

Morgan Elementary School

Parent/Teacher/Student Handbook

2009 - 2010

Dear Parents:

We recognize that communication between the school and the home is very important to the learning process. It is our hope that this guide will be helpful to you. We hope that you will take the time to read through it and discuss it with your child.

Table of Contents

- 1. 2009-2010 Elementary School Calendar**
- 2. School Schedules**
- 3. Grade Scales**
- 4. Lunch Program**
- 5. Immunizations**
- 6. School Nurse**
- 7. Medication**
- 8. Attendance Policy**
- 9. Student Drop off and Pick up Areas**
- 11. Dismissal From School**
- 11. School Emergency Preparedness**
- 12. Safe Schools Policy**
- 13. Dress Standards**
- 14. Homework Policy**
- 15. Internet/Computer Policy**
- 16. Citizenship Policy**
- 17. Cafeteria Manners**
- 18. Parent Involvement**
- 19. Parties**
- 20. Christmas and Birthday Parties**
- 21. Character Counts**
- 22. Transportation Policy**
- 23. Teacher Selection Policy**

Special Notice for Parents

- a. School Fees**
- b. Family Rights and Privacy Act (FERPA)**
- c. Protection of Pupil Rights (PPRA)**
- d. Highly Qualified Teacher Status**

MORGAN SCHOOL DISTRICT CALENDAR 2009-2010

July 2009						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 3 July 4th Holiday
 July 4 Independence Day
 July 24 Pioneer Day

August 2009						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

TBA New Teacher Orientation
 Aug 13 Optional Teacher Work Day MMS, MGES
 Aug 14 Contract/No Contact MGES, MMS
 Aug 14 Optional Teacher Work Day MES & MHS
 Aug 17 Contract/No Contact-All Schools
 Aug 17 Teacher Meetings-District & Buildings
 Aug 18 Contract/No Contact-All Schools
 Aug 19 First Day of School - Early Release
 Aug 26 First Day Kindergarten/Preschool

September 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sept 7 Labor Day- No School
 Sept 30 P/T Conferences MMS & MHS (Eve)

October 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Oct 1 P/T Conf MMS/MHS (eve)
 Oct 2 No School MMS/MHS
 Oct 16 End of 1st Qtr (42 days)
 Oct 16 Early Release MMS
 Oct 19 Early Release MES & MGES
 Oct 21&22 P/T Conf MES & MGES (eve)
 Oct 23 No School MES/MGES
 Oct 29&30 Fall Break-No School

November 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Nov 13 End of 1st Trimester MHS
 Nov 13 Early Release MHS
 Nov 25-29 Thanksgiving Break

December 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec 19-Jan 3 Christmas Break
 Dec 21 Optional Prof Dev Day for teachers @ MHS

January 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec 19-Jan 3 Christmas Break
 Jan 4 School Resumes
 Jan 15 End of 2nd Qtr (49 days)
 Jan 15 Early Release MMS
 Jan 18 Martin Luther King Day
 Jan 19 Early Release MES & MGES

February 2010						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Feb 10,11 P/T Conf MES MGES
 Feb 12 No School MES, MGES
 Feb 15 Presidents' Day
 Feb 26 End of 2nd Trimester (60 days)
 Feb 26 Early Release MHS

March 2010						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March 26 End of 3rd Qtr (47 days)
 March 26 Early Release MMS
 March 29 Early Release MES & MGES

April 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 1-6 Spring Break - No School
 Apr 28-29 SEOP Conf MMS, MHS (eve)
 Apr 30 No School - MMS/MHS

May 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 27 Last Contract Day @ MGES & MMS
 May 28 Last Contract Day @ MES & MHS
 May 27 Last Day of School
 May 28 Graduation Class of 2010
 May 31 Memorial Day

178 Instructional Days 2 P/T Conf Days 3 Contract/No Contact Days

2. SCHEDULES

a. School Start Times

1. Pre-School and Kindergarten
Pre-School and Kindergarten A.M. 8:55 A.M. - 11:25 A.M.
Pre-School and Kindergarten P.M. 12:45 A.M. - 3:15 P.M.
All Day Kindergarten 8:55 A.M. – 3:15 P.M.

2. First - Fourth grades **8:55 A.M. - 3:15 P.M.**

b. Lunch Times

- Kindergarten (All Day) lunch starts at 11:25
1st grade lunch starts at 11:30 -lunch recess ends at 12:15
3rd grade lunch starts at 11:45 - lunch recess ends at 12:30
2nd grade lunch starts at 12:00 - lunch recess ends at 12:45
4th grade lunch starts at 12:15 - lunch recess ends at 1:00

c. Recess schedule

Kindergarten A.M.	10:00 A.M. - 10:15 A.M.
Kindergarten P.M.	1:45 A.M. - 2:00 P.M.
Pre-School A.M.	10:45 A.M. - 11:00 A.M.
Pre-School P.M.	1:30 P.M. - 1:45 P.M.
1 st Grade	10:15 A.M. - 10:30 A.M. 2:00 P.M. - 2:15 P.M.
2 nd Grade	11:00 A.M. - 11:15 A.M. 2:15 P.M. - 2:30 P.M.
3 rd Grade	10:30 A.M. - 10:45 A.M. 2:00 P.M. – 2:15 P.M.
4 th Grade	10:45 A.M. - 11:00 A.M.
5 th Grade	2:00 P.M. - 2:15 P.M.

3. GRADE SCALES FOR MORGAN ELEMENTARY SCHOOL

- Grades 1-4 - 95 to 100 % is Outstanding
 - 80 to 94 % is Mastery
 - 70 to 79 % is In Progress
 - 0 to 69 % is Needs Support
Kindergarten - Outstanding, Satisfactory, Needs Improvement

4. LUNCH PROGRAM

A hot nutritious lunch is provided for students each day. The cost is \$1.50 per day paid in advance or at the time the meal is eaten. Parents are invited to eat occasionally but we request you call ahead by 9:00 a.m. so that sufficient food will be prepared. Adult meals are \$2.50. Free and reduced meals are available for those who qualify. Applications are available at the school and or district offices.

5. IMMUNIZATIONS

Utah state law, section 53A-11-301, requires that parents or guardians provide documentary proof that the student has received the required immunizations prior to enrollment in school. We are required to exclude students who do not meet these requirements unless they have been exempted for medical, religious or personal reasons. Your student's records are tracked to assure the students compliance.

6. SCHOOL NURSE

The county provides a nurse, when funds are available, that is shared by the schools one day a week. A nurse will be available during the 2009 - 2010 school year.

7. MEDICATION/ASTHMA

Only trained school office personnel are authorized to issue medication to students. Medication must be authorized by a doctor, be in the original container with the students name, the dosage, and times clearly marked on the container. A log is kept to assure compliance in the issuance of medications. Teachers and other school personnel are **not** allowed to give any medications.

Students using an inhaler are allowed to keep it in their possession provided the office has a permission slip from the student's doctor. The required form/permission slip will be provided by the office upon request from a parent.

8. ATTENDANCE

It is expected that each student be in attendance each day unless ill or there is a family emergency. Regular attendance is essential for school success.

Parents must call the office at 829-3438 between 7:30 a.m. and 8:55 a.m. if your child will be absent. **Your student will be marked as unexcused unless you call or a note is sent within five (5) days of the absence.**

Also, because of our students' ages, if you do not call or we otherwise don't know where your child is, we will call you to assure that your child is home safe. Students may be sent to school but do not arrive. Unless you call or we call you, that child could be missing all day before a parent is aware the child was not in school.

If your child is tardy they must come to the office for a slip before going to class.

The "No Child Left Behind Act" requires 93% attendance. This means that your child can miss no more than 12 days per year. The attendance clerk keeps track of absences and those that are late. A conference will be requested with parents if it appears absences or tardiness exceeds the 7% allowance in NCLB without good reason. State law and our attendance policy require us to

closely monitor attendance of students with provisions for legal intervention if all other methods fail. When absences total more than 7% of the days in school, excused or unexcused, we will begin closely monitoring the student's attendance. Please contact Mrs. Whitear at 829-3438 if there are health or other circumstances which require extended or frequent absences.

9. STUDENT DROP OFF AND PICK UP AREAS

For safety reasons we do not allow any students to be dropped off or picked up in the bus loading area. Please use the new designated drop off and pick up area for parents at the new entrance to the building. **Students who are dropped off must enter the school by the new front door.**

10. DISMISSAL FROM SCHOOL

A. Early Dismissal

All students being dismissed early from school **must** be picked up and signed out in the school office by a parent or an authorized adult. Please do not ask the school personnel to send your student home.

B. Location Changes

School policy on pickup and changing destination of students after school:

1. Because we need to know that each child is picked up by an authorized adult, we ask that all students be picked up at the classroom or in the lobby of the school office. For safety reasons we ask that you come in and pick them up there.
2. Student who normally ride the bus home but wish to walk or who normally walk but wish to ride the bus **MUST** have written permission from a parent.
3. Please note that the Student/Parent Transportation Handbook in sections 2e and 3a require that students present written permission from parents to the bus driver if they are to be picked up or dropped off at a stop other than their normal location. If they are to ride a different bus both the driver and the teacher will require written permission from a parent. Students riding a different bus to churches, parks, etc, for scouts, practices **is not allowed**. Students should go home first.
4. **Because of safety concerns, the School Board has adopted a rule that mandates that we no longer will accept destination changes over the telephone. We cannot be sure who is calling and changing destination locations of students. They must have written permission as stated above.**

11. SCHOOL EMERGENCY PREPAREDNESS

R277-400-6-13 of the Utah Administrative Code states: "Release of a child below ninth grade at other than regularly scheduled hours is prohibited unless the parent or other responsible person has been notified and has assumed responsibility for the child".

In the event of an early school closure we will not be able to notify each parent or guardian. We will try to call as many as possible and will hold those small children until someone has been notified.

In the event of an emergency evacuation we will evacuate to a shelter. We will have emergency food and water packs. Each teacher will have emergency notification information with them. Students will be released only to parents or those adults listed on the emergency information cards.

Notice of where we have been evacuated to will be posted on the school front door.

12. SAFE SCHOOLS POLICY

The Morgan County School Board is committed to provide every student in the district with an opportunity to learn in an environment which is safe, conducive to learning, and free from unnecessary disruptions. Every student is expected to show respect for self, others, and property and to obey persons in authority. Elementary students are expected to adhere to the rules established for the school.

1. Vandalism

Every student should take pride in the attractiveness of the buildings and grounds and take responsibility to keep them neat and clean.

2. Theft

Any form of theft will not be tolerated. Students who steal will be referred to parents and the Morgan County Sheriffs office.

3. Cheating

Cheating of any kind is unacceptable. Those caught cheating will have parents notified.

4. Fighting

Fighting, unnecessary roughness, or harassment will not be tolerated. Students violating this policy will be referred to parents and the principal. Students may be suspended or expelled by repeated violations of this policy.

5. Contraband

No weapon, knife, club, gun whether a toy or real, is allowed at school. Alcohol, drugs, tobacco products are also prohibited. In some cases these items may be in violation of state law and students could be referred to the sheriff's office.

6. Gang Activity

No gang related attire or activity will be permitted.

7. Equipment/Toys

For the safety and welfare of the students and other people and in accordance with Utah State law, the throwing of snowballs or use of water balloons, squirt guns, roller blades, skateboards, and roller skates on school property is not permitted.

Other toys, balls, gloves, electronic games, trading cards and so forth are not allowed without permission of the student's teacher. **The school will not be responsible for these items if lost or stolen.**

13. DRESS STANDARDS

Students at Morgan Elementary School are expected to adhere to the following dress and grooming standards:

- a. The attire and grooming of all students should be neat, clean and safe.
 - b. Students and their parents have the responsibility to avoid apparel that is extreme, that interrupts the school decorum, or that adversely affects the educational process.
 - c. Hair should be groomed so that it is neat and clean.
 - d. Printed apparel must be in good taste. Any apparel which displays profanity, suggestive slogans or promotes substances illegal for consumption by a minor is prohibited.
 - e. Hats are not to be worn in the school without permission.
 - f. Clothes that are mutilated or immodest, such as tank tops, boys and girls sleeveless or half shirts and cutoffs are not appropriate school wear. Shorts must be a modest length. Any apparel revealing a bare midriff is not permitted. Shirts must be long enough to meet the top of pants or skirt. Any attire which shows undergarments, including pants worn so low that undergarments are visible, is also not permitted. Students may be asked to wear a belt to hold pants up.
 - e. Safe suitable footwear is required. Flip Flops are not suitable footwear for school.
- Students not meeting these standards will be asked to call home for a change of clothing.

14. HOMEWORK POLICY

It is the policy of Morgan Elementary School that when children are given homework it will be independent practice to reinforce classroom instruction.

Independent practice is work that has been taught by the teacher and that the student is able to complete with helpful support from parents. For example, parents may be asked to listen to their child read but not asked to teach the reading skill.

In the Saxon Math program your child will have homework 3-4 nights a week. Please assist your child by reading the problems on side B, if necessary. Allow your child to arrive at the answers independently. Check your student's work and help correct mistakes. If a problem seemed difficult for your student, please circle the question to let the teacher know. It is important that the student return the homework the next day.

Please do not ask teachers to send home materials for children to work on that have not been taught to the independent level by the teacher, ie Superbooks before phonics rules and vocabulary have been taught. When students are confronted with work at home that does not fit in with how they have been taught in school, it detracts rather than enhances the educational experience of the child.

If parents have a concern with the amount of homework, or children not able to perform on an independent level, they should contact their child's teacher immediately. If the problem is not solved between the parent and teacher, the principal should be notified.

Parent Homework - Research shows that students need to practice reading from 40 to 60 minutes each day to stay on grade level. Since class time is limited, practice time at home is essential. It is Morgan Elementary’s expectation that each student practice reading at home 20 to 30 minutes each day under the supervision of parents.

15. INTERNET/COMPUTER POLICY

Elementary students are not permitted to enter the internet without the supervision of a teacher. Students are also not allowed to change settings on computers or monitors without permission. Students who violate this provision may lose computer privileges.

16. CITIZENSHIP POLICY

Satisfactory citizenship is a worthy goal of every student. Citizenship includes behavior, punctuality and adherence to rules and policies of the school.

General program rules and expected behaviors:

A. Rules

1. Follow directions the first time given;
2. Follow walkway rules, keeping hands, feet, mouth, and objects to self;
3. Be prepared for each class;
4. Take care of school property and supplies.

C. Expected behaviors

Lining up

Hands to side
Voices off
Single file
Face forward

Assembly

Carry Chairs Appropriately
No distinguishable voices
Face forward
Attention to :Give me five”

Entering the classroom

Walk
Stay in line as directed

Hallway Behavior

Walk on the right
Stay in line as directed

Lecture

Stay in seat
Clear desk
Raise hand and wait to be called on

Seat work

Stay in seat
Follow Directions

Cafeteria

Use number 2 voices
Finish food before leaving the table
Follow cafeteria rules as posted

Freeze

All voices off
Eyes on the teacher

Restroom

Quiet voices
Wash hands with soap

Transition

Voices off
Follow directions

Floor Time

Pockets on the floor
Voices off
Eyes on the teacher

Library

Floor time quiet
Individual student reading

Group Attention

Teacher states "Give me
five".
Students respond "1-2-3-4-
5."
Voices off

17. CAFETERIA MANNERS

We believe that we should reinforce good eating and behavior habits taught at home. Each student is required to practice good manners while in the cafeteria. Students are required to wash their hands before entering the cafeteria, to stay in line with hands and feet kept to themselves, use quiet voices, follow cafeteria rules and to use good manners while eating. They will clean up their eating area and deposit trays and utensils in the proper receptacles.

Those students unable or unwilling to follow these rules will be subject to the Elementary Citizenship Hierarchy program.

18. PARENT INVOLVEMENT

Parents visiting the school must sign in at the office and wear a visitor identification badge.

Parents are always welcome to visit the school. Many parents volunteer time to help teachers and to work with individual students. Please notify your child's teacher if you would like to be a volunteer. Please also be aware that there are times when visitors are more distracting than helpful. We appreciate your understanding of those times.

When you visit the school please remember that information you gain concerning students must be kept confidential. We do not want to hurt any child by repeating information. Also please park your car in the visitors section. **Do not park in the student drop off and pickup area.**

We encourage your participation and involvement in the P.T.O. This is one of the best ways to support and help the school.

19. PARTIES

We discourage parties except for a couple of times each year. Parties take away valuable educational time. Please contact the teachers or the teachers will contact you for scheduled parties.

20. CHRISTMAS AND BIRTHDAY GIFTS

We strongly discourage the exchanging of Christmas and birthday gifts at school. Inevitably some child is excluded which is contrary to our best efforts to include everyone in all phases of the school program.

21. CHARACTER COUNTS

Character Counts is a program used in all Morgan Schools and in other organizations in the community. This program teaches and reinforces positive values taught in the home. It is also an integral part of our Citizenship policy. We believe that in order to hold students accountable for their behavior, they must first be taught what is expected. Character Counts will reinforce good character traits taught in the home and then as part of our Citizenship Policy will hold students accountable for their behavior in all areas of the school.

22. BUS CONDUCT

While the law requires the school district to furnish transportation, it does not relieve parents from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Once a student boards the bus-and only at that time-does he or she become the responsibility of the school district. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the day.

In view of the fact that the bus is an extension of the classroom, the Board shall require students to conduct themselves, while riding the bus, in a manner consistent with established standards for classroom behavior.

In cases when a student does not conduct himself/herself properly on a bus, such instances are to be brought to the attention of the building principal by the Supervisor of Transportation. The building principal will inform the parents of the misconduct and request their cooperation in checking the student's behavior. Students damaging school property will be assessed fees for the repair of the damages.

Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the student become responsible to get their student to and from school.

Bus Safety expectations:

Students shall:

- * be on time for the bus both morning and afternoon
- * wait for the bus in an orderly manner. Students who cause disturbances at the bus stop may forfeit their bus riding privileges. (Fighting, scuffling, throwing objects, playing in the street)
- * stand on the sidewalk or on an area a safe distance back from the curb or highway.
- * get in line when the bus is approaching
- * always use steps and hand rail. Never jump from the bus.
- * sit in seats as assigned by the driver
- * never crowd or push
- * take seats quietly and quickly
- * **remain seated while the bus is in motion and until the bus comes to a complete stop**
- * never extend hands, arms, heads or other objects through bus windows

- * never throw anything while on the bus
- * talk in normal tones with no loud or vulgar language permitted
- * refrain from eating on the bus
- * never talk to the driver while the bus is in motion
- * **obey the directions of the driver promptly with no arguing**
- * be courteous to the driver, fellow students and passers-by
- * **always walk in front of the stopped bus if it is necessary to cross the street or highway**
- * have **written** permission from the parent to board or leave a bus other than they normally ride or to get on or off at a stop other than normal.

23. SCHOOL POLICY ON TEACHER REQUESTS.:

It is the school policy to refuse requests for teachers. Our goal is to create the best learning environment possible. To do this, we spend a great deal of time placing students on a list with other students that will be the best placement for the students. We then assign a teacher to that list with the recommendation of the faculty. We try to separate students not good for each other and place students who are, together. We try to place students who need a closely structured classroom in that type and those who thrive in a more open classroom there. The only exception to this is if there is a compelling educational need for a specific teacher. We have every confidence in the staff of educators who work closely together to achieve this goal. The creation of the best possible learning environment is paramount.