

Morganton Road Elementary School

EXCELLENCE FOR ALL... EXCELLENCE FROM ALL!

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<http://mres.ccs.k12.nc.us/>

Chad McLamb, Principal

Regina Hyde, Assistant Principal

I am excited to be a part of such a fabulous campus and the Principal at Morganton Road Elementary School. I look forward to meeting you all and getting to know your children. I have a passion for educating children, and together we will give our students the best.

My priority is to ensure that all Morganton Road students receive the best education possible. Every decision we make will be in the best interest of students. Morganton Road has excellent teachers with strong instructional skills and a depth of knowledge that serves the students well. I look forward to a successful year working with you to prepare our children for a bright future. Thank you for joining us on our journey from “Good” to “Great.”

Children First,

Chad McLamb
Principal



Daily Schedule

- 8:00 a.m. Building opens for Students and Parents
Breakfast is served from 8:00 until 8:20 a.m. – to ensure we start the school day on time and to protect valuable instructional time, we require *students to be in line by 8:20 in order to receive a school breakfast*
- Children should not be dropped off before 8:00 a.m. There is no one to supervise students before 8:00 a.m.**
- 8:30 a.m. Tardy Bell rings
Class Instruction Begins - **Be On Time! EVERY MINUTE COUNTS!**
Students not present in the classroom at 8:30 should be signed in by their parent in the Main Office.
- 8:30 a.m. Announcements
Classroom Morning Meeting
- 2:30 p.m. No Student Checkouts after 2:30 p.m.
- 2:55 p.m. Walkers dismissed
- 3:00 p.m. Bus riders and day care dismissed
- 3:05 p.m. Car riders dismissed

******* We value instructional time at Morganton Road. Our day is filled with instruction from the 8:30 bell to the 3:00 bell; we ask that students be on time and stay for the entire school day so they do not miss any valuable instruction.***

Abbreviated/Two Hour Early Release Schedule

The morning routine stays the same with only dismissal times changing.

Lunch Schedule is moved up one hour.

Dismissal will begin at 1:00 p.m.

Abbreviated/Delayed School Starting Time

If school opening is delayed, breakfast will not be served. Please ensure your student eats breakfast before coming to school. We will follow our normal schedule based on what time school opens.

School Rules

1. Students are not to be on campus until **8:00 a.m.** Students are permitted to remain at school after **3:00 p.m. only** when supervised by a teacher. Students should be picked up in a timely manner at **3:00 p.m.**
2. Students are not to run and/or play in or around the buildings.
3. **Students are not permitted to bring items such as** cell phones, **medicine**, iPods, mp3 players, toys, hand held games, radios, video games, walkie-talkies, and pagers to school. Such items will be collected by the teacher and turned in to the office. Parents may pick up these items from the office. **Morganton Road Elementary is not responsible for damaged, lost or stolen items.**
4. No radio or electronic device is to be used on a school bus at any time. Anything that can be interpreted as being a distraction is prohibited on school buses.
5. Students are discouraged from bringing their own athletic equipment to school. Teachers, however, may request students to do so. The following items are prohibited: shoes with spikes or cleats, baseballs, golf balls, ball bats, balls, scooters, skates or skateboards.
6. Students are not permitted to have tobacco in any form, cigarette lighters, knives, pocket knives, sparklers, caps (or any explosive device), or anything that can be described as a weapon or anything that looks like a weapon. Any such item will be collected by the teacher, and turned into **an administrator**. Students may be charged with a violation of the Student Code of Conduct.
7. Any ball, special project, large box, etc., that is brought on a school bus is to be checked in with the bus driver.
8. No chewing gum will be allowed in the school building or on school buses.
9. Jewelry that distracts or disrupts class or learning activities will not be allowed. No tongue or nose rings. No large hoop earrings. These items create safety concerns.
10. **Students will not be allowed back in their classrooms after the teachers have gone for the day. Custodians are NOT permitted to open classrooms.**
11. **Bicycles** If you ride a bicycle to school, be sure to park it in the area provided. After a bike is parked in the morning, no one is to use it during the school day. We encourage all students to wear helmets when riding a bicycle to and fro school. It is strongly recommended that all bikes be locked.
12. **No scooters, skateboards or skates are allowed at school AT ANY TIME.**
13. Student book bags may have any design that is school appropriate. However, book bags may NOT have wheels.

Attendance

We believe regular attendance in school accompanied by the responsibility to study and participate in school activities is essential to the learning process. Once a student arrives at school, he/she is expected to remain and attend class the entire day. Our focus must be to have students in school **every** day. Statistics show that students' grades suffer when students are habitually tardy and absent from school.

Excessive tardies will not be tolerated. These will be reported to the school social worker for follow up.

A student must be present at least three hours and fifteen minutes per day to be counted present for the day. A perfect attendance certificate will **only** be awarded to those students who have no absences at the end of the nine weeks and **NO unexcused tardies for the nine weeks.**

If the student returns to school the **same day** he/she was checked out, he/she must be signed back in at the office and get a hall pass to return to class.

Tardies are recorded in the front office; the front office will maintain a written record of student tardies. Parents will be notified of excessive tardies by a letter from the principal and the school social worker.

Students who are absent for any reason should bring a note from home (***on the day returning to school***) and give it to his/her teacher. **ALL ABSENCES WILL BE CODED UNEXCUSED UNTIL A NOTE IS RECEIVED.**

All notes should contain the following information:

1. Date note is written
2. Exact date(s) and reason of absence
3. Signature of parent or guardian

Absences are excused for one of the following reasons

- Illness or injury to child; Quarantine (by local health officer or State Board of Health)
- Death in the students immediate family includes: parents, siblings, & grandparents
- Medical or Dental appointments;
- Court or Administrative Proceedings
- Religious Observance (*Prior approval must be granted by the principal*)
- Educational Opportunity (*Prior approval must be granted by the principal*)

Students who do not present a note of absence within two (2) days after returning will have an UNLAWFUL ABSENCE code recorded in their permanent record.

Please be reminded that North Carolina has a compulsory attendance law (NC Law G.S. 115C-378). **Three-day** and **six-day** absence letters will be mailed to parents. If your child is absent for **ten days** without a written excuse, it is the responsibility of the school and county to report these absentees to the Cumberland County Department of Social Services/Child Protective Services Unit.

If your child misses more than ten days of school for illness, he/she will need a physician's note for these absences. Parent notes will only be accepted to excuse ten days of absences. If your child has a chronic condition such as Sick cell, or other life threatening illness, a statement from a physician will be accepted and placed in your child's file (attendance letters will not be sent to you).

If it is necessary for a student to leave school early, the parent/guardian must check out the student in the school office. A student may not be checked out after **2:30 p.m.** For the safety and security

of our children, the individual signing out the student must present photo identification each time they come to check out a student. **Persons checking out students must be a parent, guardian, or emergency contact person (18 years or older) and listed by the parent on The Emergency Call Card/Dismissal Card in the front office and with the classroom teacher. Persons not listed on emergency information will not be allowed to pick up students.** It is the parent's responsibility to make emergency information changes as necessary in the main office and in the classroom.

REMEMBER NO I.D. – NO CHILD – NO EXCEPTION.

Beverages and Food

Students will only be allowed to eat food purchased from the cafeteria in the classroom. No other food should be consumed in the classroom unless **an approved** holiday celebration has been scheduled.

All birthday cakes and cupcakes must be shared during the lunch period in the cafeteria and must be commercially prepared. No flowers or balloons permitted on the bus.

In our efforts to support the School Board and Child Nutrition's implemented changes in the Lunch Program to serve students a more healthy breakfast and lunch, fried foods and excessive sweets have been eliminated from the menu. **Food allergies must be medically documented and on file in the cafeteria, classroom, main office and with the school nurse. Diet Order Forms may be obtained by calling Child Nutrition Office at 678-2502.**

A parent/guardian should not bring in fast food, order pizza or have anything delivered to Morganton Road Elementary unless you have prior **principal** approval.

Breakfast and Lunch

All students have the opportunity to receive school breakfast and lunch at no cost. Students may bring money if they would like to purchase a snack offered by the school cafeteria. If students are not getting a full, school lunch, items will be sold a la carte.

Note: Students will not be allowed to enter the cafeteria for breakfast after 8:20 a.m. Students in line before 8:20, will be served. The instructional day starts at 8:30 and we encourage all students to be finished with their breakfast by 8:30. Please plan accordingly.

Cafeteria Rules and Procedures

- Students will form a single line and wait to be served. There should be no breaking in line or saving a place for a friend.
- Students have approximately 30 minutes for lunch. Students must learn to budget their time during lunch as no extension will be given.
- There will be no loud talking or playing in the cafeteria.
- All food must be eaten inside the cafeteria. Students will not be allowed to take food out of the cafeteria.
- Students should never play with/in their food.
- Students are encouraged to maintain proper manners.
- Students should refrain from running to or from the cafeteria.
- Students should talk in a low voice **after they have finished eating**.
- Students should return all dishes, utensils, milk cartoons, and debris to proper area when instructed to do so.
- Students should remain in assigned areas only, until teacher/teacher assistant or monitor gives permission to return to classroom.
- Students are not permitted to have canned or bottled drinks in the cafeteria. No soda!
- **Please do not send items that must be heated.** Staff members do not have the means to heat up items for students.
- We have limited staff members monitoring lunch. We will assist students as much as possible but we ask that parents send lunch items that students will be able to open themselves.

Important Bus Information

Here are a few important tips when you make transportation preparations for the 2016-2017 school year.

- Only students who are in the MRES transport area may ride a school bus to/from school.
- Each student is assigned to a school bus and a bus stop based on the student's address on record. Students cannot switch buses or bus stops.
- Kindergarten, first, and second grade students must be received by an adult or a parent, designee who is at least in Middle School, at the bus stop in the afternoon. If an adult is not present, the student will be brought back to the school.
 - o **Three violations will warrant a suspension of bus privileges.**
 - o Under no circumstances will a kindergartner be allowed to exit the bus without an adult present, but parents of students in first and second grade may sign a bus stop authorization form to allow their first or second grade student to enter/exit the bus without an adult present.
 - o The bus stop authorization form will be available at open house and in the front office. The bus stop authorization form will be sent home within the first few days of school.
 - *A first or second grader with an older sibling in third/fourth/fifth grade still needs an adult/designee at the bus stop IF there is not a bus stop authorization form on file.*
 - *K-2 students can be released to a middle or high school student. The older sibling will need to have an ID available.*
- K-2 students who require an adult at the bus stop will be issued a white CCS luggage tag which will be affixed to the left strap of his/her book bag. **Do not remove this tag and do not put student information on the tag.** Return the bus tag to the school if you withdraw your child or purchase a new book bag.
- Temporary changes in transportation should be made in writing with at least 24 hours advanced notice. **We will not accept changes over the phone.**

- Bus stop times are estimates and may fluctuate due to traffic and weather conditions. The bus may be up to ten minutes early. Please be at the bus stop 10 minutes prior to the designated time and wait 10 minutes after that time.
- Safety Tips
 - o Create a parent watch for the bus stop
 - o Report suspicious vehicles and speeding vehicles to law enforcement
 - o Remind your child/children to come straight home after exiting the bus to check in with a parent/guardian before going to a friend's house to play.

Bus transportation is a privilege, not a right.

You are encouraged to read and observe the bus rules found in the Cumberland County Student Code of Conduct. Please be aware of the importance of bus safety and good bus behavior. **Any infractions of Bus Rules will be reported to the Assistant Principal and parents will be notified.**

- **While riding a school bus, students will observe all bus driver directions and all other rules outlined in the Student Code of Conduct.**
- **We have a “zero tolerance” policy for inappropriate behavior.**
- **Violations will result in temporary or permanent suspension from the school transportation services.**
- **Fighting is an automatic suspension from the bus.**
In the event of suspension, parents will be notified.
- **Bus stops should be orderly** – school personnel cannot be responsible for or monitor bus stops, therefore, parents/guardians are requested to instruct/monitor students in proper behavior while waiting for the bus.
- **Students will only be allowed to ride the bus to the stop assigned them.**
- **No one other than a Morganton Road Elementary School student may ride the bus. Under no circumstances should a parent enter a school bus.**

All other students that do not ride a bus or walk home, (i.e. someone comes for them) must be picked up no later than 3:00 p.m. Dismissal time is 3:00 p.m. and there is no supervision after 3:00 p.m. Please assist us so that students are picked up in a timely manner.

Traffic Safety

Please help us prevent the risk of serious injury by carefully adhering to all rules of traffic safety.

1. All students should be dropped off and picked up on the side of the school only. The purpose of this rule is to prevent serious injury and to ensure the safety of all students. **Do not drop your child off before 8:00 a.m. There is no adult supervision before 8:00.**
2. **Students may not be picked up or dropped off in the bus parking lot. Do not drop off students in front of the school or at the main road.**
3. Adults are in place to direct traffic flow and assist students who are getting in/out of vehicles. Please follow their instructions to maintain student safety.
4. **Do not park in the fire lanes or at the front curb in the front of the school.**
5. Children are not permitted to cross the driveway unless accompanied by an adult.
6. Students who are walking have the right of way.
7. Bicycles may be used as transportation to school by students and parked in the proper place. **It is strongly recommended that all bikes be locked.**
8. Upon entering the school zone, a student must get off his/her bicycle and walk it inside the school area. When leaving school, bicycles must be walked out of the school zone.
9. Scooters, skateboards, and skates are not permitted on school grounds.

Calendar Breaks – Cumberland County Schools will break for Winter and Spring as indicated:

Winter Break

Dec. 21, 2016 – Jan. 2, 2017

Spring Break

April 14 – 21, 2017

Last Day of School

June 9, 2017

Check-In Procedures for Students

Students not in class by the *8:30 a.m. bell*, must be signed in at the office and receive a tardy slip before being admitted to class. A student arriving late to the classroom should have a tardy slip from the office.

- A parent, guardian, **or daycare** transporting students to school late will need to sign them in at the office.
- **All tardies must be excused (i.e., doctor, dental, court) to qualify for perfect attendance.**

Check-Out Procedures or Leaving School Early

Students leaving school during the day must be signed out in the office by a parent, guardian or someone 18 years or older that has designated on the student's emergency card in the office. **Parents, guardians and emergency contacts must provide the office staff with a photo I.D. EACH TIME a student is checked out.** Students may not be checked out after 2:30 p.m.

Dismissal Information

To provide for safe dismissal of all students, we must be informed **at all times** regarding the dismissal arrangements for each student. **Changes in the way a student goes home must be in writing; changes WILL NOT be accepted over telephone.**

- Permanent Change – a parent/guardian must come into the office with I.D. and make the necessary change. The classroom teacher will be notified of the change.
- ***Important:*** *When dismissal information changes, it is the parent or guardian's responsibility to change the "Dismissal Form/Emergency Call Card" in the front office. These cards are vital for the safety of our students, please keep them updated.*
- ***Parents/guardians must provide a photo ID to make changes to the card.***

Code of Conduct

During the first week of school, Morganton Road Elementary students receive a copy of the Cumberland County Schools Student Code of Conduct. All students are expected to comply with all rules governing behavior and conduct. Violations and consequences are listed in the Code of Conduct for parents/guardians and students to review.

- Violations may result in a disciplinary action including expulsion or suspension of the student.
- Morganton Road Elementary School participates in Positive Behavior Intervention and Support (PBIS), which is an important district initiative for all students. It is designed to prevent problem behavior. Students, however, may be referred to administration for problem behavior and/or suspension.
- The General Assembly of North Carolina has adopted the "School Violence Prevention Act" that governs Bullying and Harassing Behavior. Therefore, Morganton Road Elementary School will enforce the "Zero Tolerance" policy for bullying and harassing behaviors.

Custodial Staff

The custodial staff of Morganton Road Elementary School works very hard to provide a safe and clean environment for faculty, staff and students. They solicit your assistance by asking you not to litter.

- During the day, please make every effort to place paper towels, trash, milk and juice cartons IN trash cans.

- Clean restrooms are provided for your health and safety – do your part to keep them that way.

Distribution Policy

- Students are specifically prohibited from distributing, while under school jurisdiction, any advertisement, pamphlets, printed material, written material, announcements, posters, or other paraphernalia.
- **Students are not to sell candy or any other items while on the bus or school property.**

DRESS CODE

Morganton Road does not have a student uniform policy. We enforce the Cumberland County School Board’s guidance and do ask that parents /guardians ensure students are dressed appropriately to take part in classroom activities and outside play. We also ask that clothing, hair styles, jewelry, and shoes not create a distraction for the students. Please ensure that any type of apparel does not contain inappropriate words, phrases, or graphics. We do require that students follow the criteria listed below shorts, skirts, dresses and shoes:

Shorts, Skirts, and Dresses: the length of shorts, skirts and dresses must fall beyond the student’s finger tips when he/she holds his/her arms straight down along his/her side.

Shoes: Shoe laces must be tied at all times. **It is recommended that students who are unable to tie shoe laces wear shoes with Velcro fasteners.** Untied shoe laces present a safety hazard. Shoes must cover the foot completely (no open toes, open heels). **For safety reasons; heels cannot be any higher than 1 inch. We request parent support in our efforts to maintain proper shoes for the safety of our students. Parents will be called if their child arrives at school in improper shoes.**

Emergency Information

Each parent/guardian is asked to supply the school with the information pertinent to emergencies. Students can better be protected if we have at least two phone numbers **where one or both parents can be reached.**

- **Parents are also asked to provide at least two additional numbers of designated persons, that can be reached in case of an emergency.**
- ***Important:* home/emergency telephone numbers and/or mailing addresses must be kept current. Changes will not be taken by phone. Parents/guardians **must make changes in the office and are required to provide identification when doing so.****

- Cumberland County Schools maintains the Parent-Link telephone system that provides a means for all schools to communicate important information to each student's household. The principal will communicate information about upcoming events, e.g. book fair, fundraisers, picture days, testing, inclement weather, delays or NO SCHOOL, etc.
- **Please keep your telephone information current with the office so you do not miss out on any important information. Local telephone numbers are preferable.**

Enrollment Requirements

The enrollment requirements for all Cumberland County Schools include the following:

Kindergarten

- Certified Birth Certificate
- Immunization Record
- Health Assessment
- Proof of Residence
- Valid parent ID

1st – 5th Grades

- Certified Birth Certificate
- Immunization Record
- Last Report Card
- Withdrawal Information or Transcript
- Proof of Residence
- Oath of Affirmation on Admission
- Valid parent ID

The Cumberland County School System requires that students attending Morganton Road Elementary School live within our school attendance area. Also, students must be living with a parent, court appointed guardian, or be a ward of the court placed in a home in the school's attendance area. *Families living with other families (e.g., living with relatives in our district), must turn in a notarized affidavit that the school provides. A copy of that relatives' proof of address must be attached.*

If a student needs to transfer to another school, the student's parent or legal guardian is requested to check with the school to obtain the necessary forms and information in order to facilitate the transfer procedure. **This request should be made at least 48 hours prior to picking up the transfer documents.**

Field Trips

During the year, students have the opportunity to enjoy field trips. Parent/Guardian cooperation is essential to enable student participation. **All field trip money must be receipted through Cumberland County Schools.**

- Students who exhibit inappropriate school behavior may be denied the privilege of attending a field trip or the parent may be required to escort the child.
- Make sure you are aware of the date, time and where they are going.
- Make sure all field trip forms are completed and returned on time.
- Make sure your student's exact money (**cash only**) is turned in on time (normally 2 weeks before the field trip).

If these criteria are not met, the student may not be allowed to participate in the field trip.

Fire Hazard Drills

Fire drills will be held regularly on unannounced dates. They will be held for the safety of all involved. Teachers will discuss the posted routes to be followed in case of a fire or fire drill.

- The ***FIRE ALARM HORN*** WILL SIGNAL THE ALARM. The end of the drill will be signaled by one long ring on the school bell.
- A series of one short and one long ring of the bell will signal tornado drills. Students are to follow the instructions of their teacher and report to a designated area.

First Aid and Medication

Essential first aid materials, such as ***band-aids for minor cuts and scratches***, will be maintained at school. School personnel are ***not permitted*** to dispense any type of medication including Aspirin/Tylenol without written instructions from a physician.

If a child is to receive any medication during the school day, the parent/guardian must ***take*** a Physician's School Medication Form and have it filled out and signed by a doctor. The medicine to be dispensed will be kept in the office **after it is signed in by a parent or guardian** and dispensed according to the doctor's instructions.

- **Medication MUST BE in the original container issued by a registered pharmacist, with the child's name, identification of type of medication, and instructions printed clearly on the container. Dosage instructions MUST BE identical to those on the Physician's School Medication Form. Medication must be signed in at the office by the parent/guardian**

- Students are not permitted (by law), to transport medication to and from school. Any substance that includes the word “medicated” in the name description is considered medicine to include medicated lip balm. **If a student brings medicine to school, it will be taken and the parent/ guardian will be called to pick it up.**
- Please do not bring medication in any other container than that provided by the pharmacy.
- All medicines must be signed out by June 16th or it will be disposed of by the health department.
- *Public Health Nurses may contact parent/guardians about specific student health issues – and – may ask that emergency medicine such as inhalers for asthma be provided for student use at school. (The same guidelines for medicine at school must be followed.)*

Fundraising

Morganton Road Elementary School and Morganton Road PTA will hold fundraisers to help provide money for certain classroom supplies, beautification of the campus, and other school needs. We can't raise money without your assistance. Please support our fundraisers. **Remember only cash, certified check or money order will be accepted. NO PERSONAL CHECKS.**

Morganton Road Elementary Nightly Reading Policy

We believe that Reading is the Foundation of Learning

All students are required to read every night. We ask for parent help in ensuring that our students are completing their nightly reading. This is a great quiet time for the family to read together. The nightly reading requirements are as follows:

Kindergarten and First grade students – read or someone reads to them for at least 15 minutes each night.

Second and Third grade students – read at least 20 minutes every night

Fourth and Fifth grade students – read at least 30 minutes every night

Research shows that people who read regularly have a larger vocabulary, are better writers, and perform better in other subject areas.

Readers are Achievers!!!

Homework Policy

Extra studying helps children at all levels of ability. Homework boosts achievement because the total time spent studying influences how much is learned. Well-designed homework assignments relate directly to class work and extend students' learning beyond the classroom. Homework is most useful when teachers carefully prepare the assignment, thoroughly explain it, and give prompt comments when the work is complete.

No weekend homework assignments will be given with the exception of extended projects or by parental request. Quality family time is encouraged. **Average Homework time:**

Reading/writing:	K-2 15-30 minutes per night;	3-5 30-45 minutes per night
Math:	K-2 15-30 minutes per night	3-5 30-45 minutes per night

Assignments will be designed to check understanding, extend, review, and enrich the lesson. Incomplete class assignments may be given for homework. Homework assignments teach students to be independent learners. Homework gives students experiences in following directions, making judgments and comparisons, raising additional questions for study, and developing responsibility and self-discipline.

Students in grades 2 - 5 are responsible for copying daily homework assignments.

Grading Scale

The marking system for grades 3-5 is as follows:

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

The marking system for grades Kindergarten – 2nd is as follows:

Level IV = Above grade level
Level III = On grade level
Level II = Below grade level
Level I = Well below grade level

“A” Honor Roll – for the Nine Weeks

- ***Kindergarteners-2nd graders Must have ALL level IV's for the 9 weeks***
- ***3rd-5th graders Must have ALL “A's” for the 9 weeks***
- ***No “ N's” in any support area***

“A/B” Honor Roll – for the 9 weeks

- **Kindergarteners-2nd graders Must have ALL level III and IV's for the 9 weeks**
- **3rd-5th graders Must have ALL “A/B's” for the 9 weeks**
- No “N's” in any support area

Perfect Attendance – for the nine weeks

- No absences
- NO UNEXCUSED TARDIES
- NO MORE THAN 3 EXCUSED TARDIES FOR THE NINE WEEKS (excused with doctor's or parent notes permitted.)

BUG's Awards – for the 9 weeks (Bringing Up Grades)

- Should begin 2nd Nine weeks
- For students who do not make honor roll and have brought up two grades and not gone down in any subject.

Terrific Kids – each teacher chooses one Terrific Kid each month.

Criteria for Yearly Awards/Trophy

“A” Honor Roll all Year

- Must have all “A's” for entire year (**Not “A” average**)
- No N's or U's in any support areas.

“A/B” Honor Roll all Year

- Must have all “A/B's” for entire year. (**Not A/B” average**)
- No N's or U's in any support areas.

Perfect Attendance for the Year

- No absences (student must be on Perfect Attendance List for each 9 weeks)
- **No unexcused tardies** in a 9 week period.

Parents/guardians that have questions or concerns about a student's grade should schedule a conference with the teacher. Parents/guardians can access grades using the Parent Portal through the Cumberland County Schools website.

Illness

If your child comes to school when he/she is not feeling well, they will be vulnerable to infection. **It is in the best interest of your child and of the other people at school to keep him/her home when he/she is ill.** A child needs to be well to be able to participate actively in classroom activities.

If your child must be absent for an extended illness, please contact the classroom teacher. A written parent note will excuse a child for up to 10 days during the school year. After those 10 excused days, a doctor's note will need to be provided for any future excused absence. Send parent/doctor's notes with your child when they return to school.

PLEASE

- Keep your child at home if he/she has a fever, bad cold, cough, upset stomach, earache, rash, or swollen glands.
- No student shall return to school until they have been **fever free** for 24 hours without the use of fever-reducing medicine, even if they feel better.
- If a child is well enough to come to school, we will expect them to go outdoors with his/her classmates, weather permitting.
- If your child becomes ill while at school and you are called, please cooperate by picking him/her up promptly. We will not call unless your child is too ill to remain at school.
- If your child has prescribed medication, a medication form must be completed by your doctor in order for the school to dispense the medicine. **Schools must follow the NC State Protocol regarding administration of all medications. A copy may be obtained from the office staff.**
- **It is very important for you to give us updated numbers in case there is an emergency involving your child.**

Immunizations

G.S.130A-155.....If a certificate of immunization is not presented on the first day, the principal or operator shall present a notice of deficiency to the parent, guardian or responsible person. The parent, guardian or responsible person shall have 30 calendar days from the first day of attendance to obtain the required immunization for the child.....Upon termination of 30 calendar days or the extended period, the principal or operator shall not permit the child to attend the school facility unless the required immunization has been obtained.

If possible, parents should provide the Kindergarten Physical Examination form prior to the beginning of school. Kindergarten Physical Examination Forms and immunization documentation must be received in the school office within the first 30 days of school (prior to September 25th). If students are not in compliance, schools are required to report it to the State and the student is subject to withdrawal.

Lost and Found

Any personal belonging found on school grounds should be turned into the designated area. Any student missing personal belongings should check for them in the office. The school cannot be responsible for money, books, clothing, etc., left unattended. Every 30 to 60 days, Lost and Found items are purged/donated due to lack of storage space.

Parent-Teacher Conferences

Parents may make appointments any time during the school year for conferences with teachers, counselors, or the principal by calling the school office. **Teachers will not be interrupted during instructional time.**

Parent Teacher Association (PTA) *The PTA would like to welcome you to Morganton Road Elementary. We strive to help improve Morganton Road by sponsoring programs for the school and by organizing volunteers.*

We encourage you to join the PTA. Membership dues are **\$5.00** per person per year. A portion of your dues remains with Morganton Road PTA and the remaining portion pays State and National PTA dues. *PTA Meetings and other school sponsored events will be scheduled throughout the school year; we will communicate the dates/times through notes sent home and electronic phone messages. Please take part in these events whenever possible. Community involvement is important for our students and school.*

We also sponsor fundraisers to pay for PTA programs and to purchase items for Morganton Road.
***Note-** *The PTA does not accept personal checks.*

PTA Supports School Volunteers

Morganton Road PTA realizes the need for volunteers at for the 2016-2017 school year. When you volunteer, you show your child that you care about his/her education. Children get excited about school when they know a parent is involved.

Volunteers are an important part of Morganton Road Elementary School's educational program. During 2015-2016, volunteer hours made a significant difference in classrooms, library/media, front office and financially. Your support as a volunteer is greatly needed and appreciated.

The Cumberland County School's Board of Education has put in place an Electronic Volunteer Application Form that can be completed on the CCS website. The website address is:

<http://www.hr.ccs.k12.nc.us/Volunteers.htm>. We have instruction cards at the front office if you experience problems with the online application. We thank you for volunteering and look forward to working with you.

Volunteers are needed:

- to assist with beautification of our campus
- to collect General Mills box tops
- to prepare flyers
- to serve as chaperones at PTA sponsored and school functions
- to read with students
- to assist with fundraising events
- to assist with grade celebrations and field day
- Donate new or slightly used item for the school's PBIS store

We also like to recognize our volunteers. Please sign in and sign out in the Volunteer Log located in the Main Office and wear a volunteer pass while at school. This will provide a record of volunteer hours and others will recognize that you are a volunteer while you are on campus.

Remember the Morganton Road Volunteer Program is limited to parents/guardians and grandparents of our students. All volunteers must submit a Cumberland County volunteer application and be put on the approved volunteer list in order to volunteer.

Playground Equipment

There is no supervision for students on playground equipment after 3:00 p.m.; therefore, students must be accompanied by a parent or adult beyond 3:00 p.m.

Pledge of Allegiance in School

Faculty, staff and students are encouraged to participate in the Pledge of Allegiance daily. Please encourage your child to participate and be respectful during this time.

Tardy Slips

- **Students arriving late (8:30 a.m. or later) for school must be signed in at the office by a parent, guardian or responsible adult.**
- **Students are issued a tardy slip for their teacher.**
- **To qualify for Perfect Attendance, students may not have any unexcused tardies.**

Telephones/Cell Phones/Messages

Students are discouraged from bringing cell phones to school. If a cell phone is brought to school, it must be turned off and left in the student's book bag. Cell phones that ring or are seen by a staff member will be taken and the parent will be required to pick the cell phone up. Morganton Road Elementary is not responsible for damaged, lost or stolen cell phones or other electronic devices.

Testing

Students in grades 3 - 5 participate End-of-Grade tests.

- Please encourage your student to do their very best on these tests.
- It is important that your child gets a good night's rest the night before testing.
- They should have a good breakfast the morning of the test.
- Students need to arrive at school on time.
- Students need your encouragement to do well.
- **Students should not be checked in late or out early on those days.**
- ***Please do not make doctor/dental appointments on test days***

Visitors

Visitors are welcome at Morganton Road Elementary School for lunch. For the safety and security of our students, visitors are required to sign in at the office. A visitor's badge will be issued in the office at sign in. If a visitor attempts to enter a classroom without a visitor's badge, the teacher or assistant will instruct the visitor to return to the office for a badge. Remember - your cooperation is essential.

- Please do not interrupt the teacher's instructional time. If your visit is for a conference with the teacher, make sure you have an appointment. Teachers cannot interrupt instruction to conference with you.
- ***Parents with small babies, toddlers, and non school aged children should refrain from visiting classrooms. Small children can be distracting for the students.***

Withdrawal/Student Transfers from School -- The withdrawal process and information necessary for students to transfer to another school is very important.

Parents/guardians should immediately notify the office staff in writing when a student transfer is necessary.

A 48 hour notice is required before withdrawal forms will be available.

Students need to be cleared through the cafeteria and library when withdrawing or transferring. All books must be returned. Teachers also need time to prepare grades and verify attendance information.