



# **Family Handbook 2023-2024**

# About Myers Park Traditional



**Vision:** At Myers Park Traditional Elementary School, we are committed to excellence and to addressing the social and emotional needs, as well as the instructional needs, of every student. We believe that all students can achieve and we will work with our students and families to make that happen for every student.

**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, our student population is diverse and stable at 680 students.
- Our students join us 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 end-of-grade tests results exceed state and district averages.
- Dedicated instructors are staffed for Talent Development/Gifted Students, Exceptional Children, and Multilingual 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, Choir, Musical/Theater and athletics (Little Sticks Lacrosse, Let Me Run, Girls on the Run, Serve It UP Tennis, P3 Soccer, and P3 Basketball). 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 with their time, talent, and resources.
- 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 number of committed school partners who enhance our school by providing additional opportunities and support to our students.

# The Leader in Me



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. Habit 8: Find Your Voice was introduced in 2022-2023.

## **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, The 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 from 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](#).

# MPTS House System

This year, MPTS will introduce the house system. We will feature five unique houses with their own color, crest, symbols, heritage, and history. Each house aligns to the Leader in Me traits and paradigms. All students and staff will be sorted into a house and over time, will take on the values and personality of the house. The result, a stronger overall school climate and culture.

House Animo: the courageous lions  
House Wema: the kind elephants  
House Kuleana: the responsible owls  
House Optimismo: the optimistic otters  
House Igen: the giraffes of integrity

**8 Habits, 5 Houses, 1 MPTS Family**



# The ABCs of MPTS



## Academic Calendar

MPTS follows the CMS Academic Calendar. You can find the 2023-2024 calendar linked [here](#).

## Arrival

Students may not enter the building before 8:45 AM. 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 8:45 AM, please contact our ASEP program to register a student for Before School care.

## **Buses**

- Buses arrive at school between 8:45 - 9:15 AM.
- 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.
- Bus assignment postcards are mailed to students and their families in late summer with your bus arrival/departure times.
- Hint: If your child will ride the bus regularly, it's best to have them ride it the first week when the teachers can help them learn bus riding procedures.
- Please visit the [CMS Transportation](#) page for more information and to complete the [Intent-to-Ride form](#) for the school year.
- Sign up with the [Here Comes the Bus](#) app to monitor your child's location en route: School District Code (73877).
- Questions? Call CMS Transportation at (980) 343-6715. **DO NOT CALL** the school as they are unable to help you and will direct you to CMS Transportation for help.

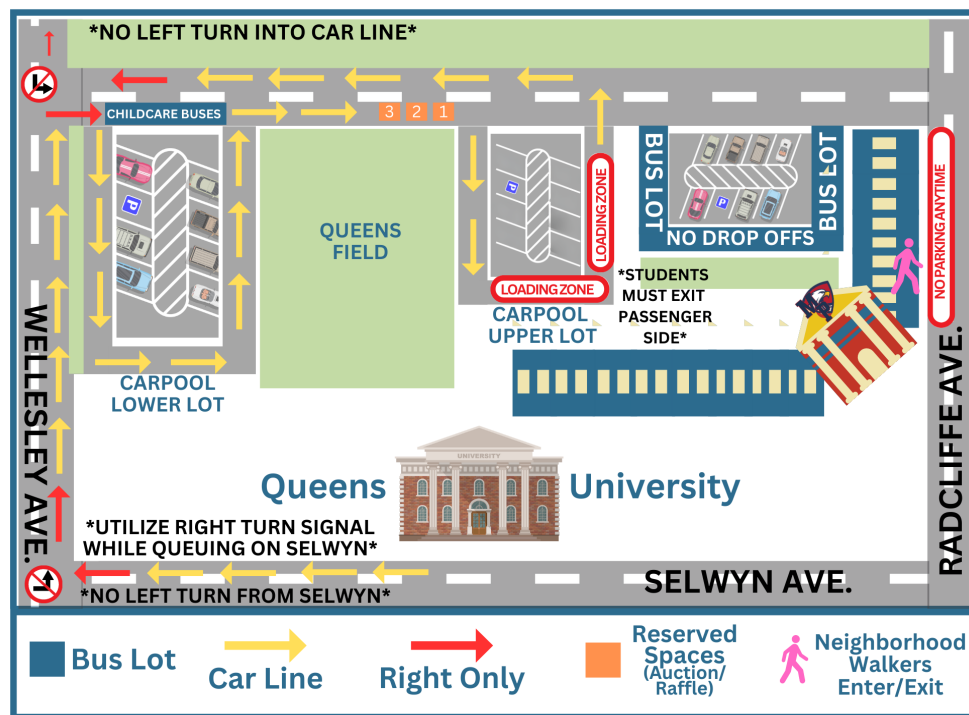
## **Car Riders**

- Carpool runs along Wellesley Avenue ONLY.
- **No car riders may be dropped off OR picked up in the Bus Lot off Radcliffe.**
- Morning Carpool begins at 8:45 AM and ends at the 9:15 AM bell.
- Parents must park in a parking spot when dropping off students or items. Parking along the curb is prohibited.
- **ONLY RIGHT-HAND TURNS** are permitted (see map) in the Car Line.
- **ENTER Car Line ONLY from Selwyn Ave with Queens University on your RIGHT.**
- **NO LEFT TURNS FROM SELWYN ONTO WELLESLEY.**
- **NO ENTRY FROM QUEENS RD WEST** - You will be asked to turn around.
- Display your Hang Tag/Number prominently until you Exit the Car Line.
- Exit Car Line by turning RIGHT onto Wellesley.
- Be a Good Leader: Do not turn or cut in front of other drivers.
- Be a Good Neighbor: Do not block driveways, entrances or exits to Queens University.
- Parents are able to walk students to their classroom on the first day of school. After the first

day of school, parents will not be able to walk their children to class. Staff members and student leaders are present to help children get to class.

## Neighborhood Walkers

- Being a neighborhood walker at MPTS is special! It is also a privilege; neighborhood walkers and their families are expected to adhere to the rules of the program without exception.
- Students are only eligible to be neighborhood walkers if they live within the designated Walk Zone or have a parent who works at Queens University. The designated Walk Zone is 1.3 miles from MPTS.
- The student's home address in PowerSchool is used to determine if they are within the designated Walk Zone.
- If your student meets the above criteria and your family would like to be designated as Neighborhood Walkers, the student's home address *must* reflect an address within the designated Walk Zone or Queens University must be listed as the parent/guardian's employer (with proof of employment).
- Parents & guardians will drop-off students at the main entrance of the school
- **Neighborhood Walkers and their families should not drive to MPTS. If you choose to arrive by car, your child must be dropped off through the carpool line - no exceptions!**
- **In the event that you ignore instructions and choose to drive and park, please note parking is NOT permitted on the street on that side of the school. Parking may result in a ticket from CMPD and/or having your vehicle towed. MPTS is not responsible for any tickets or towing that occurs as a result.**
- 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.



## **Attendance**

The Charlotte-Mecklenburg Board of Education believes that school attendance and participation in class are integral parts of academic achievement and the teaching-learning process. The North Carolina compulsory attendance statute requires that every child in the state between the ages of seven (or younger, if enrolled) and 16 attend school every day school is in session. Regular attendance by every student is mandatory. Parents, custodians and legal guardians are responsible for ensuring that students attend and remain at school daily. Violation of the compulsory attendance laws is a misdemeanor in North Carolina.

### **Types of Absences**

- Excused
  - Illness
  - Family Emergencies/Funerals
  - Educational Opportunities
    - School Trips
    - Educational Trips through educational institutions or scout organizations
    - Award Ceremonies
    - Tournaments/Championships
- Unexcused
  - Family Vacations
  - Any of the above excused reasons if no note is provided

If your child is absent due to an excused reason above, you may::

- Send in a doctor's note
- Send in a written note to the office
- Send an email to the Data Manager with an explanation of the absence so that the absence can be coded as excused
- Report an absence on the school website using the [Absence Reporting](#) link or QR code.



All absences due to an excused reasons above 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 **12:45 PM** to be considered present for the day. You will receive written attendance notices after a student has received three, six, and ten days of unexcused absences. School counselors will support families and provide interventions to improve student attendance.

Under NC compulsory attendance statutes, if a student has more than ten unexcused absences in a school year, the principal or designee will forward all documentation to designated staff in the Student Services Department. If it is determined that the parents have not made a good faith effort to comply with the law, the Student Services Department shall notify the district attorney and the director of social services of the county where the child resides.

## **Behavior**

We believe in a proactive and preventative approach to supporting students' Behavioral and Social Emotional Learning needs. We utilize a Multi-Tiered System of Support (MTSS) to create a positive learning environment for all students. When students are not successful within the universal or first Tier of support, we incorporate Tiered interventions at the Supplemental or Intensive levels. We address the students' behaviors and lagging skills through group or individual plans based on data-based problem solving and data analysis.

To help our Eagles understand the expectations of the MPTS environment, we have established behavior expectations and rules as a part of our overall school-wide behavior management system. Our rules-within-routine matrix consists of the appropriate behaviors we want our Eagles to demonstrate.

## **LEAD Expectations**

**L:** Listen and Follow Directions

**E:** Embrace Safety

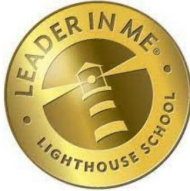
**A:** Act Responsibly

**D:** Demonstrate the 8!

When students exhibit the behaviors listed in the rules-within-routine-matrix, teachers provide positive reinforcement as feedback to students. This reinforcement includes positive statements and gestures and in some cases House Points.

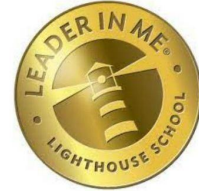
When students exhibit negative behaviors, our teachers and staff follow our behavior flowchart to help students get back on track.





## BEHAVIOR FLOWCHART

**L**ISTEN AND FOLLOW DIRECTIONS  
**E**MBRACE SAFETY  
**A**CT RESPONSIBLY  
**D**EMONSTRATE THE BEST



As noted in the flowchart, our Eagles will be asked to reflect on their behavior when they are not following our school-wide behavior expectations. Below is the form students in grades 3-5 will use. A form for our younger students is being developed.

Name:\_\_\_\_\_ Grade:\_\_\_ Teacher:\_\_\_\_\_

What Behavior Expectation did I not follow?

| Listen and Follow Directions | Ensure Safety | Act Responsibly |
|------------------------------|---------------|-----------------|
|                              |               |                 |

Instead, I chose to..

If I Dedicate to the 8, I can improve!

| Focus on ME<br>1. Be Proactive<br>2. Begin with End in Mind<br>3. Put First Things First | Focus on WE<br>4. Think Win-Win<br>5. Seek First to Understand, then Understand<br>6. Synergize |
|--|---|
|  |   |

Next time I will..

### **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 AM. 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 are impacted by the trickle-down effect from earlier schools as well as 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 through the ParentSquare app. 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 on the [CMS Transportation 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:

- Obey the bus driver promptly concerning conduct
- 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 your a.m. stop on time. 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.

### **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 Them Run, Little Sticks Lacrosse, P3 Soccer, P3 Basketball, and more. Some clubs are year-round and others vary by season. Information for clubs and activities will be shared with families in the Back to School packets. 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:

- **Cell Phones:** The Charlotte-Mecklenburg School System is emphasizing the importance of protecting instructional time each school day, especially in regards to cell phone usage. Our commitment to student achievement requires us to create an optimal learning environment for our students. One crucial step in achieving this is by limiting cell phone usage in accordance with Rule 5 of the Code of Student Conduct. During the school day, cell phones must be turned off and stored in your child's backpack. Students are permitted to have Smart Watches, but they must also be turned off during the school day. Possession of a cell phone or a smart watch by a student during school hours is a privilege, which may be revoked for violations of the Code of Student Conduct. Violations may result in confiscation and/or other disciplinary actions. The district is not responsible for theft, loss, or damage to cell phones or other PTDs brought onto CMS property.
- **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](#). People who have symptoms of respiratory or gastrointestinal infections, such as cough, fever, sore throat, vomiting, or diarrhea, should stay home and testing is recommended. If someone receives a positive test, they are required to be isolated for at least 5 days from the start of symptoms or the positive test and can return after symptoms improve. If they do not obtain 2 negative tests within 48 hours of each other, they must continue to wear a mask for 10 days. Changes or updates will be communicated by the district.

### **Curriculum**

MPTS students are instructed following the North Carolina Standard Course of Study. The NCSCS 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. You can learn more about CMS curriculum and standards [here](#).

### **Dismissal**

The school day concludes at 4:15 PM. We will begin our dismissal procedures at 4:10 PM. **Students who need to be checked out early must be picked up by 3:30 PM.** For the safety of our students and staff and to ensure a smooth afternoon dismissal process, there will be no Early Dismissals after 3:30 PM.

### **Buses**

- Bus assignment postcards are mailed to students and their families in late summer with your bus arrival/departure times.
- Hint: If your child will ride the bus regularly, it's best to have them ride it the first week when the teachers can help them learn bus riding procedures.
- Please visit the [CMS Transportation](#) page for more information and to complete the [Intent-to-Ride form](#) for the school year.
- Sign up with the [Here Comes the Bus](#) app to monitor your child's location en route: School District

Code (73877).

- If the school receives communication from transportation that a bus will be extremely late, we will contact parents through the ParentSquare app.
- Questions? Call Myers Park Transportation directly at 980-343-5808 or CMS Transportation at (980) 343-6715. **DO NOT CALL** the school as they are unable to help you and will direct you to CMS Transportation for help.

### Car Riders

- Carpool numbers are assigned to ALL families that utilize carpool, even occasional carpool riders
- Carpool numbers remain the same every year.
- NEW MPTS families can pick up Carpool numbers at the August Open House OR in the car line during the first week of school.
- **Please work with your student to help them memorize their Carpool Number.**
- Carpool runs along Wellesley Avenue ONLY.
- **No car riders may be dropped off OR picked up in the Bus Lot off Radcliffe.**
- Afternoon Carpool begins at 4:10 PM and usually ends between 4:40 PM and 4:45 PM.
- **ONLY RIGHT-HAND TURNS** are permitted (see map) in the Car Line.
- **ENTER Car Line ONLY from Selwyn Ave with Queens University on your RIGHT.**
- **NO LEFT TURNS FROM SELWYN ONTO WELLESLEY.**
- **NO ENTRY FROM QUEENS RD WEST** - You will be asked to turn around.
- Display your Hang Tag/Number prominently until you Exit the Car Line.
- Exit Car Line by turning RIGHT onto Wellesley.
- Be a Good Leader: Do not turn or cut in front of other drivers.
- Be a Good Neighbor: Do not block driveways, entrances or exits to Queens University.

### Neighborhood Walkers

- Being a neighborhood walker at MPTS is special! It is also a privilege; neighborhood walkers and their families are expected to adhere to the rules of the program without exception.
- Students are only eligible to be neighborhood walkers if they live within the designated Walk Zone or have a parent who works at Queens University. The designated Walk Zone is 1.3 miles from MPTS.
- The student's home address in PowerSchool is used to determine if they are within the designated Walk Zone.
- If your student meets the above criteria and your family would like to be designated as Neighborhood Walkers, the student's home address *must* reflect an address within the designated Walk Zone or Queens University must be listed as the parent/guardian's employer (with proof of employment).
- Parents & guardians will pick-up their students at the Radcliffe Ave. exit (see map) below.
- **Neighborhood Walkers and their families should not drive to MPTS. If you choose to arrive by car, your child must be dropped off through the carpool line - no exceptions!**
- **In the event that you ignore instructions and choose to drive and park, please note parking is NOT permitted on the street on that side of the school. Parking may result in a ticket from CMPD and/or having your vehicle towed. MPTS is not responsible for any tickets or towing that occurs as a result.**
- 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.

- Students are required to wear closed-toe shoes with backs at all times. **Slides, bedroom slippers, crocs, and flip flops are not permitted.**
- Students should not wear hats, caps, or hoods inside the building.
- Styles that bare a student's stomach, see-through blouses, and clothing that expose undergarments should not be worn.
- Shorts and dresses must be long enough so that the student's fingertips touch the hem when arms are held straight down.
- Tank Tops must be three finger-width.



- Designs, slogans, and sayings must be appropriate (not derogatory or promote violence).
- If a student is in violation of dress code, then the parent will be contacted. MPTS has a clothing closet here and reserves the right to ask a student to change if a parent cannot bring in appropriate clothing.

### **Early Dismissal**

Students who need to be checked out early must be picked up by 3:30 PM. There will be no Early Dismissals after 3:30 PM due to end of day preparations. **After 3:30 PM, all parents are expected to pick up students on Wellesley Ave in the carpool pick up line.**

- 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.
- If there is an emergency, the administration will review the request for pickup.

### **Field Trips**

Field 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, and grade levels will choose the field trips they will take. 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. Parents need to register each year to be a volunteer. You may register as a volunteer by clicking [here](#). Volunteer registration must be completed a minimum of 15 days before the trip as background checks are required. It is suggested to complete the volunteer registration at the beginning of the school year. 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.

### **Grading**

MPTS Grading Procedures align with the revised [2023-2024 CMS Grading Plan](#). The purpose of MPTS Grading Procedures is to provide teachers, students and parents with timely and accurate feedback regarding student mastery. This plan allows students to take ownership and accountability with their academic performance, and it ensures that parents stay informed so they can be vital partners in education.

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 Distribution Dates | Report Card Distribution Dates |
|--|------------------------------------|--------------------------------|
| <b>Quarter 1</b><br>48 days<br>August 28 - November 3  | October 3rd, 2023                  | November 20th, 2023            |
| <b>Quarter 2</b><br>41 days<br>November 1 - January 24 | December 12th, 2023                | February 6th, 2024             |
| <b>Quarter 3</b><br>44 days<br>January 25 - March 28   | February 28th, 2024                | April 16th 2024                |
| <b>Quarter 4</b><br>44 days<br>March 29 - June 7       | May 8th, 2024                      | June 7th, 2024                 |

## **Homework**

Teachers will assign students homework to reinforce and practice skills learned in the classroom.

**Homework will not be graded.** It is helpful for parents to set aside time each day for your child to do his/her homework and take the time to talk about what your child is learning in school. Below are average homework times per grade-level.

- Grades K and 1: 10-15 minutes per night
- Grade 2: 20-25 minutes per night
- Grade 3: 45 minutes per night
- Grade 4 and 5: 60 minutes per night

## **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." This year when students earn points for demonstrating the 8 Habits, those points will go to their respective house. These points will be tracked using the Ron Clark Academy House App. Parents can view the points that their child earns through the Ron Clark Academy House Points mobile app. More information regarding the app will be made available at the beginning of the school year.

## **Instructional 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, with the exception of students in an Expanded Impact Teacher's classroom. 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.

In the 2022-2023 school year, Myers Park Traditional joined a cohort of over seventy-five CMS schools that

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.

### **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**

MPTS was officially named as 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. The Lighthouse Rubric establishes standards for fidelity and school outcomes. MPTS will now use the **updated** [Lighthouse Rubric 4.0](#) to measure outcomes in three areas: teaching leadership principles, creating a leadership culture, and aligning academic systems. Lighthouse certification is granted for a period of two years. Schools will then recertify using the virtual self-assessment, describing and celebrating the school's growth and accomplishments since its original Lighthouse designation. MPTS was recertified as a Lighthouse school during the current 2022-2023 school year. Identified growth areas from our earlier certification will be our focus. After four years, the recertification requires an on-site recertification visit. We will continue to grow as a Leader in Me Lighthouse School and serve as an exemplar to our community and other schools.

## **Lunch**

Lunch prices will remain the same (\$2.75) for the 2023-2024 school year. To qualify for free or reduced priced lunches, you must fill a [Family Application for Free and Reduced Priced Meals](#). Only one application is needed per family. A paper application is available in the MPTS front office. If you are in need of an application in another language, please [click here to take you to the language preferred](#). Students not approved for free lunch will need cash or money on their account.

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.

## **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.

## **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. [tara.christensen@mecknc.gov](mailto:tara.christensen@mecknc.gov)

## **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 AM - 4:45 PM each day. Office staff are 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 ParentSquare and email which requires updated contact information. Each student must have a Student Emergency Dismissal Form completed at the beginning of the year. These forms were provided to parents in the back to school packet. Please complete this 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)**

To schedule a conference with a teacher, please contact the teacher through email or by phone. Teachers are unable to 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.

## **ParentSquare**

ParentSquare is a new form of communication that all CMS schools will be implementing this year. It is an app that you can download on your phone and that will translate all messages. You will receive communication through the app from administration, classroom teachers, and the PTA. This will be our main source of communication moving forward. More information about the app will be given at the beginning of the year.

## **Parent Teacher Association (PTA)**

All members of the MPTS community are invited to join the PTA. The PTA is composed of a governing Board and Committee Chairs. The PTA identifies needs of the school community and sets up committees to support those needs and enrich the overall school culture and environment. 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. To join the PTA for a small fee, please visit the [MPTS PTA](#) website.

## **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 by following the following [PowerSchool](#) directions provided by CMS..

## **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 if your child is receiving an award. Dates will be communicated with parents.

## **School Visits**

All visitors must report directly to the office upon arrival. Safety is our top priority! Ring the bell and you will be greeted. 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. Any classroom visits other than classroom parties or volunteering must be approved by administration with a 24 hour notice given to teachers for the reason for the visit. Our goal is to not interrupt instructional time for students. See Parent Meetings in this document for more information.

## **Special Area Classes**

Special Area classes are included in the master schedule each day. Students will attend PE, Science, Art, Media/Maker's Space, and Music. Teachers will share their special area schedule with parents.

## **Tardies**

A child is considered tardy if they arrive after 9:15 AM but before 12:15 PM. Students that arrive after 9:15 AM must be signed in by a parent or guardian. Please ensure your child is here on time and ready to learn. Multiple tardies can lead to students falling behind academically. When a student reaches three (3) tardies, a phone call will be made home from the teacher. After five (5) tardies, a school counselor will reach out to help with strategies for attendance. After ten (10) tardies or more, an administrator will reach out to discuss further options with you.

## **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).

## **Title IX**

We do not tolerate acts of sexual or gender-based harassment which fall under Title IX of the Education Amendments of 1972. Anytime that there is a report involving potential sexual harassment or assault, a member of our administration will conduct a prompt investigation. Counseling and educational resources will be available to students who have alleged harassment and to students accused of sexual or gender-based harassment. Students found to have engaged in acts of harassment or other acts that create a hostile environment may be disciplined including, if circumstances warrant, suspension or expulsion. CMS encourages students, parents, and staff to work together to prevent sexual and gender-based harassment.

## **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 and will also be posted on Parent Square. 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 provided in writing via an email or hand-delivered note. Please make transportation changes as early as possible. 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 our Data Manager, 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**

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.

To volunteer at MPTS, you must complete the [CMS Volunteer Registration](#) process. 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.



# 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 student proficiency. 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 ways of 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.