messages**

Scholar safety is our number one priority, therefore Connect Ed messages are at least once per week and include important information regarding school events and other announcements. This a way for parents to remain informed. All parents/guardians are asked to update their telephone, email address, and contact information with the school registrar to ensure the Connect Ed messages are received.

### **CONFERENCES**

It is important that conferences be scheduled in advance. Conferences may be scheduled at a designated time with the classroom teacher or appropriate staff member. Please do not “drop in” on the teacher during morning arrival and expect the teacher to hold a parent/teacher conference. During morning arrival the teacher has supervisory duties and may be engaged in taking attendance and instructional activities which would prevent him/her from being able to devote the appropriate attention to the parent concern.

**Parent/teacher conferences are scheduled for all scholars before the end of first quarter. This conference is required and we ask every parent/guardian to make an effort to attend this conference with your scholar's teacher.** Parents may request a conference at any time by making a request directly with your scholar's teacher. NOTE: Conferences will **only** be held with the parents or the legal guardians of the scholar.

### **CMS scholar FORMS AND NOTICES**

All CMS scholars will receive forms and notices at the beginning of the year and periodically throughout the school year. This year, the district may place these forms online for your access. Some examples of forms received include but are not limited to the following: CMS scholar Textbook Accountability Standards, Photo and Video Release Form, Medication Authorization for CMS scholars, Diet Order Form, Parent Revocation of scholar Internet Access, and the CMS Bullying Policy. Parents should complete all necessary forms and return them to the school at the beginning of the school year.

### **GIVE ME FIVE!**

The school-wide signal to gain the attention of our scholars is “Give me Five.” When an adult raises his/ or hand and/or says, “Give me Five!” – All scholars and adults must stop immediately and raise their hand in return to affirm the following:

- Eyes on speaker
- Mouth quiet
- Be still
- Hands free
- Listen

### **Dismissal**

Afternoon announcements begin at 4:05 pm. After announcements car riders and walkers are dismissed. Car riders should be picked up from the back parking lot behind the school. Bus riders are dismissed when the majority of the buses have arrived.

### **STAYING AFTER SCHOOL**

No scholar is to remain after school unless the scholar has written permission to do so and is staying with a teacher or participating in an approved after school activity. Any scholar who remains after 4:30 p.m. will wait in the main office. If scholars are continually late being picked up from school, the administration will

contact the parent/guardian. Ongoing late pick-ups from school could result in the scholar being returned to his or her home school. (***Reference Guidelines for Revoking Assignments to Schools other than Home School, CMS Board Policy JCA, Section VII.***)

### **Dress Code Policy**

Headgear inside the school building is only allowed for religious reasons only, therefore no hats, hoods, bonnets, bandanas, night scarfs, etc may be worn inside the school building.

Other Dress Code Rules:

- Athletic bottoms, bike shorts, tank tops, deep V-neck shirts, spaghetti straps, strapless, cropped or bare midriff shirts are NOT permitted, even under a jacket, sweater, or other cover-up. There shall be no cleavage showing. *Leggings* may be worn *only* under a shirt which comes to the knee.
- Shirts and dresses must cover all skin and underwear, even when the scholar's arms are fully extended and raised into the air. No cut-outs are allowed.
- Leggings, socks, and ties of all colors are allowed (inappropriate words or inappropriate images are unacceptable). *Leggings* may be worn *only* under bottoms or dresses.
- No pajamas pants are to be worn to school.
- Clothing should contain no holes, torn or ragged edges, or be oversized so that underwear is visible or the waistband is not secured at the waist.
- No hats or sunglasses may be worn inside buildings.
- No blankets allowed.
- No headphones on in the hallway.
- No visible underwear is permitted, including bra straps. No clothing that is see-through or mesh-type is allowed.
- Fingernail polish and other grooming aids (e.g., hairspray) should be used at home and should not be brought to school.

Footwear

- All scholars must wear shoes at all times.
- Closed toe shoes are required.
- Shoes should not have heels over 2 inches high.
- No house shoes, shoes with heels, shoes with wheels, flip-flops, beach shoes, mesh shoes, soccer/sport sandals, shower shoes, slides, flip-flops with heels, or other shoes that are not adequately secured to the foot are allowed.

Our school recognizes that the parents/guardians are the primary persons responsible for seeing that their scholar is dressed properly for school.

### **Early Dismissal**

scholars are not authorized to leave campus after arrival without strictly adhering to University Parks's checkout procedures. **There will be NO early dismissal after 3:00pm. Proper ID such as a valid driver's license is required to pick up a scholar. All persons picking up scholars must be an authorized adult in PowerSchool. If a parent wishes someone (other than those in the PowerSchool)**

to pick up their scholar, the parent must call the school prior to 3:00pm with the name of the person picking up the scholar.

### **Early Release Days**

There are four Early Release Days this school year: The school day schedule is abbreviated. All scholars must be picked up no later than **1:15 pm**. Breakfast and lunch are provided to all scholars. Our teachers and staff will have professional development sessions in the afternoon, therefore **no scholars can stay after with any staff member.** Please make arrangements for your scholar to be picked up on time on these days.

### **Family Engagement Committee**

The FEC will work with UPCA families, scholars, and SchermCo (family engagement/empowerment partner) to plan and implement family engagement and family empowerment initiatives. We will have monthly one-hour meetings.

### **Field Trips**

Non-required field trips are scheduled to enhance and enrich a rigorous curriculum. They are a privilege and not a right. scholars should be in good academic standing in their class. Parent permission is required and teacher permission is required in order for scholars to miss class to participate in the extracurricular field trip.

### **Fire Drills**

Fire Drills will be conducted at least once per month. scholars are expected to exit the building quietly in a single file line and go to their designated areas. Teachers will take attendance. **Any scholar who deliberately activates a fire alarm is subject to exclusion from and to legal prosecution.**

### **Grading**

Level	<b>Elementary</b> K-2 will continue to follow the Standards-based Report Card practices.		
Type of Assignment	PREPARE - 0%	REHEARSE - 40%	PERFORM - 60%
Definition	Assignments that allow scholars to practice new learning with no risk for mistakes (i.e. GLOs/Learning profiles/Executive Functions, homework, pre-assessments, checklists for learner behaviors)	Assignments that provide feedback of scholars' progress leading up to demonstrating/assessing mastery of a standard(s) (i.e. Components for EL Performance Tasks, exit tickets, entrance tickets, tasks with rubrics and performance tasks, checklists, quizzes)	Culminating/formative assessments that measure mastery of one or more standards (i.e. Formal/unit assessments, cycle assessments, common assessments, projects with rubrics) *Note: EL performance task are not given a formal grade

### **Hall Passes**

scholars who are traveling in the hallway must have a hall pass at all times.

### **Health Room/Nurse**

The Health Room is located in the main office. It is for emergency use and minor first aid treatment only. scholars will be serviced in the health room by the school nurse and will return to class at her discretion. If it is determined that a scholar is too ill to return to class, a parent or guardian will be notified and asked to pick up their scholar.

#### **Medication Administration**

- For safety purposes, medication will only be administered to scholars if a Medication Authorization Form is completed by a Physician and signed by a parent then returned to the school nurse; this includes over the counter medications as well.
- Medication includes prescription and over-the-counter remedies, nutritional supplements, and herbal remedies.
- All medication must be brought to school in the original container or prescription bottle and immediately taken to the Health Room along with the signed Medication Authorization Form.
- An adult must bring the medication directly to the school office. Medication may not be transported by a scholar, or be in the scholar's possession while at school.
- The only exception is emergency medication that the healthcare provider has authorized the scholar to carry.
- Written authorization by the healthcare provider and the parent/guardian is required each school year or if the medication or dosage changes during the school year.

### **LOBBY GUARD**

Any visitor, parent or guardian must sign in using the LOBBY GUARD system in the office. You will need a drivers license or government issued identification to complete the sign in process. At no time are visitors permitted in the building without signing in and seeking permission from the office to move throughout the building. Violating this procedure can result in being banned from the campus.

### **LOST AND FOUND**

scholars who find a lost or misplaced article should take it to the lost and found bin where it will be stored until it is claimed. Unclaimed items will be donated to charity at the end of each quarter. Please consider writing your scholar's name on an inside clothing tag with a permanent marker so that it can be returned to them if it ends up in Lost and Found.

### **LUNCH**

UCPA is a CEP school and provides all scholars with free breakfast and lunch. scholars are not allowed to leave campus during lunch or have outside commercial food delivered or brought to them at school. Food is to remain in the cafeteria or the designated location.

### **MONEY and VALUABLES at SCHOOL**

In order to protect from theft, scholars are advised to take the following precautions:

- Do not carry more money than necessary to complete school obligations for the day.
- Fundraising money must be turned in to the club advisor immediately.

- Field trip money must be turned in to the homeroom teacher immediately.
- The school is not responsible for lost or missing money or valuables.

### **MEDIA CENTER**

The Media Center is open each day from 8:45 a.m. until 4:00 p.m. scholars may check out books each week before the tardy bell, during Media classes, during scheduled open check-out times. Kindergarten and 1<sup>st</sup> grade scholars are permitted to check out one book at a time, while 2<sup>nd</sup> through 5<sup>th</sup> grade scholars may have two books checked out at any one time. **Please note:** scholars are financially responsible for any media materials checked out in their name. If books are lost or damaged, scholars must pay for the books in order to continue their scholar's media privileges. If fees remain unpaid or books are not returned, scholars may no longer be able to check out books.

### **PARENT INVOLVEMENT**

In order for all scholars to succeed it is important for school and family to work together. Parent engagement is critical.

- All parents/guardians are also asked to attend and participate in all engagement events planned throughout the school year including but not limited to the Family Engagement Nights.
- Room Parent - Each classroom will have a room parent. Interested parents should contact their scholar's teacher.
- Family Empowerment Committee - A group of parents tasked with working with our community partner ShermCo to have events for parents using the results in the annual parent engagement survey.

### **PARENT SQUARE**

ALL parents have access to Parent Square. Parent Square is the primary means of communication from the school staff to families. Use the link to watch a video to learn more about the features of the platform. Download the app to all digital devices to stay informed. The parent data is pulled from PowerSchool contact the school registrar to update your contact information or use this [link](#) to request access.

### **PARENT UNIVERSITY**

An opportunity for UPCA Parents and Guardians to participate in learning activities and professional development opportunities to support their role in their scholars education.

### **PowerSchool PARENT PORTAL**

As a parent or guardian of a scholar in CMS and University Park Creative Arts School, you have the ability to check your scholar's grades in each of their classes. To create your account go to [www.cms.powerschool.com](http://www.cms.powerschool.com), click "Create Account" and fill in the information required. If you are in need of your scholar's *Access ID & Access Password*, please call the school at 980-343-5178 or visit the main office to pick up a letter with this information.

### **PROBLEM RESOLUTION**

The following information outlines the process you should use to resolve any problems you or your scholar may have related to school personnel, your scholar's grades or academic concerns, curriculum or instructional materials. If you follow this process, it should assist you in solving concerns more quickly and efficiently. It is important to work through problems together for the benefit of the scholar.

1. Contact the teacher. Set up a time for a conference with him or her as soon as possible to discuss your concerns. Put your concerns in writing before you attend the conference so that all issues may be addressed. Most problems can be resolved at this level. If you have a concern regarding non-teaching staff, please contact the school secretary for guidance and procedures.
2. If you feel your concerns have not been addressed, set up a meeting with the grade level Dean of scholars or Assistant Principal.
3. If the matter is still not resolved, set a meeting with the Principal.

## **PHYSICAL EDUCATION**

The state of North Carolina requires that all scholars receive 150 minutes of physical activity each week. scholars will participate in physical activity on a daily basis. Physical education is required by the state for all scholars unless the scholar has an excuse from a physician due to a physical ailment or disability. If a scholar must be excused from Physical Education due to an illness or injury, a note from the parent or doctor must be sent to school.

scholars are encouraged to dress appropriately for Physical Education. Tennis shoes help scholars to be safe and more successful during physical activity.

## **SCHOOL LEADERSHIP TEAM**

Parents are encouraged to volunteer for the School Leadership Team (SLT). The team consists of administration, teachers, and parents. The purpose of the SLT is to set goals for the School Improvement Plan, and to organize and implement improvement processes that focus on meeting the needs of all scholars. If you are interested in being on the SLT, please contact the front office for more information and to receive an application.

## **Scholar SERVICES**

The scholar Services department provides comprehensive programs and services to promote the academic and social/emotional potential of all scholars. Our scholars Services professionals are scholar advocates who work in partnership with other educators, parents/guardians, and community organizations to support the academic and social/emotional needs of all UPCA scholars throughout their K-5 journey and help each scholar prepare for the transition to middle school **successfully**. The scholar Services department provides many services including, but not limited to

- Individual counseling
- Parent/Teacher Conference
- Classroom and Guidance Activities
- Middle school choice counseling
- Crisis Intervention
- Referral to Community Agencies

## **SAFETY LOCKDOWN**

Safe and orderly schools are essential to scholar success. To make sure that all of our campuses are safe and orderly, all Charlotte-Mecklenburg Schools practice regular safety lockdowns.

A safety lockdown means that the building can be locked down and secured quickly in the event of an emergency. scholars, parents and visitors on campus are asked to follow drill procedures similar to those for fire and tornado drills.

## **UPCA STARbucks:**

Scholars who are following the STAR expectations may earn a UPCA buck. UPCA STARbucks are handed out by all staff members. Scholars are able to spend their STARbucks in the UPCA school store. Parents and community partners can donate NEW items to the school store. Contact the school counselor, or school social worker for donations.

### **STAR Expectations**

The UPCA STAR expectations outline the rules that we expect all scholars to follow. Teachers should constantly review the expectations with scholars. In the beginning of the year teachers should prepare lessons to teach the meaning of each expectation.

### **ScholarS RIGHTS AND RESPONSIBILITIES HANDBOOK (CMS Document)**

At the beginning of the school year, all CMS scholars are provided with the CMS scholars Rights and Responsibilities Handbook which describes in specific language what we expect from each scholar. This handbook informs all members of the CMS school family of the policies and procedures to ensure a safe and orderly school. Parents are key partners in keeping CMS schools safe and orderly. Therefore, parents are expected to review and discuss this handbook with their scholar(ren). Failure to return this acknowledgement will not relieve a scholar or the parent/guardian from being responsible for knowing or complying with the rules contained within the Code of scholar Conduct. Should you have questions or concerns regarding any of the CMS policies and procedures, please feel free to speak with school administrators.

### **Technology/Personal Technology Devices (PTD)/Cell Phones**

All rules regarding PTD are aligned to CMS Board Policy IJNDB-R

*Possessing and using a PTD at school is a privilege. scholars do not have the right to use cell-phones, laptops, or other electronic devices while at school. If these privileges are abused, they may be taken away. scholars and parents must agree to the Code of scholar Conduct, all CMS Board Policies (in particular IJNDB - scholar Internet Use), and this regulation*

#### **1 All PTDs:**

- a. Must be in silent mode while on CMS property;
- b. May not be used to cheat on assignments or tests, to violate any provision of the Code of scholar Conduct, or for non-instructional purposes (such as making personal phone calls and text/instant messaging);
- c. May not be used to record, transmit, or post photographic images or videos of any person or persons on CMS property during school activities and/or hours unless such uses are for educational purposes and with a teacher's approval and supervision;
- d. May be used to access files on the PTD or Internet sites that are relevant to the classroom curriculum; and
- e. May not be used to access unauthorized games, movies, or other applications.

#### **2. scholars acknowledge that:**

- a. The CMS network filters will be applied to their connection to the Internet. Attempts to bypass the filters are in violation of this regulation and Policy **IJNDB** ;
- b. Bringing on premises or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of this regulation and Policy **IJNDB** ;
- c. Processing or accessing information on CMS property related to "hacking," altering, or bypassing network security policies is in violation of this regulation and Policy **IJNDB** ;



- d. **CMS has the right to collect and examine any PTD that is suspected of being used to violate the Code of scholar Conduct** or was the source of an attack or virus infection;
- e. Printing from a PTD is allowed on CMS property only if authorized by the supervising teacher; and
- f. A PTD must be charged prior to being brought to school and must be battery-powered while in use on CMS property. A PTD may be charged on CMS property only with prior approval from the supervising teacher.

#### **Additional PTD Rules specific to UPCA: CELL PHONES**

- Cellular phones and accessories (including headphones and other ear pieces) are to be powered off and put out of sight during the school day. This is for the protection of scholars and teachers and to avoid unnecessary distractions in the academic environment.
- scholars will be assigned a Chromebook to use during the school day. scholars will not be able to access social media sites including Facebook, Instagram, Snapchat, etc.

#### **Scholar Devices and Fee Structures**

The Board of Education has approved a flat fee structure for device damage and replacement costs.

##### *Device Fee Structure*

- o \$10 for chargers
- o \$15 damaged device
- o \$50 lost and stolen
- o \$5 Miscellaneous (lost part of device)

#### **TORNADO DRILL**

**REMEMBER:** A tornado **WATCH** means there is a possibility of one or more tornadoes in the area. A tornado **WARNING** means that a tornado has been sighted or detected by radar and it may be approaching. **SEEK SHELTER IMMEDIATELY!**

scholars and staff follow these guidelines:

1. Stay away from windows.
2. Each person stays low to the floor and protects his/her head.
3. Stay in this position until the ALL clear signal is heard.
4. If you are on a school bus, in a car, or outside you should:
  - get off the bus or out of the car
  - get in a shallow ravine and get in a crouched position
  - protect the head & stay away from the bus or car and trees
5. The S.O.S. signal will be given twice over the intercom. Stay in the drill position until the ALL CLEAR signal is announced.

#### **VISITORS**

All visitors must sign in at the Main Office immediately upon arrival on the school campus in order to secure a pass. Passes will be issued only to those persons with legitimate business on the campus. Visits to friends and/or teachers are not permitted during the school day. Parents/guardians must make prior arrangements with the teacher or grade level administrator to observe their scholar in a class.

#### **VOLUNTEERS**

All volunteers MUST be an approved CMS volunteer to work in any capacity with scholars at University Park Creative Arts School. Parents/guardians who wish to go on field trips and volunteer during the school day must be on the approved CMS volunteer list. All volunteers must sign in at the Main Office and must have prior approval from CMS before volunteer services can begin. To become a registered volunteer contact the CMS Volunteer Department at [www.cmsvolunteers.com](http://www.cmsvolunteers.com) or 980-343-0474.