



# **Student Handbook 2019-2020**

Morganton Road Elementary School

102 Bonanza Drive

Fayetteville, NC 28303

(910) 867-4137

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

# Morganton Road Elementary School

EXCELLENCE FOR ALL... EXCELLENCE FROM ALL!

102 Bonanza Drive, Fayetteville, NC 28303 Phone: 910-867- 4137 Fax: 910-867-1030  
<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.

Our 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!

Teamwork makes the dream work!

Children First,

Chad McLamb  
Principal



## Daily Schedule

8:00 a.m. Building opens for Students  
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.*  
*Breakfast will be served in the classrooms in Kindergarten, 4<sup>th</sup> and 5<sup>th</sup> grades.*

*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.

3:05 p.m. Walkers, Prime Time and Daycare dismissed

3:10 p.m. Bus riders dismissed

3:15 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 3:10 bell; we ask that students be on time and stay for the entire school day so they do not miss any valuable instruction.***

The safety of our students and staff is MRES' top priority. With the support of Cumberland County Schools Safety and Security Department, we will implement new arrival procedures effective for the 2019-2020 school year.

Beginning September 9, 2019 we will no longer allow parents of K-5 students to accompany them into the building in the mornings. We deeply regret this inconvenience; however, the safety of your children is our primary concern. We will allow parents to walk with their students for the first nine school days, as students become acclimated to their new classrooms and their locations.

### **Abbreviated/Two Hour Early Release Schedule**

The morning routine stays the same with only dismissal times changing. Lunch Schedule is moved up one hour. Parent-Link calls will be made. Dismissal will begin at 1:10 p.m.

### **Abbreviated/Delayed School Starting Time**

If school opening is delayed, breakfast will not be served and Prime Time will not be available. Please ensure your student eats breakfast before coming to school. We will follow our normal schedule based on what time school opens. Parent-Link calls will be made.

### **School Expectations**

1. Students are not to be on campus until **8:00 a.m.** Students are permitted to remain at school after **3:10 p.m. only** when participating in after school activities. Students should be picked up in a timely manner at **3:10 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**, airpods, ipads, headphones, mp3 players, toys, hand held games, video games, walkie-talkies, and fidget spinners 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 food, drink, toys, fidget spinners, 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. The following items are prohibited: shoes with spikes or cleats, baseballs, footballs, 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 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. **No scooters, skateboards or skates are allowed at school AT ANY TIME.**
12. 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 or checkouts will not be tolerated and will be reported to the school social worker for follow up.**

A student must be present at least half of a school day to be counted present for the day. The cut-off point is 11:38. 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 and no more than 3 excused tardies.**

If the student returns to school the **same day** he/she was checked out, he/she must be signed back in at the office.

Tardies are recorded in the front office; the front office will maintain a written record of student tardies. All notes for tardies must be turned in to the front office. 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. Teacher name
3. Exact date(s) and reason of absence
4. 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*)
- Military Leave (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 Sickle 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.** No changes to the blue card will be allowed over the phone.

**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 or remain at school.**

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 or contact our front office.

## **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 Level One 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 will assist students as much as possible but we ask that parents send lunch items that students will be able to open themselves.
- Students are not permitted to share/exchange food due to food allergies. This is for the safety of all students.

## **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. Repeated offenses will be reported to DSS.**
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 or parking lot unless accompanied by an adult.
6. Students who are walking have the right of way.



## Important Bus Information

Here are a few important tips when you make transportation preparations for the 2019-2020 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 under any circumstance.
- 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 of required parent/adult not being present at designated stop at time of arrival 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 must be made in writing with at least 24 hours advanced notice. **We will not accept changes over the phone. Parents are not allowed to enter the bus parking lot at any time to retrieve children.**
- Students may only board or exit the bus at their designated stops according to child's home address.
- Parents are not permitted to board the bus at any time. **Parents boarding the bus is considered a felony.**
- 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 to 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 3:15 p.m. Dismissal time is 3:10 p.m. and there is no supervision after 3:15 p.m. Please assist us so that students are picked up in a timely manner.***

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

**Winter Break**

Dec. 23, 2019 – Jan. 7, 2020

**Spring Break**

Apr 10 - 17, 2020

**Last Day of School**

May 22, 2020

**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 is 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:**

***Shirts, 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. No spaghetti strap shirts are allowed. Shirts must completely cover upper body. No excessively revealing tops or pants.**

***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.*** Untied shoe laces present a safety hazard. Shoes must cover the foot completely (no open toes, open heels, or flip flops). ***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 dress code.***

For Kindergarten students, we encourage parents to provide an change of clothes to be kept at school.

## **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.*** In the event of an emergency and we cannot get in contact with a parent/guardian, decisions will be made in the best interests of the student.
- ***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

## 1<sup>st</sup> – 5<sup>th</sup> Grades

- Certified Birth Certificate
- Immunization Record
- Last Report Card
- Withdrawal Information or Transcript
- Proof of Residence
- Oath of Affirmation on Admission
- Valid parent ID
- Health assessment for any student enrolling in NC Public School for first time

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 your child pays for a field trip and is absent on the date of the field trip, money will not be refunded.

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

## Emergency/Fire/Tornado 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.

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 May 29, 2020 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.***

## **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. Homework may vary depending on your child's teacher.

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.**

**Agendas are provided for student use and teacher/parent communication.**

## **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***

- 3<sup>rd</sup>-5<sup>th</sup> graders ***Must have ALL “A’s” for the 9 weeks***
- No “N’s” or “U’s” in any support area

### ***“A/B” Honor Roll – for the 9 weeks***

- 3<sup>rd</sup>-5<sup>th</sup> graders ***Must have ALL “A/B’s” for the 9 weeks***
- No “N’s” or “U’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

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

- Should begin 2<sup>nd</sup> Nine weeks
- For students who 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.
- **No more than 3 excused 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. Contact data manager to register.***

## **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 or symptom 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 NC Health Assessment form prior to the beginning of school. NC Health Assessment Forms and immunization documentation must be received in the school office within the first 30 days of school. If students are not in compliance, schools are required to report it to the State and the student is not permitted to return to school until all documents are on file and these absences are unexcused.**

## **Lost and Found**

Any personal belongings 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 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.**

Morganton Road PTA realizes the need for volunteers throughout the 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. Volunteer hours make a significant difference in classrooms, library/media, front office and financially. Your support as a volunteer is greatly needed and appreciated. Teamwork makes the dream work!

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 serve as chaperones at school functions
- to read with students
- to assist with fundraising events
- to assist with grade celebrations and field day

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 3:10 p.m.; therefore, students must be accompanied by a parent or adult beyond 3:10 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.

**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.**

**Visitors**

**Visitors are welcome at Morganton Road Elementary School for lunch.** For the safety and security of our students, visitors are required to enter through the front gate and sign in at the office. A visitor's badge will be issued in the office at sign in and you will be required to leave your keys for collateral. 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.***
- Meetings with Administration must be scheduled. Our Administration is dedicated to being visible during classroom instruction and will not hold unscheduled meetings during instructional hours.

**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 and fill out a withdrawal form when a student transfer is necessary. Only a legal guardian or parent may withdraw a student.

**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.