

Morgan Elementary School



Parent-Student Handbook

2017-18

Dear Parents and Students:

Welcome to Morgan Elementary School and the 2017-18 school year! Morgan Staff are excited about the coming school year and hope you are also. With teamwork between teachers, students, parents, and the Hutchinson community, we are confident that Morgan students will have a successful learning experience.

We are asking that you please read and discuss this handbook as a family. Children do better in school when their parents are involved in their learning. We encourage you to seek opportunities to become involved in our school and activities. There is an active PTO and School Site Council made up of parents, teachers and community members. Please join us at our monthly meetings and get involved at Morgan Elementary. There are many ways parents can assist the classroom teachers and Morgan programs. Please volunteer your ideas, time, and help. Your efforts are greatly appreciated by all.

Please join us at our Morgan Open House on August 14th from 5:30-6:30 p.m. This is a time to visit your student's classroom and get to know their teacher. Your child may bring their marked school supplies at this time.

Thank you for sharing your children with us. We want to assure you that we will do our best to see that your child experiences a positive academic, social and emotional environment. Know that my office door is always open at Morgan. Feel free to either call, email or visit with me. With your help and cooperation, this should be another great year at Morgan!

Sincerely,

A handwritten signature in cursive script that reads "Kayla Wiedeman".

Kayla Wiedeman, Principal

Morgan Staff 2017-18

Principal:	Kayla Wiedeman	
Assistant Principal:	Brad Binns	
Secretary:	Rosemary Marr	
Food Service Secretary:	Debbie Howard	
Kindergarten:	Jennifer Adams	Room 106
	Kaylene Geurian	Room 104
	Melissa Law	Room 105
First Grade:	Melissa Abousamra	Room 101
	Peggy Mendoza	Room 103
	Stephanie Suppes	Room 102
Second Grade:	Yvonne Danyluk	Room 108
	Christy Hard	Room 107
	Katie Sexson	Room 112
Third Grade:	Kaitlin Heller	Room 113
	Michelle Lowden	Room 114
	Jenni Winters	Room 115
Fourth Grade:	Molly Brown	Room 200
	Sierra Michelstetter	Room 216
	Donita Zarnowski	Room 215
Fifth Grade:	Shane Hines	Room 201
	Linnie Krehbiel	Room 202
	Kim Steinle	Room 211
Sixth Grade:	Chelsea Clough	Room 204
	Justina Denison	Room 203
	Rita Limon	Room 206
Inter-related:	Jane Langvardt	Room 118
	Diane Morrison	Room 209
Modified Room	Colleen Jones	Room 111
Instructional Support:	Shelley Rodriguez	Room 127
	Kaleena Knackstedt	Room 122
	Susan Mallon	Room 205
Speech and Language:	Cassidy Cushings	Room 119
Counselor:	Brandi Rosenhagen	Room 207
Librarian:	Amy Allen	Media Center
Vocal Music:	Erica Penrose	Room 121
Physical Education:	Kandi Gooch	Gym
Art:	Sarah Nicks	Room 117D
Nurse:	Erika Barnes	Health Room

Student Drop off and Pick up

When dropping off and picking up your students, please be a courteous driver. **One-minute drop off zones are clearly marked. Do not park or leave vehicles unattended in these zones. Do not drop off or pick up students in the street.**

The church has graciously allowed us the continued usage of their parking lot for drop off and pick up. **Enter off of Washington through the north drive and exit the south drive, do not exit the west drive onto 26th.** Please use the designated parking slots, and do not park along the grass on the North side of the parking lot. Avoid using the circle drive in front of the church; this is not part of our parking agreement.

Counseling Program

Each elementary school is served by a member of USD 308's elementary counseling program. Student involvement with the counselor is considered an integral part of a student's educational experience. Along with individual and small group counseling, crisis intervention, and family support, counselors provide classroom instruction in career, academic, and personal/social (character education) content areas.

Dress Code

Students are encouraged to use good personal hygiene and come to school in clean clothing, which is appropriate for the season and all school activities, including physical education and recess. Students whose grooming or clothing appears to be in violation of the dress code will be asked to leave the classroom to make arrangements for better grooming or appropriate attire. Classrooms in the building are air conditioned during warm months. Students are advised to dress for moderate room temperatures. Some children are more comfortable with a light sweater or jacket which can be worn as needed. **Parents and students should plan on outside play during the day and should dress accordingly.**

- Shorts and skirts which are mid-thigh in length may be worn. A good method of determining length appropriateness is to have the student stand with their hands hanging at their sides. If the edge of the short/skirt hem is at the finger tips the length is probably appropriate.
- Sleeveless shirts, tank tops, net shirts, halter tops, spaghetti strap tops and cropped tops (tops allowing for the exposure of midriff or rib cage are considered inappropriate) may be worn only with other shirts underneath or over them.
- Clothing that advertises drugs, tobacco or alcohol or displays inappropriate writing or pictures will not be allowed.
- Baseball caps, hats and other head gear will be removed when the student is inside the building. Exceptions to this dress code would be head gear for costumes worn for a specific event or necessary for health or religious reasons.
- Clothing and shoes that are hazardous to the health and safety of students or disruptive or distracting in the school environment are deemed inappropriate. Items deemed unsafe would include, but not limited to, jeans dragging on the ground, shoes with higher heels and clothing with adornments that include chains etc. Flip flops, slide on or very loose fitting sandals are inappropriate for recess and physical education activities.
- Sagging jeans or shorts are deemed inappropriate for school.
- Any dress or grooming that is disruptive or distracting to the educational process is inappropriate at school.
- Coats, jackets and book bags must be removed at the beginning of the school day. Students will be allowed to keep a sweater or sweatshirt available to wear should they become chilly.
 - Body art (temporary tattoos, transfers, etc.) is permissible if it is not disruptive or distracting to the school environment. A student visibly marking/writing on themselves or others is not permissible.

Should a student arrive at school dressed inappropriately, they will be allowed opportunity to call for appropriate clothing or access to spare clothing stored at school.

Early Arrivals at School

We realize that there are some students who must come to school early because their parents drop them off on the way to work. We also find there are a number of students who arrive early simply to play. Parents, please, unless there is a specific need for your child to be at school early, plan for him/her to arrive from 7:20 a.m. to 7:45 a.m. Due to supervision issues, the building is not open to students prior to 7:00 a.m. unless previous arrangements are made with the principal/staff.

For those students who must be here early, we have found it necessary to establish some guidelines. From the moment your child steps onto school property, until he/she leaves in the afternoon, he/she has become the responsibility of the school personnel. We have established guidelines for the safety and benefit of all the students.

Please be sure you and your child/children understand these guidelines for early arrivals:

1. We request that ALL EARLY ARRIVALS come to the main entrance and enter into the auditorium or gym. There they are to sit down and wait until the 7:45 a.m. bell rings, at which time they may go to the classroom.
2. Any child/children in the auditorium or gym are under the direct supervision of the morning supervisor who will govern their conduct. Any child whose conduct becomes disruptive will lose the privilege of coming early. A letter will be written to the parents to advise them of their child's conduct, and the disciplinary action that will be taken.
3. All students arriving early are required to remain at the entrance area until 7:20 a.m.

Early Dismissal

A request to have a student excused from class early should be sent in writing with the student the morning of the dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours.

The student will remain in the classroom until the teacher is notified by the office to release the student. The parent, or authorized person, must report to the office and sign the child out. As per district policy, students missing sixty (60) minutes or more of the a.m. or p.m. session will be considered absent for that session.

Parties

Rather than birthday parties in the classrooms, Morgan and other elementary schools have birthday lunches. One day out of each month, we will celebrate students who have a birthday that month with a birthday lunch. On that day during lunch, the celebrating student will get a healthy birthday treat. Parents are invited to join their student for lunch on their birthday. There will be a special table set up in the cafeteria where the students can eat. Birthday placemats will be provided for the celebrating students.

Birthday Lunch takes place the third Tuesday (K-2) and Wednesday (4th-6th) of every month.

Students who have June birthdays will celebrate in May and students who have July birthdays will celebrate in August. By celebrating birthdays during a special luncheon, instruction time during the day will not be interrupted by individual birthdays celebrated in the classroom. Additionally, with the advent of helping students try to be healthy, we feel the reduced intake of sweets (i.e. cupcakes, cookies, soda, etc.) will be a health benefit. All outside food brought into Morgan must be in non-identifying packaging. This aligns with the district Wellness Policy.

We ask that students NOT plan surprise parties for their teachers.

Invitations to parties will not be handed out at school.

Morgan School does not promote gift deliveries (i.e. flowers, candy, balloons, etc.) made to the school for students. If a delivery is made to the school for your child, they will have an opportunity to see the gift, but will not be allowed to take it to class. It will be kept in the office and they will need to pick it up after school.

Personal Property

Students are encouraged to bring only items from home that relate to topics they are studying. Skateboards, scooters, and skates of any type are not allowed at school during the school day. Any toys, trinkets, radios, computer games, electronic items, fidget spinners, collecting cards or any other item that distracts from the educational process will be kept in the office or classroom until the end of the instructional day. Please leave all toys and non-educational items at home. **Fidget Spinners and fidget toys are not allowed at school unless a doctor's note accompanies the fidget device.**

The school is not responsible for personal property that is broken, lost, or stolen. Every year, several bags of lost clothing items are donated to Goodwill because they aren't identified or claimed.

Playground Supervision

Students are expected to take part in our playground activities. The school will exercise judgment as to whether the weather is suitable for being outside based on temperature and wind chill factor.

Students must be dressed appropriately during cooler weather. Please send a note or contact the school if you wish your child not to take part in outside activities because of illness.

Request for Homework

Primary: Make-up work for students who are absent will be available on a daily basis. Parents should call before 9:00 a.m. on the day you wish to pick up homework. ALL homework is sent to the office by 3:15 p.m. and may be picked up by the responsible party there.

Intermediate: Homework is available on request; please make your homework request before 9:00 a.m. Assignments missed will be given to your child when he/she returns to school and he/she will use school time to complete the missed assignments.

EXCEPTION: Homework may be picked up on Friday at 3:15 p.m. or the day before a holiday. Intermediate homework is sent to the office by 3:15 p.m. where the responsible party may pick it up.

Primary or Intermediate: We do not ask substitutes to provide homework.

Safety Patrol

The school safety patrol is under the direction of Ms. Williams and Mrs. Wiedeman. Sixth grade students may be safety patrol volunteers. All students must obey safety patrol officers on duty and follow these rules:

1. **Follow all directions of patrol officers on duty.**
2. **Use the crosswalks and walk, not run, when crossing.**
3. **Stand behind the yellow line at the crosswalks.**
4. **No skateboarding, biking, riding scooters, wheeling, skating, etc. on school property when anyone is walking on the sidewalks. Walk on the sidewalk, not the grass.**

Duty times: 7:35- 8:00 a.m.
3:05- 3:20 p.m.

Patrol posts: 1. Corner of Washington & 27th (3)
2. Corner of 28th & Washington (1)
3. One minute drop off drives along Washington (2)
4. Corner of 27th & Adams (2)

School Hours for Staff Personnel

Professional Teaching Staff 7:35 a.m. to 3:30 p.m.

If you need to speak with a teacher about your child, it would be appreciated if you would request an appointment and not be at the door at dismissal time. This would help you avoid a possible conflict with a meeting or appointment that the teacher may have.

Secretary 7:30 a.m. - 4:00 p.m.
Principal 7:15 a.m. - 4:00 p.m.

Agendas

Grades 4-6 students are required to use an agenda. Each day students fill in assignments and mark whether the assignments are completed or not. Agendas are taken home for parents to view and sign. We believe this is another important communication tool between the classroom teacher and the parent.

Staying after School

The Board of Education policy states that students staying after school for make-up work are to be dismissed at 3:30 p.m. In all cases where a student is to be retained after school, the child is to call home and notify the family he/she will be staying after school.

School Site Council

The Morgan School Site Council membership includes representatives of teachers and other school personnel, parents of pupils attending the school, business members, and community members. The council provides advice and counsel to the school's programs and operations. All parents are encouraged to attend the monthly meetings. Monthly meetings are held at PTO meetings, the first Tuesday of every month at 6:30 pm. The evidence is clear: when parents are involved in their children's education, children do better in school.

School Lunch/Breakfast

Breakfast and hot lunches are served on all student attendance days unless stated otherwise. A payment envelope is sent home at the beginning of each month. It is important that you return the envelope as soon as possible. If it is not possible to pay for lunch/breakfast monthly, you can pay for them on a weekly basis. Any unused money will be credited to the next month of the school year. We cannot provide lunch/breakfast for a student without prior payment unless it is an emergency and prior arrangements have been made with the office. Parents are required to send a note or call the office if your child is to go home or out for lunch.

Students may bring sack lunches, but please do not include items containing peanuts or containing any derivatives of peanuts in them due to allergy concerns.

Courteous lunchroom behavior is mandatory at Morgan School for the safety and well-being of all students. Misbehavior in the lunchroom will not be tolerated. Should several attempts to encourage proper conduct be necessary without improvement, the student may eat in isolation, or the student's lunchroom privileges will be revoked for a period of time. Parents will be notified before the student's lunchroom privileges are withdrawn.

The lunchroom rules are:

- Use good manners
- Raise your hand if you need something
- Keep hands, feet, and objects to self
- No exchanging of food
- Obey the lunchroom supervisors

Cell Phones

While we do not encourage the use of cell phones, we understand that parents might feel they are necessary for the student to have after school. Students may bring cell phones to school. **We strongly encourage students to check the phones in at the office in the morning and pick up after school for safety purposes.** Should a student choose to keep the phone they must **remain off and in their backpacks during the school day.** If students use the phones during the school day, the phone will be confiscated, and parents will need to retrieve them from the office. **The school is not responsible for any items that are lost, broken or stolen.**

Telephone

Students are allowed to use the phone when the teacher gives permission. Students and teachers will not be called from class for phone calls. Parents, however, may call and leave a message for their child. **Messages received after 1 p.m. may not be delivered that day.** Office phones will not be available after school until 3:30 p.m. unless previous permission is granted.

Field Trips

Parents may be asked to accompany students on field trips throughout the year. **All parents must be approved through the district before accompanying students.** We recommend that you do not bring extra children, acquaintances or family members with you due to space limitations and supervision of students.

Security for Students and Staff

Unfortunately, we are reading too often about tragic and violent incidents in public buildings. In an attempt to provide a safe environment for your child and the staff, access to the building will be limited during the school day. After 8 a.m. when you wish to enter the building, you will need to enter the front entrance on 27th Street, ring the buzzer and identify yourself to the secretary for entrance. You have our apologies for any inconvenience this may pose. The safety of our students is our priority. **The doors will be locked after 7:50 a.m. If your child arrives after 8:00, he/she will also need to follow this procedure.**

Early Release Days

Throughout the year there are early dismissal days that allow staff in-service training and collaboration time. On these days students are dismissed at 1:00 pm:

Sept. 8 (PLC)	Jan. 19 (PLC)
Sept. 22 (PLC)	Jan. 26 (PD)
Sept. 29 (PLC)	Feb. 9 (PLC)
Oct. 13 (PD)	March 9 (PD)
Oct. 20 (PLC)	March 16 (PLC)
Oct. 27 (PLC)	April 13 (PLC)
Nov. 17 (PLC)	April 20 (PD)
Dec. 8 (PLC)	April 27 (PLC)
Dec. 15 (PLC)	May 11 (PLC)
Jan. 12 (PLC)	May 18 (PLC)

Please make arrangements to see that your child is picked up promptly at this time and/or plan on their early return home or to their after-school care giver.

PTO

The Morgan Parent Teacher Organization is an active and vital support for our school. PTO organizes fundraising events and school picture days and assists in a variety of other school activities. All parents who have children at Morgan are urged to become involved in PTO and attend our meetings. PTO meets the first Tuesday of every month in the Morgan Library at 6:30. All parents are encouraged and invited to attend!

Skyward

The district uses a web-based information system to provide you real time information on your child. Parents can access Skyward via internet connection. If you do not know your username and password, please call the school secretary and request the username/password be sent to you. The information will be sent to your email address that is on file.

Parent Listserv

We have set up another way to communicate with parents through email. Please make sure the office has your current email address. We will be sending out emails and SchoolMessenger calls to inform you and keep you updated on Morgan news and activities.

School Theme for the 2017-18 School Year

Each year Morgan School has a building wide theme. For the 2017-18 school year the theme will be: Hollywood Stars: Setting the Stage for Success! (See *district handbook for more CHAMPS information*).

This will be tied to many of the activities we will be doing in the classrooms focusing on these positive character traits:

- Respect
- Responsible
- Safe (Safety)
- Honesty
- Caring
- Citizenship
- Caring
- Self-Controlled
- Self-Regulated
- Trustworthy
- Perseverance

Morgan Family and Friends

All classes will be assigned a buddy class, led by classroom teachers. Each month activities will be planned around the theme. Morgan Family and Friends meet Sept 8, Oct 13, Nov 17, Dec 8 Jan 12, Feb 9, Mar 9, Apr 13, May 11.

Hawk Walk

The building wide initiative for passing in the hallways, to the playground, etc. is the "Hawk Walk". The acronym for H.A.W.K. is:

- H-** Hands to your sides
- A-** All eyes forward
- W-** Walk on the right
- K-** Keep silent

Students are recognized by staff throughout the year as the "Hawk Walker" when they continuously adhere to the Hawk Walk process. The "Hawk Walker" is recognized on the morning news and in the lunchroom during under our Positive Behavior Supports.