



# **Family Handbook 2022-2023**

Dear Myers Park Traditional Families,

Welcome Back! I hope you all had a happy and healthy summer and are ready to kick off the 2022-2023 school year! I am so excited to start my first full year here as principal at MPTS. Over the summer, we have been working hard to prepare for the upcoming school year and are truly looking forward to welcoming our students back on August 29th.

This year, we will be “piecing together success for all MPTS students!” Specifically, we will focus on several “puzzle pieces” to complete the big picture, which include aligning our teaching to the standards and the curriculum, providing data-driven, differentiated instruction for all learners, providing a safe, nurturing environment that attends to the social and emotional well-being of our students, demonstrating school pride with a focus on old and new traditions, developing leadership and character education skills in students, and partnering closely with parents and the community. We will also continue to focus on the now 8 habits of highly successful people through our Leader in Me magnet program and will be renewing our Leader in Me Lighthouse status this year. In addition, we will continue to utilize a 6-day special area rotation and students will rotate through specials, including: Art, Music, Physical Education, Science, Spanish, and Media. Through these opportunities, as well as the addition of a theater program, students will have the chance to explore new interests in the arts and sciences.

I am thrilled to bring back several traditions this school year, along with welcoming more parent volunteers back into the building. I would encourage you to join the PTA and/or attend School Improvement Team meetings in order to participate in parent discussions as we work together to make MPTS the best place it can be for our students. I would also encourage you to register to be a CMS volunteer at MPTS. CMS resets volunteer clearance each school year. Therefore, it is imperative that you register again and select MPTS. Please visit [www.cmsvolunteers.com](http://www.cmsvolunteers.com) to register or resubmit your application for the 2022-2023 school year. Thank you in advance for your support!

One additional thing I want to note is that CMS is returning to its previous online meal application process for families who want free or reduced-price lunch opportunities. If you would like to request free or reduced-price lunches for your student for the upcoming school year, please be sure to apply when the application process opens up on August 1st. CMS will continue to offer free breakfast to all students as it has since 2012.

We are so excited for the 2022-2023 school year! I look forward to collaborating with each of you to ensure that your student has an amazing and successful year. Please do not hesitate to reach out to me with any questions or concerns at (980) 343-5522 or [elizabeth.bickerton@cms.k12.nc.us](mailto:elizabeth.bickerton@cms.k12.nc.us).

Warmest regards,

Elizabeth Carrubba

Principal

# About Myers Park Traditional



**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.

- Our school was established over 90 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 650 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 students are energized, develop strong character, and are among the best prepared for middle school, both academically and socially.
- Our program emphasizes leadership, exploration, problem-solving, critical thinking, reasoning, and perseverance.
- Our resources include Promethean Boards in every classroom. We have one-to-one technology. Each student in kindergarten-second grade has an iPad and third-fifth graders have Chromebooks as we authentically integrate technology into the curriculum.
- Our results on end-of-grade tests exceed state and district averages.
- Dedicated instructors are staffed for Talent Development/Gifted Students, Exceptional Children, and English Language Learners. Additional support staff enhance fundamental instruction for students at all academic levels.
- We offer a variety of extra-curricular clubs and leadership opportunities such as: National Jr. Beta Club, Student Lighthouse Team, Recreational Chess, Chorus, Musical/Theater and athletics (Little Sticks Lacrosse, Let Me Run, Girls on the Run, Serve It UP Tennis). Before and after school clubs are subject to change based on safety and district approval.
- Our parents partner with teachers and administration to support and improve our school through a joint School Improvement Team (SIT) 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 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.
- 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/staff volunteers/tutors, use of their facilities for school performances, summer camps, and opportunities to attend sporting events. Hendrick sponsors school wide events such as Field Day. Bojangles supports our Leader in Me and recognizes student leaders.

## Beliefs

- \*Following the Leader in Me paradigm of leadership, Everyone can be a leader.
- \*Curiosity will flourish in an atmosphere that is challenging and offers stimulation.
- \*The best learning environment reflects discipline, mutual respect, and motivation to achieve.
- \*Talented teachers and dedicated parents provide a partnership essential to inspire every student.
- \*We promote a community where parents and teachers collaborate helping each child develop skills necessary to become global leaders.

# Leader in Me --- We are leaders!



Our school magnet is The Leader in Me. MPTS is one of over 5,000 schools around the world engaged in this work. *We were named as a Leader in Me Lighthouse School in March 2021. Myers Park Traditional was the first CMS school to receive Lighthouse designation. This is the highest honor awarded to Leader in Me schools who exemplify the highest level of implementation and serve as a model school.* 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 habits across settings as we teach leadership to all students, create a culture of student empowerment, and align systems to drive academics. Beginning in the 2022-2023, we will introduce Habit 8: Find Your Voice.

## **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 any 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.

**Habit 8 Find Your Voice and Inspire Others to Find Theirs**

Discover Your Talents: I have found something that I am good at and really like doing. I am proud, but do not boast. Instead, I use my expertise to help and inspire 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](#). Parent book clubs facilitated by school counselors will be planned to discuss and learn from *The 7 Habits of Highly Effective Families*. Information to register will be shared.

**LEAD Expectations**

**L:** Listen to and follow directions promptly

**E:** Embrace your role as a student and a leader

**A:** Act respectful to all, including yourself

**D:** Decide what is best for you and others when making choices

# 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. All students (K-5) will follow the district literacy curriculum, EL Education, and the 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 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 Myers Park Traditional website.

## **Instructional Delivery Framework**

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 two content areas to teach students. Fourth and fifth grade students will switch classes for literacy/social studies and math/science. MPTS uses a heterogeneous model where children of a full-range of abilities are taught in the same classroom setting. All students receive core instruction in a whole group setting. Students will also learn 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 What I Need (WIN) for students. During this block of time, students work with support staff and classroom teachers to meet student needs. Support is provided by the Exceptional Children's program, Talent Development, ESL, and support staff. 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.

New for the 2022-2023 school year, Myers Park Traditional will join a cohort of over seventy-five CMS schools as we implement the Teacher-Leader Pathway. Schools participating think strategically and innovatively in order to optimally organize school resources. Strategic design plans allow highly effective teacher-leaders to build capacity and reach more students while meeting varied needs.

## **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 at home exposes children to language, promotes development and creates a lasting love of reading. Reading builds stamina. Make it a challenge for your child to add minutes.
- Know the grade level standard for reading and how your child is performing. Teachers will use several measures to determine this. Measures include assessments on fluency, accuracy, and/or comprehension.
- Ask questions as your child reads.

### **Fiction Text Questions**

- 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 Text Questions

- 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.
- Frequent smaller chunks of time (5-10 minutes per night is better than 30 minutes once a 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  $7 \times 8$ , 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 IXL 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. Following the district grading plan, students receive specific feedback for continuous growth. Students will receive four report cards at the end of each quarter following the CMS calendar. Student grades are based on mastery of standards using multiple data points. Mastery is based on end of year grade level expectations.

Kindergarten-second grade will continue to use the standards based report card. Additional parent information can be accessed [here](#). The grading scale is letter driven instead of numerical as students receive:

- Developing (D)
- Progressing (P)
- Mastering (M)
- Exemplary Mastery (E)
- No Indicator (N/I)

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

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 50-59 F

Progress Reports- 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.

## Grading Calendar

| Quarters                            | Progress Report and Report Card Distribution Dates                     |
|-------------------------------------|--|
| Quarter 1:<br>August 29-October 28  | Progress Reports: September 28, 2022<br>Report Cards: November 9, 2022 |
| Quarter 2:<br>November 1-January 24 | Progress Reports: December 8, 2022<br>Report Cards: February 2, 2023   |
| Quarter 3:<br>January 26-March 24   | Progress Reports: February 24, 2023<br>Report Cards: April 4, 2023     |
| Quarter 4:<br>March 28-June 9       | Progress Reports: May 8, 2023<br>Report Cards: June 9, 2023            |

**\*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



**Academic Calendar:** The CMS 2022-2023 Academic Calendar may be accessed [here](#).

### **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 school between 8:45-9:15am. Students may get a grab and go breakfast to eat in their classroom upon arrival or go directly 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 inside 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 day 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. Parents must walk their child to the front door and ring the bell. You will be greeted by office staff to assist with signing in your child. All tardy students 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 bus 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. Please note, the school may receive notice on a late bus well after dismissal. Parents are free to contact the Myers Park Transportation Department at 980-343- 5808 or the main transportation call center at 980-343-6715 for updated bus status.

- **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. Parents should remain in their car. 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.

#### · **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. **Parents or any other person that is picking up a student MUST be listed on the emergency sheet AND provide photo identification.**
- Students will be called down to the office. Parents will not be permitted to walk to classrooms.
- 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, then administration will review the request for pickup.
- Our goal is not to interrupt instructional time. Multiple early dismissals can lead to students falling behind academically as they miss content.
- 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, it is understood that students may become ill or have family emergencies. If this occurs, please send in a doctor's note, a written note to the office or an email to [christinec.campbell@cms.k12.nc.us](mailto:christinec.campbell@cms.k12.nc.us) 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 using the [Absence Reporting](#) link. All absences with no note provided will be unexcused. All absences are considered unexcused until a note is received. A student must be present until at least **12:45pm**, to be considered present for the day. You will receive written notices after a student has received three, six, and ten days of unexcused absences. Per board policy, when a student has ten unexcused absences, the principal/designee must send the parent a letter by certified mail or hand delivery, informing the parent of the number of excessive

unexcused absences. Under NC compulsory attendance statutes, students with more than ten unexcused absences and/or their parent/caregiver will be referred to the proper authorities. School counselors will support families and provide interventions to improve student attendance.

- **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 3 tardies, a phone call will be made home from the teacher. After 5 tardies, a school counselor will reach out to help with strategies for attendance. After 10 tardies or more, an administrator will reach out to discuss further options with you.

**Birthday Celebrations:** Parents may choose to send in birthday treats. Any treats must be purchased from a store and packaged. Parents must contact the teacher to let them know that they will be sending in treats. 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. Breakfast will be served as grab and go from 8:45-9:15. Students will eat breakfast in their classroom.

**Buses:** Eligible students are assigned a bus based on their residence address. In order to have a bus assigned, parents must complete the district [Student Ridership Form](#). This must be completed electronically. You will need your student's ID number. 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 or stop other than their 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. Historically, the app is not available the first two weeks of school as the transportation department works to add and drop stops on routes. 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. We will work with transportation to help address your concerns. Parents may contact Myers Park Transportation directly at 980-343-5808 or the main transportation call center at 980-343-6715 with questions or concerns. The regular office hours are 7:00 AM – 6:00 PM.

After hour concerns should be directed to CMS Law Enforcement at 980-343-6030 for assistance.

All students must follow bus safety as outlined in the CMS Code of Student Conduct. MPTS Bus Expectations were sent home in the back to school mailings. You may also find bus expectations on the school website. **Any misconduct or violation to bus safety that substantially distracts the driver or has potential to cause a safety hazard 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 Code of Conduct, 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.
- In case of an 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 technology on the bus.
  - 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. Afternoon carpool will begin around 4:10. Car riders (including daycare vans) will be dismissed from the gym. In order to maintain a safe and orderly dismissal process, parents are not permitted to park and walk up to pick up your child. 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. Students will not be released to parents outside of their car. Car riders will be provided with a carpool number sign that should be placed in a visible location so that carpool staff members can see it. **Keep it up until you exit the carpool line with your child.** Signs will be available for pickup during open house and in the main office. Encourage your child to listen for their number in the afternoons and to walk quickly to the color coded zone given at that time. The zones are just a guess as to where you will stop. Do not worry about stopping at that zone, just pull all the way up and your child will come to meet you.

\*See Transportation Changes in this document for additional information.

**Classroom Parties:** Information for parties will be communicated through PTA Room Parents and/or classroom teachers. Parents will be invited to two classroom parties for the 2022-2023 school year. Dates will be communicated by PTA Room Parents and/or classroom teachers in advance. 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, Little Sticks Lacrosse, and more. Some clubs are year-round and others vary by season. Information for clubs and activities will be shared with families. Club offerings may vary from years past. Clubs are subject to change based on safety and district approval. All clubs offered at MPTS are approved through the district. Club staff will complete background checks and register as CMS volunteers.

**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 will be available online on the CMS website under Handbooks and Forms. It may also be accessed [here](#).

### **Frequently Asked Code of Student Conduct Questions**

- **Personal Technology Devices--** A personal technology device (PTD) is a portable Internet accessing device that is not the property of the district that can be used to transmit communications by voice, written characters, words or images, share information, record sounds, process words, and/or capture images, such as a laptop computer, tablet, smart phone, cell phone, smart watch, personal digital assistant or E-Reader. There is no cell phone and/or personal technology device use at school or on the bus. Personal technology devices 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. Students may wear smartwatches; however, they must not use watches to make/receive calls, send texts, etc. Watches are for telling time. Watches will be removed during state testing. Possession of a PTD by a student is a privilege, which may be revoked for violations of the Code of Student Conduct. Violations may result in the confiscation of the PTD (to be returned only to a parent) and/or other disciplinary actions. The district is not responsible (monetary value or replacement) for theft, loss, or damage to PTDs or other electronic devices brought onto CMS property. Students permitted to use PTDs during the school day must follow all rules set forth in Policy S-SINT and Regulation S-SINT/R, and sign the Student Internet Use Agreement.

**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 disciplinary response. Other personal technology devices such as tablets and computers are not needed as we have student one-to-one technology use at school. Students are not permitted to use school issued technology on the bus or during non-instructional times. See Rule 5A 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 and present a distraction, then they can be taken by any staff member. These items can be picked up in the office by a parent. See rule 5B in the Code of Conduct. Possession of a toy gun that could be mistaken for an actual weapon is a violation of Rule 29, Weapons and Dangerous Objects.
- **Fighting, Horseplay, and Aggressive Behavior-** The Code of Conduct is specific in regards to aggressive behavior and fighting. The exchange of mutual aggressive physical contact between students, with or without injury, is prohibited. The Code of Conduct is specific in its definition of self-defense. Administrators will have the discretion to recognize the need for self defense on an incident-by-incident basis. See Rule 26 in the Code of Conduct.
- **Bullying-** Bullying and/or harassing behavior are strictly prohibited in CMS. Bullying is defined in CMS Regulation S-BULY/R as a physical act or gesture or a verbal, written, or electronically communicated expression directed at one or more persons that:
  1. Creates an actual and reasonable expectation that the conduct will
    - A. cause physical harm or emotional distress to a person or damage his or her property; or
    - B. place a person in reasonable fear of physical harm, emotional distress or damage to his or her property; or
  2. Creates or is certain to create an intimidating, hostile educational environment for the person at whom the conduct is directed, such that it substantially interferes with or impairs the student's educational performance.

The Code of Conduct is specific in its definition of the types of actions that are classified as bullying. Any manner of bullying that occurs off campus may violate the Code of Student Conduct if it has a direct and immediate impact to the orderly and efficient operation of school or the safety of others in the school environment. 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 or newsletter. Weekly communication will include academic focus areas as well as classroom specific information and school news. 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 to return your call. Parents are encouraged to email teachers. Teachers will follow-up within 24 hours following district policy.

**COVID Safety:** The district will follow CDC Guidance linked [here](#). Changes or updates will be communicated by the district.

**Dress Code:** Per the CMS Code of Student Conduct, the dress and grooming of students shall contribute to the health and safety of the individual and promote an orderly educational environment. These standards apply to all students, unless a specific exception is made by an administrator. Students at MPTS are expected to continue a tradition of appropriate dress for school and school related events. Students generally conduct themselves in a manner similar to the way in which they dress and groom. Students are required to wear shoes at all times. Ladies and gentlemen should not wear hats, caps, or hoods inside the building. Styles that bare a student's stomach, see-through blouses, bedroom slippers and clothing that expose undergarments should not be worn. Please note,

flip flops are unacceptable due to safety concerns. Shorts must be long enough so that the student's fingertips touch the hem when arms are held straight down. Designs, slogans, sayings must be appropriate. If a student is in violation of dress code, then the parent will be contacted.

**Field Trips:** Trips will be scheduled by teachers throughout the year as an extension to learning. All grade levels will have a limit of 4 off campus field trips per school year. This does not include events that come to us or events at Queens. Each grade level will plan one traditional field trip that cannot be repeated by another grade level. Parents will receive information and permission slips as the date approaches. All students must comply with school rules and expectations on field trips. If a student is serving an out of school suspension on the day of the trip, then the student is not permitted to attend. If a student is serving a bus suspension on the day of the scheduled field trip, then the parent must accompany and provide transportation to the trip. No refunds will be given for field trips. This will be considered a donation to the school in the event a student is unable to attend.

Any parents attending the field trip as a chaperone 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](#). Due to liability, chaperones cannot ride CMS buses (yellow buses and activity buses). Chaperones must drive. Chaperones may ride charter buses.

Only parents serving as chaperones as confirmed by the classroom teacher are permitted to attend field trips.

**Incentives:** We are a Leadership magnet school and we instill the 8 Habits through The Leader in Me program into our instruction and into our school environment. We also believe in rewarding students for displaying leadership and "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. Students place all of their tickets in a box for a drawing on Friday morning. There are winners from grades K-2 and 3-5 announced on the WMPT morning news. Blue ticket winners will receive a prize from the office.
- **Gold Tickets-** Students may recognize their peers for displaying leadership and the 8 habits.

**Leader in Me:** The 8 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 have a designated LEAD time each morning. LEAD will focus on social and emotional learning. Daily 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:** Monthly celebrations will honor students that have been chosen as Leader of the Month for their classes. These students are recognized by administration and will receive a certificate for their leadership accomplishments. A parent notification will be sent home in advance. Celebrations may vary month to month.
- **Leader of the Week:** Each classroom will nominate one student per 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:** This annual day is 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 are incorporated organically into their learning.
- **Leadership Guides:** All students will engage in leadership lessons with an emphasis on decision making, problem solving, public speaking, critical thinking, and creative thinking following the Leader in Me curriculum. Student Leadership Guides will be used with fidelity (K-5) along with lessons aligned to the 8 Habits.
- **Leadership Portfolios:** All students will have Leadership Portfolios. Students will utilize portfolios to set goals, compile work, reflect on their work, and celebrate leadership accomplishments. Leadership Portfolio formats vary based on grade level needs. These may be physical or digital portfolios.

**Lighthouse Certification:** Lighthouse Certification is a highly regarded standard among Leader in Me schools. MPTS will continue to use specific standards to demonstrate our ability to teach leadership principles, create a leadership culture, and align academic systems. MPTS was officially named a Leader in Me Lighthouse School in March 2021. This is the highest honor awarded to Leader in Me schools who exemplify the highest level of implementation and serve as a model school. Lighthouse certification is granted for a period of two years. MPTS will continue to implement Leader in Me with high levels of fidelity in order to maintain mature and sustaining status as determined by the Lighthouse rubric.

**Lunch:** We welcome parents to have lunch with their child starting in October. A sign-up genius will be sent out and you may choose one time per month to come eat lunch with your child. You may bring in outside food for you and your child only and may only have lunch with your child, not other students. Parents may sit in the designated parent corner in the cafeteria or at the picnic tables behind the marquee. 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.

**Million Minutes Summer Reading:** We recognize the importance of summer reading to extend learning. During the summer, all rising first-fifth grade MPTS students are invited to participate in the Million Minutes Summer Reading Program. Our partnership with Charlotte-Mecklenburg's Library summer reading will recognize and reward students for reading during summer break. All students are registered through the library's program and will log minutes if participating. As students reach minute milestones, they will earn rewards. Grade level top readers will be recognized in the fall.

**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 must have a Student Emergency Dismissal Form completed at the beginning of the year. These will be completed digitally again this year. Parents/guardians are asked to complete this electronic form as soon as possible. Parents will also complete a blue health card. Health cards include important medical information and will be housed in the health room. 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 to schedule a conference. Teachers may not hold conferences during instructional times with students. This includes morning arrival. If you call during the day, the secretary will take a message for the teacher. Teachers and administration will honor the district 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. Requests can be made directly through the administrator or through the Front Office Secretary. 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 to hear the school's administrator report on developments/plans and to participate in voting on the PTA's budget and its plans. Meeting dates will be shared in the Traditional Times.

**Pictures:** Students will take individual fall and spring pictures. Class pictures will be taken as well. Picture dates and information on purchasing will be communicated as dates approach. 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 follow [online](#) directions to set up an account.

**Quarterly Awards Ceremonies:** We will continue to celebrate and recognize our leaders for academic and behavior/leadership accomplishments at the end of each quarter. Ceremonies will be held for all students at Queens University. Parents are invited to attend. Dates will be communicated with parents.

**School Visits:** To help maintain safety, if visitors are experiencing illness symptoms, they should reschedule for another time. All visitors must report directly to the office upon arrival. Safety is our top priority! Ring the bell and you will be greeted. 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 including outside without signing in at the front office on LobbyGuard and receiving a badge. Each person will need to bring 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 for certain events, 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. There will continue to be a six day special area rotation (Day A-Day F). Students will attend PE, Science, Art, Media/Technology, Music, and Spanish. 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 be assessed based on grade level standards following literacy, math, and science units. Required state and district tests include: Measure of Academic Progress (MAP), Beginning- of-Grade 3 (BOG), End-of-Grade (EOG), DIBELS (foundational reading skills and comprehension), WIDA and ACCESS (ESL students), Read to Achieve (RTA- select 3rd and 4th graders) and National Assessment of Educational Progress (NAEP- select 3rd and 4th Graders).

**Traditional Giving:** Traditional Giving is MPTS' formal fundraising event. Each year, the annual giving campaign is held in the fall. 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 curriculum resources that our children receive on a daily basis.

**Your donations DIRECTLY support and benefit Myers Park Traditional Elementary School.**

Our PTA budget supplements CMS funding to provide our students with hands-on learning programs and academic experiences, as well as the latest technology and teaching tools. Over the years, funds raised by the PTA have been used to fund items such as new playground equipment, Chromebooks, Smartboards, chess, restocking the library, teacher training, and cultural arts. In addition to these items the PTA also supports the daily expenses of our school such as printing, agendas, health room supplies and online subscriptions for students.

Contributions are tax deductible and matching gifts are accepted from several area businesses and corporations.

**Traditional Times:** To help parents stay informed, the PTA has a weekly e-newsletter. The Traditional Times is emailed to parents every Tuesday. You will find relevant information about school events, PTA/community news, and messages from administration. You must provide your email address to [directorympts@gmail.com](mailto: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 Mrs. Campbell by 3:00 PM. You may also copy Mrs. Gabby on the email. Include the student's name, parent's name, teacher, date of change, 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:** To help maintain safety, if volunteers are experiencing illness symptoms, they should reschedule for another time. Volunteers are essential to our work! We appreciate parents and the community donating their time and talents to support MPTS students and staff. MPTS believes in educating the whole child and this takes the whole community. Thank you for your time!

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. Volunteer opportunities will be shared through the PTA.

**Walkers:** Walkers will be escorted to the designated location on Radcliffe Ave. Walkers must live in the walk zone as determined by the district or have a parent working at Queens University or place of employment within the walk zone. No other students are permitted to be walkers due to safety. The front office will maintain a list of approved walkers. Parents are not able to switch children to walkers without updating your address or place of employment.