

Murphey Traditional Academy

"Where The Tradition Is Excellence"

Home of the Patriots



Ipsa Scientia Potestas Est

"Knowledge Is Power"

Parent & Student Handbook 2019-2020

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**MURPHEY TRADITIONAL ACADEMY
2019-2020
Parent & Student Handbook**

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**Murphey Traditional Academy
2306 Ontario Street
Greensboro, North Carolina 27403**

August 26, 2019

Murphey Traditional Academy students, parents, families and community, Welcome to the 2019-2020 school year! We are excited for all of the excellent teaching and learning that our families will experience this year. Our vision is that students and staff will develop of love of learning, will learn to lead, and will develop the skills necessary to lead the future.

We have high expectations for all students and we want every student to be prepared to be successful in their place in the world. Our traditional program will continue to focus on sound practices and structures while maintaining academic excellence. Our students will engage in Paideia seminar, Singapore Math strategies through Eureka math, and Engineering in Education. Our staff is committed to leading by example in order to motivate our students in becoming productive global citizens and lifelong learners. Your child will have unique opportunities as a Murphey Patriot. We are glad that you chose us!

We wish to partner with our parents, families and community to provide the best educational experience for each child. Please work with us by reading and adhering to the information in this handbook. Communicate with us when you have suggestions or comments. It is our goal to provide world class service to all who come here!

Let's make it a great year!

Thanks for all you do,

Murphey Traditional Academy Faculty and Staff

History of the Traditional Academy

Archibald Debow Murphey Elementary was built in 1955, at a cost of \$280,766.19. The school opened its doors with 12 classrooms and 300 students in 1956. The first Principal was Miss Ailene Beeson, who would serve Murphey for the next 15 years. Murphey was built on what was then a dairy farm and remained on a dirt road for 2 years. The school was named after Archibald Debow Murphey, who is known in North Carolina history as “The Father of Common School.” Archibald was born in Caswell County, North Carolina, and attended and taught at the University of North Carolina. He was a Lawyer, Judge, and State Senator from 1812-1818. He is known for improving the life and livelihood of all North Carolinians in his promotion of modern agricultural programs, railroad and highway systems, industrial growth, the state university system, and above all, *a free and public education for all people*.

School Tradition

1. **School Mascot**: has always been a “Patriot” in honor of Archibald Murphey’s service to the county and state. A patriot is a person who believes in patriotism and our basic freedoms as Americans.
2. **School Colors**: Red, White and Blue
3. **School Motto**: *Ipsa scientia potestas est*. Knowledge is power. - Sir Francis Bacon

Vision Statement

“Loving to Learn, Learning to Lead, Leading the future”

We strive to provide engaging and thought-provoking instruction so that our students develop a love of learning. This love should help our students understand the value of lifelong learning. Our staff also continues to grow and develop through professional development to exercise their love of learning.

We provide a variety of activities to help our students develop leadership skills. Students also learn about growth mindset and character traits. By learning to lead, students also learn to make good decisions when they are in the situation where they need to follow.

Finally, we are focused on the future for our students. We want to make sure they are college and career ready. They are our future.

MISSION STATEMENT

Murphey Traditional Academy will lead by example in order to motivate and educate our students to become productive global citizens with respect for diversity.

MAGNET THEME

Student centered instruction focused on the basics of reading, writing, math, and science. Students wear uniforms and are taught patriotism and character. Our students will be prepared to excel in academics and to serve in their communities.

- Reading – Paideia; Latin
- Writing – Writing in the content areas, Latin, Paideia
- Math – Singapore Math; Paideia
- Science – Engineering is Elementary; Latin, Paideia
- Character Development – Uniforms; patriotism, PBIS, Character traits lessons, leadership Opportunities, Restorative Practices

P.T.A.

Parents, your P.T.A. needs you! Be a joiner and join your P.T.A. Contact our PTA President, the school or any member of the P.T.A. Board for information.

Please plan to join the P.T.A. this year during September and October and help Murphey Traditional Academy's membership reach 100%. If you are interested in working with the P.T.A. please call the school. Without our parents help Murphey would just be a school and nothing special.



Murphey School Day Pledge

I will act in such a way that I will be proud of myself and others will be proud of me too. I came to school to learn and I will learn. At Murphey Traditional Academy we: Make RESPONSIBLE choices, Treat others with RESPECT, Always show SELF-CONTROL



PBIS and Murphey Money

PBIS or Positive Behavior Intervention Support is a national program to improve the behavior of students through explicitly taught lessons, encouragement, positive feedback and review lessons. Our school has a team that has developed our School-Wide Expectations. It is called the MTA way. The M-T-A stands for Murphey Traditional Academy but also:

**Make Responsible Choices,
Treat Others with Respect,
Always Show Self Control.**

Murphey uses “*Murphey Money*” tickets for rewarding students that are showing the MTA Way in school. The students then put the tickets in for a weekly drawing or saves them for other incentives. We accept donations to our Murphey store where students can shop.

Please talk with your student(s) about behaving in the “MTA Way.”

Guidelines for Success

Courtesy, appropriate manners, dress appearance, neatness, and cleanliness correlate with a student's general work habits, self-esteem, self-discipline, and attitude toward learning. Discipline concerns are viewed as an interruption of classroom learning.

Murphey Traditional Academy School Policies

The School Day

The instructional day for children is **8:00** am until **2:40** pm Monday through Friday.

1. The building opens to students until **7:30** am each day. ***The school staff can assume no liability for any student who arrives before 7:30 in the morning.***

2. The hours for teachers are **7:15 am to 3:00 pm**.
3. If you desire to speak to your child's teacher, we request that you call school and leave a message, or call after 2:45 pm. If these times are not convenient for you, we will make other arrangements for you to speak to your child's teacher.
4. Please keep in mind that unscheduled telephone calls/conferences during the school day interrupt the instructional time for our students.

ACES

Your child may enroll in the ACES after-school program at Murphey. The fee is \$46.00 a week. Students will report to the program at dismissal time at 2:40, and must be picked up by 6:00 p.m. Forms for enrollment and more information may be obtained in the school office and from the ACES Director at 336-316-5025.

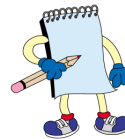
Absences and Tardies

Murphey prides itself on having a high attendance rate. We believe that it is essential that students attend school regularly and arrive on time in order to benefit the most from school experiences. We realize that there will be times when students have legitimate absences. However, absences should be kept to a minimum.

Student Attendance Policy

On the first day returning to school after an absence, the student will present to his/her teacher a written explanation of that absence. **If a note has not been returned within three (3) days, the absence will be recorded as "unlawful"**. The written explanation should contain the following:

- a. Date(s) of absence
- b. Reason(s) for absence
- c. Signature of parent.



Parents will be notified of the **Attendance Policy** infractions in the following manner:

- **Documented teacher contact/conference after 3 unexcused tardies or absences.**
- **Principal contact after 3, 6, and 10 absences and 4, 6, and 9 unexcused tardies. (Official letter will be sent)**
- **Documented social worker referral/contact after 6 unexcused tardies or absences**

The Guilford County Schools Attendance Policy is clearly outlined in the Guilford County Schools Students Handbook**. The Handbook defines “lawful absences” and “unlawful absences” in Section XII Selected Procedures and Adopted Policies: Attendance Policy K-12.

“Lawful Absence” - Examples of lawful absences: death in immediate family**, religious observances**, medical/dental appointments, family trips***, court proceedings, educational opportunities***, Illness or injury with a doctor’s note, quarantine, suspension, expulsion.

“Unlawful Absence” - Unlawful (unexcused) absences are defined as the student's willful absences from school without the knowledge of the parents/guardians, or the student's absences from school without justifiable causes with the knowledge of parents/guardians.

**** Parents are expected to read the Student Handbook at the beginning of each school year in order to become familiar with all GCS policies governing student behavior and expectations.**

***** Teachers must be informed in advance if a student will be absent due to a “family trip” or an “educational opportunity.” Students will be expected to adhere to the expectations outlined under “Educational Family Trips” in the Handbook/Calendar.**

Students must be present at least half of the school day to be counted present. Any student arriving later than 11:15 am or leaving earlier than 11:15 am will be considered absent for the day.

Student Tardy Policy

- Students must be on time.
- Students are considered tardy to class if they are not in their assigned location when the tardy bell rings.
- Students who arrive at school after the 8:00 bell will report to the office. The office will issue a tardy slip that must be given to the teacher. For student safety, parents/guardians are to escort his/her child to the office to receive a tardy slip **and** then escort them to the classroom.
- When late to school, the student must submit a written excuse to the teacher within three (3) days. Tardies will be coded “unexcused” pending receipt of this note.

Arrival and/or Dismissal Procedures



1. Car Riders: Those parents who choose to bring and/or pick up their children from school by automobile should observe the following guidelines:

- *The building opens for students at **7:30 am**.* There is no supervision until then and your children will not be safe.
- All automobiles should unload/pick-up in the lower parking lot in the drop-off zone (In front of the PE room).
- Children should not get out of cars until an adult is on duty.
- For the safety of the children, stay in the line of cars and do not pull out of line, even if your child has been dropped off or picked up.
- **DO NOT** park in the general parking lot (upper parking lot) to drop off or pick up children. This area is used as our Bus Unloading/Loading Zone and is **not safe for children or adults**.
- Children should not be dropped off in front of the school. While we do have a crossing guard located in this area, he is there to assist our neighborhood students attending both Murphey and Jackson in crossing Ontario Street. This area is very congested with traffic (school buses and cars) in the mornings and afternoons. Our students who walk deserve to have the crossing guard's undivided attention. Therefore, we are requesting that all students who are dropped off or picked up in a private vehicle use the designated area in the lower parking lot. Murphey Staff members will be on duty to welcome and assist students in the lower lot in the mornings.

2. Bus Riders

Bus Conduct/Behavior on the School Bus

It is a privilege to ride the school bus free of charge and/or from school. Students are expected to behave in a manner that does not disrupt the driver or other bus riders. Any behavior that causes the safety of the bus and its passengers to be in jeopardy will result in the student who chooses to misbehave to be removed from the bus.

Behave properly on the bus or you will not be allowed to ride it.

When the bus approaches the stop, have him/her wait until the bus has come to a complete stop before attempting to board. If he/she is walking toward the bus stop and sees a bus approaching, ask him/her not to run. The bus driver will be looking for latecomers. Students should take assigned seats on the bus and remain seated the remainder of the trip.

When exiting the bus, the student should move carefully, never pushing another person. Before crossing a street, the student should walk in front of (never behind) the bus, within sight and hearing of the driver.



He/she should look both ways and stay out of the line of traffic until the road is clear, and cross only on a signal from the driver.

Listed below are rules and policies which will be guidelines for expected behavior on our school buses. Please discuss bus behavior and rules with your child and make clear your expectations for good bus behavior.

- Follow directions of the driver and teacher.
- Stay seated unless getting on or off the bus.
- Keep hands, feet, and objects to one's self.
- No shouting, teasing, or inappropriate language.
- No fighting or threat of physical harm.
- Keep the aisle clear of objects.

Students will not be allowed to change buses or go home any way other than their normal way without written permission from his/her parents and prior approval of the Bus Transportation office. Also, a student who does not usually ride a bus home in the afternoon cannot ride the bus in the afternoon without approval from the Bus Transportation office. ***Afternoon bus routes are different from morning routes.*** *The principal and other Murphey personnel **CANNOT** give permission for either of these situations.*

Students who reside in the “**non-school bus transport zone**”, (within the 1.5-mile radius) may be provided bus transportation only by utilizing the following criteria:

- That transportation is provided on a “space available” basis.
- That the parents/guardians agree to and state, in writing (see attached REQUEST FOR TRANSPORTATION/WAIVER OF LIABILITY FORM).

Non-Guilford County employees are not allowed to board the Yellow school buses. Problems regarding schedules, driver problems and routes should be discussed with the Bus Transportation Department at **370- 8920**.

PROCEDURES WHEN A BUS IS LATE

1. Call the Bus Transportation Office: **336-370-8920** and then call Murphey Traditional Academy: **336-294-7380**.
2. Have the children remain at the bus stop. If after 30 minutes a bus has not arrived, the children should return to their homes or may be driven to school by a parent.
3. Do not allow your child to board an unassigned bus.

If your child misses the school bus, please make every effort to get him/her to school. Students may be picked up only at designated stops.

Student Checkout/Early Dismissal Policy

Checking students out prior to 2:45 is discouraged as we teach right up to dismissal time. Due to the activity needed to prepare for and maintain order during dismissal, parents are discouraged from checking out students after 2:15 pm. If it is necessary to pick your child up prior to our regular dismissal time of 2:45 pm due to outside appointments such as doctor or dentist, please make arrangements to do so before 2:15. Our teachers oversee many things at the end of each day and we want teachers' full attention to be on their students and helping them dismiss safely. We ask parents to allow teachers to have a dismissal free from interruption and confusion by waiting for students to exit with their teacher after the final bell rings. Disruptions can cause students to come home without homework assignments and books/materials that might be needed to complete assignments.

1. Children needing to be checked out prior to the regular dismissal time must be **signed out in the office by 2:15 pm**.
2. After 2:15, parents can wait for students in the lobby.
3. Students who are checked out prior to 11:15 and are not returned to school the same day will be considered absent.
4. If anyone other than the parent or legal guardian is to pick up a child at school, the office must have written permission from the parent or legal guardian for that person to take the student off campus and must present a picture ID when they arrive.
5. Children who are being checked out must be sent for by office personnel. Our teachers are not to release children until this procedure has been followed.

Classroom Interruptions

Parents are welcome at Murphey and we would like to see many more parents working in our classrooms. Please work in conjunction with your child's teacher to schedule the activities you plan to assist with. The teachers, and your children, work on a planned schedule and program. Interruptions of any kind consume time and hinder the learning process.

Therefore, we ask that parents not interrupt classrooms to talk with teachers during the school day. During this time, office personnel will be glad to assist you in any way possible.

Telephone Messages



The school telephone is primarily for office use. Students will be permitted to use the phone in an emergency situation and then only with permission from the principal or secretary.

We frequently receive calls asking the office to inform a student to ride a different bus or to be a car rider on a particular day. As we are unable to verify over the phone that it is in fact the parent making the call, it puts the school in an awkward position. Since we have the responsibility of protecting the safety of each child, please refrain from making requests unless it is an emergency. Our secretary may not know you or your voice, so please send this request in writing with your signature and how to contact you to verify the authenticity of the note.

Please do not call and ask to speak to a teacher or student during school hours, unless it is a dire emergency. We will be happy to deliver messages for you and have the teachers and or students return your call at the first opportune time.

Address/Phone Number Changes

Please notify the school of any change in your address, home phone number or work phone number. It is **CRITICAL** that we be able to reach you in case of an EMERGENCY. If you have no phone, please send the number of a relative or neighbor and notify that person that you have identified him/her as an emergency contact. Change of information forms are available in the office.

Child Custody/Restraining Orders

1. If you and your spouse are separated or divorced and you have been granted custody of your child through a court order or deed of separation, please advise us of this fact. The only way we can comply with the court's order is to have a copy of the order in your child's file.

2. If a *Restraining Order* has been issued for your protection, and the protection of your child, the principal should be notified as soon as possible.

Student Illness

Should your child become ill during the school day, parents will be notified so the student can be picked up from the school office.

It is **CRUCIAL** that we have a telephone number where the parent or other designated individual may be reached in an emergency. Please be certain that we have several names and numbers of people we may contact. Please notify the school if any of these names/numbers change during the year.



- It can be very upsetting to a sick child if no one can be located to come for him/her. As a general guideline,
- **Students should be “fever free” without medication for 24 hours before returning to school.**
- Parents are notified when a child is ill enough to leave school and the child will be allowed to remain in the office until parents arrive. School personnel can only administer medication as stated below.

Medication

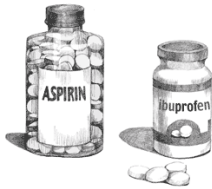
The school recognizes that a student with chronic or unusual health problems may require medication during school hours. When possible, arrangements should be made with the physician to adjust the dosage so that it can be given at home before and after school. If this is not possible, please adhere to the following procedures:



1. The school must be provided with authorization of the doctor as well as the parent for ANY medication (prescription or over-the-counter) to be administered at school. (A form may be secured from the school secretary).
2. Medication must be delivered in person by the parent or guardian at the time the “Parent’s Authorization Form” is submitted. All medication must be delivered directly to the office.
3. Medicine shall be provided in the original prescription bottle, which shall include the name of the student, the name of the drug, the frequency, and the description of the anticipated reactions of the student to the medication.
4. Whenever medicine is changed by the physician, the parent is responsible for informing the school by submitting a new form and delivering medication to the school. Telephone calls cannot be accepted for this purpose.

5. If you send medication and a form has not been filled out, we cannot give the medication to your child. We are required by Guilford County Schools' policy to adhere to this regulation and there will be no exceptions.

6. Medication of any kind must be delivered to the school by the parent or guardian. Any over-the-counter medication, such as cough drops, acetaminophen, or aspirin, must be properly labeled and in the original container, showing the child's name, dosage and frequency, and must be accompanied by the "Authorization of Medication for A Student at School" form.



Inclement Weather

On days when weather conditions create questionable circumstances for opening school, parents should listen to local TV and radio stations for public information announcements. If school is open late, school employees report to work fifteen minutes before students. For this reason, students must not be left at school at the regular time when the opening of school is delayed.



If early dismissal is deemed necessary, closing times will be announced on local TV and radio stations. Parents should develop a plan with their children to cover these circumstances. **ACES does not meet if school is closed for inclement weather**, so alternate plans should be made. It is important that school telephone lines be open in such a situation so that the superintendent's office may contact us on the closing plans, times, etc. An inclement weather plan should be completed by parents and returned to the school. Please update the plan when changes occur. Having a plan in place and sharing that plan with your child will make you and your child more comfortable. A copy of the plan is included in the orientation packet.

CONNECT ED Phone Messages: This is a phone service for all of the Guilford County Schools. We will be sending messages to you concerning different events, school cancellations, and announcements for you and your child to be aware of. Again, having your correct phone number is critical for good communication to you and your family from the school.

EMERGENCY POLICIES AND PROCEDURES

1. Emergency Evacuations

North Carolina law requires that each public school conduct a fire drill during the first week after the opening of school and thereafter at least one fire drill every month during the regular school session.

- It is the legal responsibility of the principal to inspect the buildings regularly to see that they are “safe from the accumulation of trash and other fire hazards”. The principal will cooperate with the authorized building inspector, electrical inspector, and fire prevention officials in the promotion of sanitation and fire safety.
- These procedures are carried out systematically in this school. Teachers have designated responsibilities and are assigned these by written instructions. The written fire evacuation plan is used for all emergency evacuations. This procedure, including alternate plans of evacuation, is posted in each classroom.
- **Evacuation Site.** Should Murphey students have to be relocated to an off campus site due to an emergency situation, they will be moved to **Glenwood Recreation Center** located on Coliseum Blvd. Students will remain at the evacuation site until: The “all clear” is given at Murphey.
- Students are checked out by parents.
- Students are placed on buses to go home, or to another safe site.

2. Natural Disasters (such as hurricanes, tornadoes) and Civil Emergencies.

The Guilford County Schools cooperate with the Civil Preparedness Agency in carrying out plans for the protection of the citizenry. This school is equipped with a civil defense monitor through which the school may be alerted in times of disaster/emergency and is given directions for the safety of all concerned. Parents are advised in such times to keep tuned to emergency radio broadcasts. The school has a plan for use within our building.



4. Campus Disorder

In the event of campus disorder, central office personnel and the appropriate community agencies are immediately involved.

Procedures have been developed to report and deal with such emergencies with an emphasis upon protecting each student.

Care of Accidents, Serious Injuries and Sickness



In the case of a serious student accident or sickness, the greatest care and consideration will be extended to our students. In all situations an attempt will be made to notify parents or designees before evacuating the student. The student will be made as comfortable as possible until help is obtained. *In some emergency cases, such as broken bones, students will be transported to the nearest medical facility as fast as possible. It is our desire not to wait or hold up emergency care.*

Teachers and volunteers are not medically trained and are not expected to administer drugs or treatment beyond reasonable first aid procedures. Our nurse is only on campus one day each week.

School Accident Insurance and Claims

Guilford County Schools does not automatically provide insurance coverage for students. Parents/guardians may elect to purchase student accident insurance to cover unforeseen injuries during school hours by applying online at www.k12specialmarkets.com. Parent-paid student accident insurance forms are also available on Murphey's website

Visitors

Visitors and parents are always welcome at Murphey Traditional Academy. It is required that **ALL PERSONS COMING TO THE SCHOOL CHECK IN THROUGH THE OFFICE**. For the safety of the children, all parents, volunteers, observers, and visitors are required to wear special name tags when in the school building during regular school hours. Our purpose is to maintain a safe school for our students, faculty members, and parents. Please do not come to the school to "drop in on the class" without first arranging this with the teacher.



Volunteers

Parents and grandparents are urged to volunteer their help at our school. We believe that parents have much to contribute to the educational process. Our school welcomes and encourages parent participation through various projects and programs. Information about how you can become a volunteer will be sent during the first week of school and will be available thereafter through our Volunteer Coordinator or by calling the school office. When you come to school to volunteer, please sign in, so that we will have a record of all our volunteer hours. Also, we would like you to wear a badge so that you will be recognized as a volunteer. These will be available in the office as you sign in. Please let us know if you have a special interest or if you would like to help in a particular way. Parents, guardians or grandparents that would like to chaperone a school sponsored event must have a background check to chaperone or ride the bus.



Conferences

If you desire a conference with your child's teacher, please contact the teacher to schedule an appointment. Parents who wish to schedule conferences with the principal should call the office to schedule an appointment.

Parents are encouraged to visit the school and to attend PTA meetings. If a parent wishes to visit a classroom for observation, it is requested that the principal and teacher be contacted to make arrangements for such a visit. We want to protect the instructional time for our students.

Dress Code



Part of the Murphey magnet program is strict compliance/enforcement of school uniforms. Please be reminded that this is not a Standard Mode of Dress (SMOD), ***it is a Uniform.***

1. The uniform consists of the following:

- **Navy Blue** pants, slacks, shorts, skorts, skirts, or jumpers.
- **White** collared shirt or blouse. [
- **Plain-Navy, sweaters, and Jackets** will be worn as outer garments. (There should be no writing or large brand name diagrams/symbols).

2. Uniform Regulations:

- Hats, scarves, bandanas, hoods or any head coverings are never allowed to be worn inside the building unless for religious or medical reasons.
- Sunglasses are not allowed to be worn inside the building.
- Profanity, suggestive slogans, and/or references to alcohol, drugs, or tobacco products or clothing are prohibited.
- Uniform pants and shirts should not be oversized but fit appropriately.
- Girls' clothing should fit modestly and dresses, shorts, skirts and skorts should be no higher than the longest fingertip when the arm is fully extended.
- Girls' leggings or tights should be navy blue or white.
- Midriffs should be covered, no tank tops or spaghetti straps; no undergarments visible.
- Shirts must be tucked into the pants/skirts.
- Pants will be worn at the waist, not "sag" at or below the buttocks.
- Students should only wear tennis shoes or shoes suitable for daily physical activity. **No open toes, wedges, flip flops, sandals, crocs, high heels or high heel boots are allowed.**
- The children are not allowed to go barefoot or to play in their socks.



3. If you are in doubt about the correct shade of navy, such places as Sears, Target, Penney's, Old Navy, or Burlington Coat Factory have uniform departments and would be able to help you.

4. Fridays at Murphey are considered "Murphey T-Shirt and Jeans Day." It **is not** a "dress down day" and students may **ONLY** wear jeans and a Murphey T-shirt. Students who do not have a Murphey T-shirt may wear a white uniform shirt with their jeans. T-shirts are available for purchase to support our PTA.

If students are out of uniform when they report to school, the following continuum will be followed.

1st Offense	2nd Offense	3rd Offense
Student will receive a warning and will be given a change of clothes. Parents will be informed.	Student will receive a written review of our dress code policy. Parent will be contacted and asked to bring the student a change of clothes.	Parent will be contacted and asked to bring the student a change of clothes. Parent will also be asked to schedule a conference with the guidance counselor, social worker, and/or school principal to create a uniform plan to support the student.

Personal Property

Students should only bring to school those materials that are necessary for the instructional program. **Games, CD players, cell phones, dolls, Gameboys, game cards, beepers, sports equipment, etc. are not allowed at school or on the school bus.** If such items are brought to school, they will be collected by a staff member and will be returned to the parent when he/she visits the school. **TOY GUNS AND KNIVES SHOULD NOT BE BROUGHT TO SCHOOL UNDER ANY CIRCUMSTANCES.**

Possession of any type of weapons or explosive devices is a violation of the Guilford County Schools "Student Code of Conduct."

Each student is expected to be responsible for all personal property (money, book bags, clothing, jewelry, etc.) that is brought to school. The school will not assume responsibility for any personal items brought to school. It is a good idea to mark all students' clothing with their names. Each year students lose lunch boxes and articles of clothing and they are never reclaimed because we cannot determine to whom they belong. Students must use good judgment in protecting personal property.



Parties



Parties are usually arranged by the grade parents. Please coordinate with teachers on assistance. They will appreciate the cooperation of parents in providing snacks, and other assistance.

A simple snack planned with the teacher may be provided by grade parents for other special occasions, and other holiday observances, such as; Valentines Day and St. Patrick's Day.

Please plan the special snack with the teacher. Please coordinate these snacks with the teacher so that she may share them with the students at an appropriate time during the day. **All food brought into the building must come from an FDA inspected facility. No homemade food may be brought to the school.**

MEAL INFORMATION

Students may choose to bring a lunch from home. Milk and ice cream may be purchased by all students. Drinks requiring glass bottles are not permitted in the cafeteria. Due to child nutrition recommendations, please DO NOT send sodas to school for your child's lunch.



In the cafeteria, we will emphasize a pleasant, orderly lunchroom atmosphere so that students may improve manners and social skills while enjoying lunch.

Breakfast, Lunch and Snacks

All Murphey students will receive *free breakfast* this school year. However, an application form is **required** to apply for free or reduced priced lunch. Additional items will be available for purchase in the cafeteria, but the basic menu that you see posted on the GCS website and in newspapers. We will also participate in the ***fresh fruit and vegetable snack*** program, which provides a healthy snack to each students every day. This is free of charge! To apply for free or reduced-price lunch: <https://www.lunchapplication.com/>

Meal Prices 2019-20 (Subject to Change by the GCS School Board)

LUNCH	FULLPRICE	REDUCED PRICE
Students (K-12)	\$2.85	\$.40
Adults	A LA CARTE	

BREAKFAST

Breakfast will be grab and go and eaten in the classroom. Please make sure your student gets to school ON TIME in order to have breakfast.

Parents may pay by the week, month, or send a specified amount to be placed in the child's cafeteria account (Ex. \$20.00). The amount spent daily will be subtracted. All checks for this purpose should be made out to MURPHEY ELEMENTARY CAFETERIA. If you need lunch support, please contact the cafeteria manager or principal for the Federal Free and Reduced Lunch forms. This information is confidential and will not be disclosed to anyone.

Lunch Visitation

Parents or grandparents are always welcome to have lunch with a student. We do encourage you to visit when you can. Please sign-in in the office before going to the cafeteria.

CAFETERIA CONDUCT

In order to maintain order and to encourage an environment conducive to eating and digesting food, the Murphey staff has developed the following Cafeteria Plan:

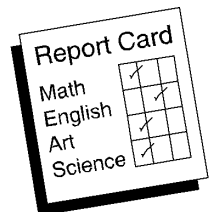
1. Walk at all times.
2. Go through the line only once.
3. Purchase only *One Snack* at a time
4. Get utensils and condiments before going to the table.
5. Keep hands and feet to yourself.
6. No foul or obscene language or gestures.
7. Remain seated until dismissed.
8. Remain quiet in hall while waiting in line.
9. Do not exchange food with other students.
10. All trash should be picked up and tables wiped off.
11. Silent when music is being played

Music is played for approximately 5 minutes allowing students' eating time. Then the music is off for 5 minutes allowing for quiet conversation.

ACADEMIC ACHIEVEMENT

Report Cards

Report Cards are sent to parents every nine weeks. Please take the time to discuss these and provide positive, helpful, and encouraging feedback to your child. Your attention to your child's progress will help you and your child. Report cards are to be signed and returned to your child's teacher within three days.



Interim Reports

Interim Reports will be sent home in the middle of each nine weeks to all students. This is to let you know your child's progress at the mid-point of the grading period. These reports are also to be signed and returned.

INTERIM REPORTS AND REPORT CARD SCHEDULE FOR 2019-2020

	Interims	Conferences	Report Cards
1st Quarter	September 25 th	By November 5 th	At conference
2nd Quarter	December 3 rd	By January 30 th	At conference
3rd Quarter	February 24 th	Optional based on need	April 1 st
4th Quarter	May 4 th	Optional based on need	Mailed by June 16 th

GRADES

Report Cards using the grading system below are sent to parents at the end of the nine-week period: See Schedule below.

A = Superior, 90-100

B = Above Average, 80-89

C = Average, 70-79

D = Below Average, 60-69

F = Failing, 59 and below

HOMEWORK

Homework is given on a regularly scheduled basis. It is our goal that students understand fully the assignment and the processes involved in the homework.

Homework is not given as busy work or for disciplinary reasons. Its purpose is to reinforce skills, to encourage independent work, and to develop good study habits. Homework may take the form of practice work, unfinished class assignments, research projects, independent reading, and personal interest pursuits. In the case of absences, a student has 5 school days upon returning to make up missed work.



Study Skills



Teaching quality study habits is another of Murphey's magnet programs. Establishing good study habits now can be of great value in later years. We encourage every parent to help his/her child set aside a regular period of time each day to spend on homework, reading, or regular study.

Special Services

There are a number of specially trained support personnel who provide specialized services for students. Support personnel serving Murphey students include a teacher of advanced learners, art, music, physical education specialist, ESOL teachers, resource teacher, speech therapist, media specialist, counselor, Latin teacher, and school social worker. Services are provided as requested by the public school nurse and school psychologist.

Student Records

Please contact the counselor if you wish to make an appointment to review your child's records. Appointments must be scheduled to review records.



SUSPICION OF CHILD ABUSE

By law, school personnel are required to report suspected abuse or neglect of a child. This legislation also provides immunity from any related civil or criminal liability for the personnel making such a report. All employees are encouraged to cooperate with authorized community agencies regarding the health and safety of children. The school Social Worker will be notified of any suspected problems.

WITHDRAWING FROM MURPHEY TRADITIONAL ACADEMY

Murphey is now your child's zoned school for the school year. Withdrawals can only be made according to the administrative regulation for Reassignment / Transfer / Change of Resident of Students.

An Intent Form is to be filled out and returned to the school indicating your plan for the next year. An intent to return to a Magnet School means you are making a commitment for your child to stay in the program for one (1) year. If your child is not returning to Murphey, he/she must return to his/her attendance zone school or apply to one of the Magnet Schools.

A student who withdraws from Murphey Academy should follow these regulations:

1. Notify the teacher and the office at least one day prior to withdrawal.
2. Pay all outstanding fees, and return all library books.
3. Check in all textbooks to the teacher and secure a textbook release.
4. See the office for proper withdrawal forms and procedures.

Grievance Policy

If there is a problem, parents should feel free to discuss decisions and concerns relating to their child with school personnel. ***The first contact should be made with the child's teacher.*** Please realize the teacher may not be aware of the problem and will appreciate your sharing a concern. If you are unhappy about something that has happened in your child's classroom, you should:

- Talk to your child's teacher about the problem first.
- If you are not satisfied after talking with the teacher, talk to the principal.

In general, problems and concerns can best be resolved at the level at which they occur. A class-related problem would be most effectively resolved by calling the teacher and arranging a conference. If the teacher conference fails to resolve the matter, the principal will be happy to help resolve the problem.

We will strive to work with you in every way possible to solve problems within our school. Proper procedures involve working at the local school level to make improvements.

STUDENT CONDUCT

The staff of Murphey Elementary School believes that desirable behavior should be promoted through positive methods, whenever possible. The best disciplined child is one with self-discipline. Our staff will work with students to help them grow in this area and in accepting responsibility for their actions. Close contact between the home and school is maintained through conferences, notes, letters, and telephone communications. These may be initiated by staff members or parents/guardians. It is essential that cooperation between students, parents, and staff members be maintained to ensure appropriate behavior.

MURPHEY STUDENT CONDUCT EXPECTATIONS

1. Respect Others

- Keep hands and feet to yourself.
- Use appropriate language. Be polite and positive. (Refrain from put-downs, name calling, profanity, and vulgarity).
- Respect property Keep the school buildings and grounds clean. (Trash in proper place, refrain from all forms of vandalism).
- Keep personal property safe. (Keep personal items including book bags in CLOSETS and leave valuables at home. Possess only what belongs to you).

2. **Respect School Property**

We wish for Murphey Elementary School to be a beautiful and well maintained facility that belongs to all of us. As such, we must all assume responsibility for keeping it that way.



- Littering and acts of vandalism will not be tolerated. Skate boarding and riding bicycles on the boardwalks is prohibited.
- Each student is responsible for using school property in an appropriate manner.
- Students must take care of textbooks, media books, and all instructional and school materials.
- Lost or damaged materials must be paid for by parents.
- Students should not return to school to play on the playground once they have been dismissed. Our ACES students use the playground until 6:00.

3. **Move on campus quickly, quietly, and safely.**

- Come to class on time.
- Follow route to classes designated by the teachers.
- Walk at an appropriate pace.
- Hall passes and buddies are required when moving in hallways, if not under the supervision of a teacher.
- Move on campus quietly.
- When given permission to speak, speak at an acceptable level and be considerate of others.

4. **Come to class prepared to learn.**

- Be on time for class.
- Bring necessary materials (paper, pencil, books).
- Leave unnecessary materials at home (gum, electronic equipment, CDs, cell phones, pagers, radios, and toys, etc.)
- Pets or animals of any type should not be brought on campus.
- Actively participate in class in a positive and productive manner.



Please go over the Guilford County Schools Code of Conduct with your child. These guidelines, along with classroom rules, will be explained by every teacher, and practiced by students. The Guilford County Schools Code of Conduct was developed to ensure safe, orderly, and productive schools. Parents and students are requested to read and discuss the Code of Conduct. Students are expected to obey all school and classroom rules.



In compliance with federal laws, Guilford County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law. Refer to the Board of Education's Discrimination Free Environment Policy AC for a complete statement. Inquiries or complaints should be directed to the Guilford County Schools Compliance Officer, 120 Franklin Boulevard, Greensboro, NC 27401; 336-370-2323.

Make RESPONSIBLE
choices

Treat others with RESPECT

Always show SELF-
CONTROL

Murphey Pledge

I will act in such a way that I will be
proud of myself and others will be
proud of me, too.

I came to school to learn and I will
learn.

At Murphey Traditional Academy we:
Make RESPONSIBLE choices
Treat others with RESPECT
Always show SELF-CONTROL