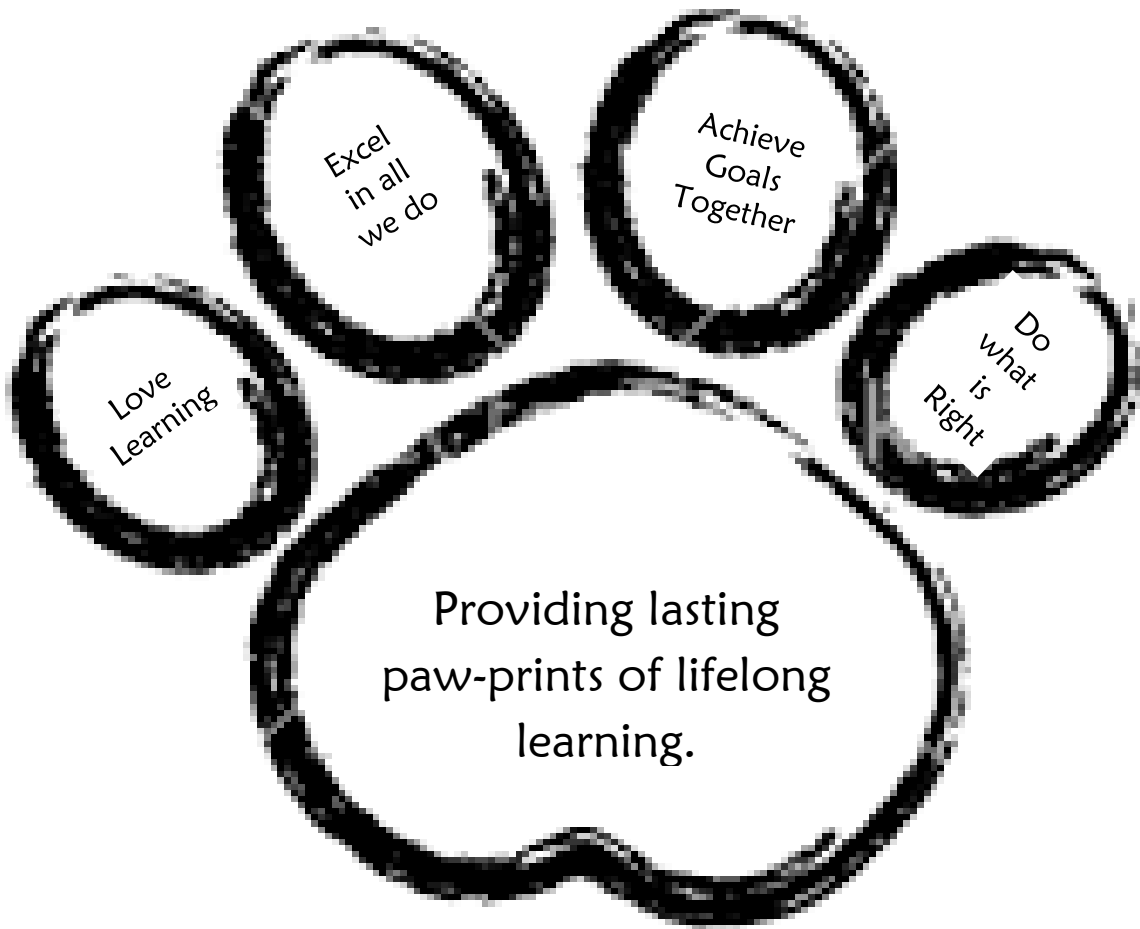


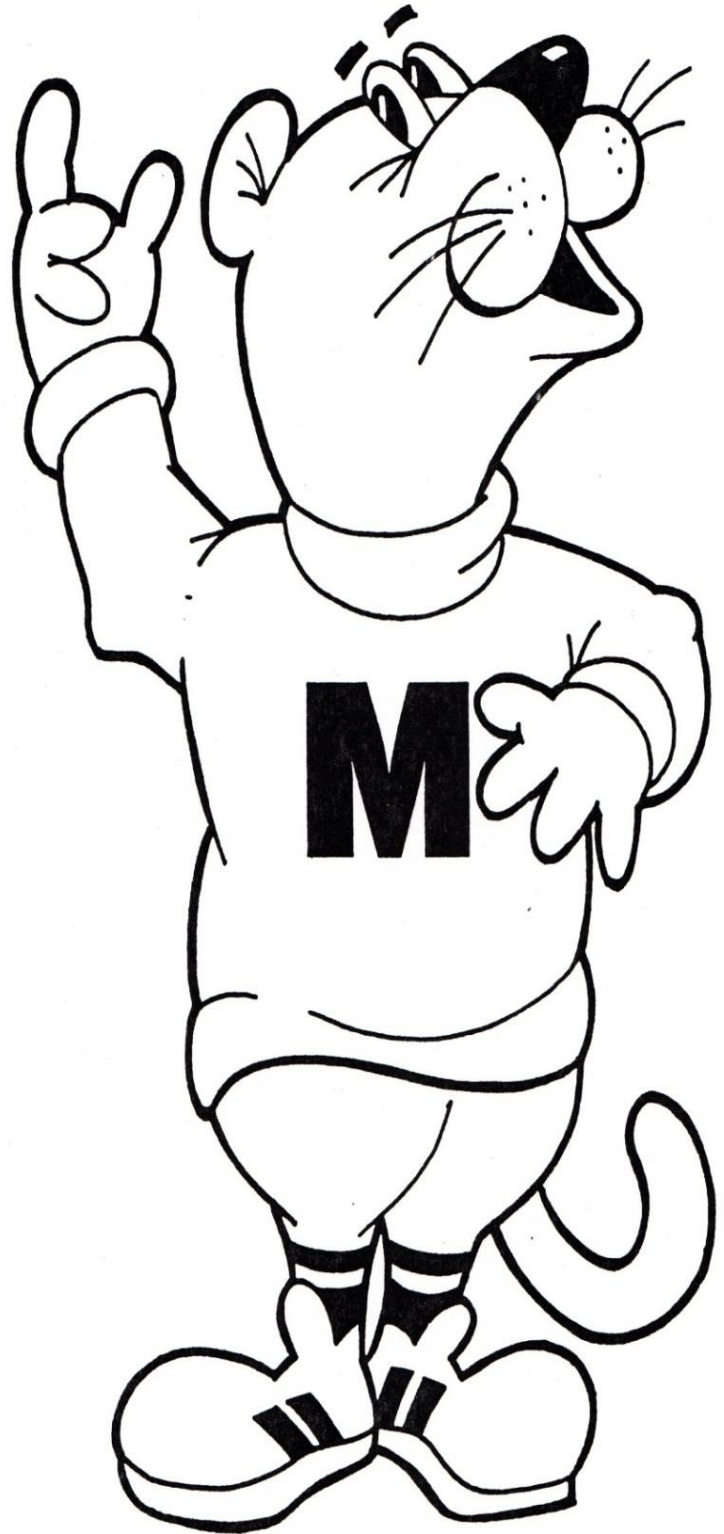
# Morgan Elementary



## Parent-Student **HANDBOOK**

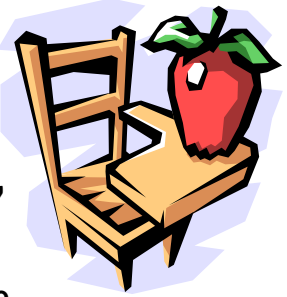
2018-2019

Welcome Letter..... pg. 3  
 Philosophy and Objectives.....pg. 3  
 Mission Statement.....pg. 3  
 Attendance.....pg. 4  
 Book Rental Fees.....pg. 4  
 Breakfast.....pg. 4  
 Bullying.....pg. 4  
 Bus Information.....pg. 5  
 Cafeteria.....pg. 5  
 Cancellation of School.....pg. 6  
 Car Rider.....pg. 6  
 Change of Address/Telephone.....pg. 6  
 Classroom Parties.....pg. 6  
 Conferences.....pg. 6  
 Discipline.....pg. 6  
 Doctor and Dentist Appointments.....pg. 8  
 Dress Code.....pg. 8  
 Emergency Information.....pg. 8  
 Homework.....pg. 8  
 Illness or Injury.....pg. 9  
 Immunizations.....pg. 9  
 Invitations to parties.....pg. 9  
 Kindergarten.....pg. 9  
 Library.....pg.9  
 Lice.....pg. 9  
 Medications.....pg. 10  
 NSF checks.....pg. 10  
 Parent Teacher Organization (PTO).....pg. 10  
 Pets.....pg. 10  
 Pictures.....pg. 10  
 Playground Rules.....pg. 10  
 Promotions and Retention.....pg. 11  
 Proof of Birthdate.....pg. 11  
 Reading Lab.....pg. 11  
 Report Cards.....pg. 11  
 Solicitation.....pg. 12  
 Student Incentive Program.....pg. 12  
 Timeout.....pg. 12  
 Visitors.....pg. 12  
 Website.....pg. 13  
 Wellness Policy.....pg. 13  
 Helpful Hints.....pg. 14



Dear Families:

On behalf of the staff and administration of Morgan Elementary School, we would like to welcome students and their parents to the new school year. Education at Morgan Elementary School is designed to meet the needs of each individual student. To increase the degree of educational success it is imperative that teachers, parents, and administrators communicate openly and frequently concerning the progress of students.



Educating our children is a partnership. Our school makes special efforts to create and promote a solid relationship between the home and school. Newsletters, regular conferences, and direct contact with parents are part of these efforts. Parents are encouraged to call or write us whenever necessary.

Let's work together. Our school has a proud tradition of academic excellence, and, with your help, we are sure this year will be one of the school's very best.

Sincerely,  
The Staff of Morgan Elementary School

### **PHILOSOPHY AND OBJECTIVES**

Morgan Elementary School supports the North Harrison School Corporation's Statement of Philosophy and Objectives. The school exists to serve the educational needs of the students and the school community which it serves. The school seeks to provide the best environment for the student's physical, social, moral, emotional, and intellectual development as the students move toward becoming productive members not only of the school, but also society.

The school recognizes that students develop and achieve at different rates. Therefore, the faculty strives to foster a sense of self-worth and individuality in each child by helping each child feel comfortable with his/her own learning rate and abilities. A child is expected to work to his/her full potential with the expectations and responsibilities clearly defined. The school will function democratically through continued participation and evaluation by faculty, students, and parents.

The school's aim is to provide a favorable learning environment for students and staff. Teachers will eagerly explore new techniques and procedures of education, thus modeling learning as a lifetime process.

Students, parents, administrators, and staff members will work together toward the achievement of these goals. The resources of the community will be considered a valuable asset and will be used to their fullest potential.

The philosophy and objectives will be evaluated, revised, and published yearly. All of these processes will be accomplished through a cooperative effort of the students, school, home, and community.

### **MISSION STATEMENT**

The mission of Morgan Elementary school is LEAD- Love Learning, Excel In All We Do, Achieve Goals Together, and Do What Is Right. With these together, Morgan Elementary will be providing lasting paw-prints of lifelong learning.

## **ATTENDANCE**

Morgan Elementary school day begins at 8:00 a.m. and ends at 3:30 p.m. No student may enter the building before 7:45 a.m.

Regular attendance is necessary for academic and social success in school. Irregular attendance interferes with the student's progress and begins to set a pattern that carries over to adolescence and adulthood. However, we do not want parents to send a child to school when his/her attendance might be detrimental to his/her own health or to that of others. **Given our concerns over student safety, please call the school office by 8:30 a.m. if your child is to be absent that day.**



The attendance law portion of the Indiana Code states that students are only to miss for personal illness or death within the immediate family. Each time a child is absent, a note stating the reason is required at the time he/she returns to school. Students who accumulate absences of more than 10 days may be required by the school attendance officer to provide a doctor's statement for each absence. Anytime an absence includes a trip to the doctor, it would be helpful for you to obtain a doctor's statement to be sent to school upon your child's return.

Punctuality is also very important. We believe the child should establish the habit of reporting on time. A student is considered tardy after 8:15 a.m. If a student arrives after that time, he/she must report to the office for a pass before going to the classroom.

Children being released during the school day must be released through the school office. Children will not be released to anyone other than a parent, guardian, or those listed as emergency contacts, unless we have prior confirmation from the parent or guardian in writing or by phone. All students must be signed out in the school office.

## **BOOK RENTAL AND FEES**

Book rental is due within 30 days of enrollment or the beginning of the school year. A portion of the book rental payment includes fees charged for classroom materials such as math manipulatives, supplemental reading materials, and homework books. Both book rental charges and fees should be paid promptly. If financial hardship affects the payment of these charges, a payment plan can be established by contacting the office.

## **BREAKFAST PROGRAM**

Breakfast at school is available for all students. Students who qualify for free and reduced lunch automatically qualify for free breakfast. You may contact the office for more information.



## **BULLYING**

Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communication or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that: a. places the targeted student in reasonable fear or harm to the targeted student's person or property; b. has a substantially detrimental effect on the targeted student's physical or mental health; c. has the effect of substantially interfering with the targeted student's academic performance; or d. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by

the school.

When a report of bullying is reported, the principal or counselor will investigate immediately to determine the findings. The investigation may include, but not limited to the following: witness interviews, request for written witness statements record identification and review, and an assessment of whether bullying occurred. The investigation will be completed within 30 calendar days. The parents of the bully and the targeted student(s) shall be notified initially of the reported behaviors, and of the findings. If bullying is the finding, counseling, corrective discipline, and/or referral to law enforcement along with interventions will be put in place to change the behavior of the perpetrator. (This is an overview of the policy, for the complete Anti-Bullying Policy refer to the North Harrison Community School Policy.)

### **BUS INFORMATION**

The following rules have been established in order to insure the safety of all students who ride buses:

1. Use only the bus and bus stop assigned.
2. Orderly behavior is required at the bus stop.
3. Remain seated, facing the front, when the bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver, unless it is necessary.
6. Keep head and arms inside the bus.
7. Do not litter inside the bus or throw anything out the window.
8. Be quiet when the bus is crossing railroad tracks.
9. Keep hands, feet, and objects to yourself.
10. Be courteous to the bus driver and fellow passengers.

**Bus transportation is a privilege not a right.** Infractions of the above rules will be brought to the attention of parents. The transportation of students by the Corporation is a service which is not mandated by Indiana Statutes; therefore, students may be denied transportation on an individual basis for misconduct on the buses.

**PLEASE NOTE: Given the age of the students in our care, bus drivers will not knowingly drop off a Morgan student where there is no one home. Some exceptions may be made in special circumstances if the office is first informed by the parent or guardian.**

### **CAFETERIA- Meals, Accounts, Charges, and Collections**

Morgan Elementary strives to make affordable, healthy, and nutritious breakfasts and lunches available. Charging meals is strongly discouraged. It is the responsibility of the students' parents to provide meals either by supplying food from home, by sending money to school so the school can supply a meal, or by applying for meal assistance through the free and reduced meal programs. Milk is available for purchase for those children who bring a lunch from home. **Please do not send**

**canned soft drinks or bottled drinks from home. Elementary students will be served a lunch at no charge consisting of a sandwich and milk when their account reaches a negative balance of \$10.00 until their account is paid in full. They will also be served a breakfast consisting of graham crackers and milk.** Any student who has money in hand for the current day meal shall be allowed to purchase a meal for the day.



Lunch money is payable at any time. Please enclose it in an envelope and mark the front with students name and lunch money. We strongly suggest that parents pay monthly if possible. Menus are sent home with the monthly newsletter, or online in Harmony.

### **CANCELLATION OF SCHOOL**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. WHAS-TV (Channel 11) and WHAS-radio (840 AM) will air cancellations.

### **CAR RIDER**

We ask that all students who are regular "car riders" be picked-up at the FRONT doors. This helps in the dismissal of all students at the end of the day, lowers classroom disruptions, and assists us in keeping cars away from the buses and our children. Faculty and staff members will bring students out to you. **YOU MUST PICK-UP YOUR CHILD BETWEEN 3:05 AND 3:15.** If for some reason your child's dismissal status needs to change, simply notify the school.

### **CHANGE OF ADDRESS/TELEPHONE**

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

### **CLASSROOM PARTIES**

There will be three classroom parties held to celebrate Fall Harvest, Valentine's Day, and Spring. All arrangements for special treats for the classrooms must be made with the classroom teachers in advance of the event. In the interest of safety, only ready to eat foods purchased at a store and brought in their original containers are welcome. **NO** homemade baked goods such as cupcakes, cookies or any other homemade foods are permitted to be brought to school.

### **CONFERENCES**



Parent-teacher conferences are held in the fall of each school year. The education of our children is a partnership between the home and school. Some parents are hesitant about participating in conferences, but our teachers can do a much better job with students if they can share their understanding of the student directly with the parent. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year.

### **DISCIPLINE**

Teachers have the authority and responsibility to maintain discipline in the classroom. School discipline policies will be established and consistently enforced. When a student is having a problem the teacher may conference with the student, conference with the parent, use classroom disciplinary procedures, or refer the situation directly to the building principal.

#### **NORTH HARRISON COMMUNITY SCHOOL CORPORATION DISCIPLINE PROCEDURES**

There are times when it is necessary for school officials and teachers to make decisions concerning the acceptability of a student's behavior in the school setting. These decisions must be based on the welfare of the total school community and how the behavior problems will affect the total learning environment.

In order to maintain an effective environment for learning, the following guidelines will be used in the discipline of students. Students will be held accountable for their actions which occur at school or school-related functions. Students will also be held accountable for their actions while traveling to or from school and school activities.

**1) Major Discipline Violations:**

- A. Disruption of school or school events;
- B. Damage or destruction of school property;
- C. Damage or destruction of private property;
- D. Physical abuse of a school employee;
- E. Physical abuse of a student or other person not employed by the school;
- F. Possession of a weapon or dangerous instrument;
- G. Possession, use or sale of alcoholic beverages, narcotic, depressant or stimulant drugs;
- H. Possession, use or sale of any substance which is represented as, or believed by the student to be an alcoholic beverage, narcotic, depressant, or stimulant drug, regardless of whether the substance is, in fact, one of the above;
- I. Extortion, blackmail, coercion or intimidation;
- J. Disrespect of others;
- K. Immorality;
- L. Theft;
- M. Smoking/Possession of tobacco products;
- N. Skipping class or skipping school;
- O. Use of profanity;
- P. Repeated failure to comply with directions of teachers or other school personnel.



Students found guilty of the preceding violations will be subject to the following penalties (depending upon the seriousness of the violations in question and the total discipline record of the student for the school year).

- 1) Detention;
- 2) Corporal punishment;
- 3) One to five days suspension (in school or out of school);
- 4) Expulsion from school for the remainder of the semester or the school year.

In major discipline cases, an informal hearing with the student will be held by the principal or his designee prior to any suspension. A letter will be sent to parents notifying them of a suspension of longer than one day, or expulsion. A parent conference may be required before the student returns to class. Juvenile authorities will be contacted, if necessary.

Cases involving expulsion requests are handled through the superintendent's office and the student will have the right to a hearing by the corporation hearing officer to determine the outcome of the expulsion request.

**2) Minor Discipline Violations:**

In a school setting there are many student actions that would not be considered major discipline violations, but would, nonetheless, cause disruption of the educational environment. The principal and other school personnel will share the responsibility for disciplining students for such behavior.

Students found guilty of minor discipline violations will be subject to the following penalties:

- A. Reprimand and/or parental contact;
- B. Work assignments;
- C. Loss of privileges;
- D. Detention;
- E. One of five-day suspension (in school or out of school);
- F. Corporal punishment;

### **3) Discipline by Teachers:**

Teachers are responsible for, and in charge of, the discipline policies within their classrooms. They also exercise responsibility for discipline at all times they are on duty on school property. Teachers should discipline students for the following misbehavior, as well as any other prohibited behavior outlined in their class discipline policies:

- A. Consistently not doing assigned work;
- B. Consistently not bringing books and supplies to class;
- C. Consistently making no effort as far as classroom participation is concerned;
- D. Eating in class;
- E. Being late for class;
- F. Consistently talking without permission;
- G. Cheating on tests or assignments;
- H. Committing any of the actions considered major or minor discipline;
- I. Any conduct which hinders the educational process or the well-being of others.



### **DOCTOR AND DENTIST APPOINTMENTS**

Students are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments with a note from their doctor or dentist.

### **DRESS CODE**

**The determination of what is disruptive, distracting, unsafe, or in poor taste shall be made by the principal.**

Please do not send students to school wearing t-shirts with slogans, pictures, or suggestive phrases that may be deemed inappropriate for elementary age children. Clothing or jewelry which advertises or portrays items pertaining to alcohol, tobacco, drugs, obscene references, or printing which is in questionable taste will not be permitted. Sunglasses and hats are not permitted to be worn inside the building except by special permission.

Students are allowed to wear shorts. However, short skirts or short shorts are not appropriate. Shorts and skirts should extend beyond the fingertips of the child when they hold their arms and hands at their sides. Midriffs should be covered at all times.

Platform shoes, high heels, and flip flops are not appropriate footwear for school. Students may not wear roller skate shoes. Our students play outdoors year round. Please dress your children accordingly. All children must be clean and come to school in clean clothing.

### **EMERGENCY INFORMATION**

In case of emergency each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s).
2. Complete and up-to-date address.
3. Home phone and parent(s) work phone.
4. Emergency phone number of three friends or relatives.
5. Physician's name and phone.
6. Medical alert information.

### **HOMEWORK**

Homework is important to a student's success. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments



are completed. Students who are absent will be given the number of days they were absent to make up missed assignments. In the case of extended absence, please make arrangements with your child's teacher to get missed work.

### **ILLNESS OR INJURY**

Students are considered too ill to attend school if they have a fever, are vomiting, or have signs/symptoms of the flu. To avoid the spread of illness, we ask that you keep students home until they are fever free for 24 hours. Students experiencing symptoms of pink eye should be evaluated by an eye doctor or physician and have been under care for 24 hours before returning to school. In case of illness or injury at school, a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents will be contacted. If parents are not available the student will be transported to nearest hospital by 911.

### **IMMUNIZATIONS**

All kindergarten students must have completed their required immunizations: 5th Dtap, 4th Polio, 2nd MMR, and 2 Varicella (chicken pox), 2 Hepatitis A, 4 Hepatitis B (unless the 3<sup>rd</sup> shot was given after the age of 6 months) for school enrollment. Please make sure that documentation has been provided to the health office, this is a requirement of the Indiana State Department of Health for school attendance.

Also parents of 5<sup>th</sup> graders, please be aware that there are new immunization requirements for entry into 6<sup>th</sup> grade, which include a Tdap, Meningitis, and 2<sup>nd</sup> Varicella. Please have your students immunizations updated during the coming year and turn in documentation to the office so that this is completed prior to the start of next school year.

### **INVITATIONS TO PARTIES**

Students will **NOT** be allowed to pass out party invitations in the classroom, unless there is an invitation for **EVERY STUDENT** in the class.

### **KINDERGARTEN**

Pre-enrollment of students in kindergarten usually takes place in the first full week of April annually at the elementary schools. Parents must bring an official birth certificate and immunization records in order to complete enrollment. Student's must be 5 on or before Aug. 1<sup>st</sup> to enroll for kindergarten.

### **LIBRARY**

Our school library is a source of pride and is a vital part of our instructional program. Through our regularly scheduled class times and open library times, students are encouraged to explore the many books, research materials, and audio-visula materials our library contains. In order to maintain an adequate collection, pupils, teacher, and parents, must cooperate to see that materials are returned in good condition. If materials are not returned, a charge equal to the current replacement price of the library-quality items is expected to be paid. The average price of a book is ten dollars.

### **LICE**

It is school corporation policy that a student who has been infested with head lice, should not return until they have had their head checked by a School nurse. Once your student has been treated and had **all nits** removed, call your school to find out where a nurse is available to check the students head prior to returning to the classroom.

## **MEDICATIONS**

ALL NONPRESCRIPTION AND PRESCRIPTION MEDICATIONS AND TREATMENTS TO BE GIVEN TO STUDENTS MUST BE PRESCRIBED BY A PHYSICIAN.

All medications that need to be administered during school hours require a medication or treatment authorization form to be completed by a physician and parent/legal guardian. (A copy of this form is available in the school office.)



General guidelines for all **prescription and non-prescription** medications:

- Must be clearly identified as to the name and type of medication.
- Must be in the original container.
- Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
- The prescription must be current.
- Medication should be brought to school by a parent or designated adult over 18.

Please refer to the North Harrison Community School Corporation's Administration of Medications and Treatments Policy for detailed information. Medication Authorization Forms and a copy of the policy are found in the supplement to the handbook that is distributed at the start of the school year.

**Epinephrine will be available to be given in the case of an extreme emergency as a life-saving measure. This medication will only be administered by a registered nurse. This medication is authorized by our county health officer Dr. Andrew Morton. If you do not wish for your child to receive this medication, please submit a written note stating your wishes.**

## **NON-SUFFICIENT FUNDS CHECK (NSF)**

**Returned Non-Sufficient Funds check (NSF):** Beginning with the 2010-2011 school year, there will be a service charge of \$12.00 for checks that are returned to us by the bank. The person(s) writing the check will have 10 calendar days from notification to reimburse the Superintendent's office with cash for the amount of the check plus the \$12.00 service charge. **Failure to reimburse within that ten day period will result in the NSF check being forwarded to the Harrison County Prosecutor's Office for collection.**

## **PARENT- TEACHER ORGANIZATION (PTO)**

The Morgan PTO does wonderful things for our students and teachers. They work hard to improve the educational opportunities for all our children. The PTO provides financial and personal support for many of our activities. You are encouraged to join and participate in this vital organization.

## **PETS**

Please do not allow your child to bring any animals to school without written permission from his/her teacher and the principal.

## **PICTURES**

Individual school pictures are taken in the fall by a professional photographer. The pictures are in color and available in a prepaid packet form. Spring pictures may also be available. Students may purchase yearbooks for a small fee when orders are taken.

## **PLAYGROUND RULES**

Listed below is a list of playground rules. These rules do not cover every situation that may arise; however, they do lay down a pattern of behavior expected of students. They are designed to protect the children from injury. Please read them carefully and read them to your children.

1. Students are to obey all adults (teachers and teacher assistants) in the building.
2. Play area is anywhere inside the paved path or on the rookie field.

3. Grades 1, 2, and 3 are to stay off the bleachers completely, while grade 4 and 5 may use bleachers for sitting.
4. No playing near door areas.
5. 4-5 grades are not to play on the bus, airplane, and motorcycle.
6. DO not walk on the riff raft rocks/ sinkhole area.
7. No climbing in the trees
8. Kickball games should be supervised by an adult on the field.
9. Do not walk or jump off the stone wall.
10. No sitting on top or hanging upside down from the red large spinning tree.
11. No climbing on the bridge.
12. No standing around or inside the red twisters. Keep feet on platform with hands inside.
13. Do not stand or jump on the picnic tables.
14. No playing in water or muddy area.
15. No playing around cars.
16. No throwing of any objects including rocks and mulch.
17. No climbing or pulling on baseball fences.
18. No kicking balls over baseball fences.
19. No football except two hand touch.
20. No chasing balls that go on the road or muddy area without permission.
21. No jumping from swings.
22. No climbing up slides.
23. No grabbing of jackets or shirts.
24. Jump ropes are to be used only for jumping.
25. All games on the ball diamond are to be organized.
26. Clear area and stand still when whistle blows for cars or trucks on playground.
27. Be sure all balls are collected when recess is over.
28. Grades K, 1, 2, 3 are not allowed to play on the red spinning tree.
29. 3 students on the red spinners at a time.
30. No twisting in swings.

### **PROMOTIONS AND RETENTION**

When considering a retention, the school considers both a student's achievement and his/her daily work. Not only do we look at grades on the report card but also whether the child is working at grade level. Other factors to be analyzed are chronological age, mental age, social maturity, physical development, attendance, achievement and parental opinions. The Indiana Statewide Testing for Educational Progress (ISTEP) rules apply.

### **PROOF OF BIRTHDATE**

An official birth certificate or other legal proof of a child's age should be presented at the first time of enrollment. Your child's name will be entered into our database as it appears on the birth certificate.

### **READING LAB**

The Reading Lab is part of the Title One Federal Program designed to provide small group or individual instruction. The criteria for participation and remediation in this program are well defined.

### **REPORT CARDS**

Report cards are issued following the completion of each nine week grading period. Please carefully review your child's progress and contact the school if you have questions regarding grades.

## **SOLICITATION**

The use of the school facilities and personnel for soliciting funds for charities interferes with the educational program. Such participation shall be discouraged. No student will be allowed to sell to or collect from other students.

## **STUDENT INCENTIVES**

Rewarding positive behavior and achievement is very important. Throughout the year the individual student will be recognized in many ways. Every nine week there will be many awards given out at our nine-week award programs (see awards below). Every Friday we have a Cougar Pride drawing. Your child can get into this drawing by earning tickets for exhibiting positive behavior anywhere throughout the building. If their ticket gets drawn they will get a small trinket.

**ACCELERATED READER** is a reading incentive program in which children read designated books from the library or classroom and take comprehension tests on the books. Each book is assigned a certain number of points. When a child passes a test on a book, he/she receives the number of points for that book. Points are accumulated throughout the year and children receive awards at designated intervals.

## **AWARDS**

**ATTENDANCE:** Perfect Attendance Drawing - Grades K-5

One \$50 gift certificate will be given away each 9 weeks (compliments of PTO). Student must be present every day with no unexcused tardies to qualify for this drawing.

**ACHIEVEMENT AWARD:** Certificate - Grades K-5/Special Classes

1 per 9 weeks, per class

Given to a student who has consistently shown high academic achievement in all areas.

**110% AWARD:** Certificate - Grades K-5/Special Classes

1 per 9 weeks, per class

Given to a student who has made an extra effort to improve in their class work.

**PRINCIPAL'S AWARD:** Certificate - Grades K-5/Special Classes

1 per 9 weeks, per class

Given to a student who shows outstanding citizenship

**COUGAR PRIDE AWARD:**

Students are given a Cougar Pride for acts of kindness throughout the building.

Names are placed in a drawing for \$10.00.

This list is intended to give parents an overview of our awards. Other incentives and awards are given at each grade level and by each specialty area depending on their curriculum and behavior management plans.

## **TIMEOUT**

Students having serious behavior problems at school or on the bus may be assigned to the school's time-out room . If a student is assigned to timeout, the parent will be notified in writing from the teacher, timeout monitor, or principal. The parent is to sign and return the timeout notice to help assure the parent is aware of the problem being exhibited by the student.

## **VISITORS**

All visitors are required to report to the school office upon entering the building. Parents are welcomed and are encouraged to visit the school. If you want to join your child for lunch, go to the office where you will get a badge. This badge is only good for the lunchroom. You may not go into the hallways or classrooms. Once in the lunch room, you will sit at the visitor's table with your child. Your child will not be allowed to ask friends to accompany him/her. The opportunity to have lunch with your child is designed to allow you and your child to spend some extra time together.

### **WEBSITE**

Logging on to [www.nhcs.k12.in.us](http://www.nhcs.k12.in.us) then clicking on the Morgan Elementary can access our website. We post classroom and whole school events on a regular basis. Log on and see what exciting learning opportunities we have for your children.

### **WELLNESS POLICY**

In accordance with state law, the North Harrison Community School Corporation has adopted a wellness policy and has established goals to enhance the health of our students. We will be offering milk for purchase at snack break. In grades 3, 4 and 5, we will be offering healthy snacks for purchase, along with milk. In addition, we will make an effort to offer non-food rewards for students in the classroom and will use healthy food choices as rewards when that option is offered. We will be encouraging parents to offer healthy treats during our three annual classroom celebrations.

## HELPFUL HINTS



1. School doors opens at 7:45 a.m.
2. Tardy -- A student is considered tardy after 8:15 a.m.
3. Students are to walk on the sidewalk in the morning after exiting the bus.
4. Students are to walk into the school building and continue walking to their room.
5. Do not bring toys, stuffed animals, radios, etc. to school unless requested by teacher for special project.
6. Children are not allowed to sell or trade personal items at school such as homemade candy, toys, cards, etc.
7. Policy on "going home" with someone: A note must be sent for the teacher/office. A note is required from each student involved.
8. Refer to State Law policy regarding medicine at school found in handbook.
9. Policy on leaving early: If parents wish to pick up students early, they should come to the office and sign them out. Do not go directly to the child's room. (If it will be someone other than parents or guardian, please call in advance.) Try to inform the teacher in morning, if child needs to leave early.
10. The school reserves the right to only accept cash if there is a problem with checks, etc.
11. Students are expected to behave and use good manners in the cafeteria.
12. If you wish to order books from a Book Club when your child's teacher sends order forms home, make checks payable to teacher's request (either teacher or Scholastic), not the school.
13. Please send book rental money separate from lunch money.
14. Policy on child's absence -- when your child is absent from school, please call us or send a note/dr. note when they return stating the reason for their absence.
15. Special health problems -- Please notify the school if your child is allergic to bee stings, nuts, milk or has any other problem.
16. There may be times during the year that parents will be invited to eat with their child. Any other time please sign in at the office.
17. Be aware that there may be unexpected early school dismissals due to emergencies.
18. Milk break money is taken daily. Students may bring their own snack and drink if desired (no canned or bottled soda).
19. Given the age of the students in our care, bus drivers will not knowingly drop off a Morgan student where there is no one home. Some exceptions may be made in special circumstances if the office is first informed by the parent or guardian. Please pay close attention to the school calendar.
20. If there is anything we can do to encourage cooperation and understanding, please let us know.