

Morgan Elementary School

Mission Statement

Morgan Elementary School exists to help each unique child reach his or her full potential. We aim to equip all children to:

- * make responsible contributions within their communities, their country, and the global society
- * function productively in the world of technology and the world of work
- * lead richly literate lives
- * continue to grow in understanding and respect for themselves and others



**Ross
School**

**Local
District**

The Ross Local School District is comprised of four schools.
Elda Elementary (Grades K - 4), Morgan Elementary (Grades K - 4),
Ross Middle School (Grades 5 - 8), and Ross High School (Grades 9 - 12).

Our schools are fortunate to have quality educators,
students who are eager to learn and supportive parents.

Board of Education

Mr. Keith Klinefelter - President
Mr. Edward Bosse – Vice-President
Mr. Michael Kroeger
Mr. Sean Van Winkle
Amy Webb

Welcome from Tom Perry, Principal

The teachers and entire staff welcome you to Morgan Elementary School. We look forward to getting to know your child personally and working with you in this exciting period of your life. It is our hope that this school year will be challenging and rewarding to each student.

We are proud of the accomplishments at Morgan Elementary and look forward to you helping us maintain our tradition of success.

Our educational philosophy is to provide opportunities, experiences, and resources for all children to reach their full potential. Our goal is that you will develop independence, individualism, proper citizenship, and learn through a broad curriculum.

District Administrators

Mr. Scott Gates	Superintendent	863-1253
Ms. Becky Tompkins	Director of Curriculum	863-1253

Mr. Bradley Webb	Special Education Supervisor	863-6150
Ms. Brenna Bird	School Psychologist	863-6150
Mr. Brian Martin	Principal - Ross High School	863-1252
Ms. Emily Doblinger	Assistant Principal – RHS	863-1252
Mr. Chris Saylor	Principal - Ross Middle School	863-1251
Mr. Tony Albrinck	Assistant Principal - RMS	863-1251
Mr. Jesse Kohls	Principal - Elda Elementary	738-1972
Mr. Tom Perry	Principal - Morgan Elementary	738-1986
Non-Certificated		
Mrs. Peggy Lehmann	Supervisor of Transportation	738-2900
Mrs. Debbie Christophel	Food Services Coordinator	863-1252



CERTIFICATED STAFF

NAME	POSITION	ROOM/AREA
Mr. Tom Perry	Principal	Office
Mrs. Mel Byron	Preschool	Room 113
Miss Sarah Theiler	Preschool	Room 112
Mrs. Tonua Lomax	Kindergarten	Room 115
Mrs. Michelle Shoemaker	Kindergarten	Room 114

Mrs. Kristin Bittner	1st Grade	Room 102
Mrs. Kristy Hughett	1st Grade	Room 104
Mrs. Bonnie Johnson	1st Grade	Room 103
Mrs. Len Martin	1st Grade	Room 105
Mrs. Katrina Broering	2nd Grade	Room 109
Miss Kelly Dorsey	2nd Grade	Room 107
Mrs. Kim Hindery	2nd Grade	Room 108
Mrs. Stacey Morehead	2nd Grade	Room 106
Mrs. Debbie Volker	Title I	Room 101
Mrs. Dewana Dunn	3rd Grade	Room 201
Mrs. Lisa Lanham	3 rd Grade	Room 204
Mrs. Anne McEldowney	3rd Grade	Room 202
Mrs. Tara Smith	3rd Grade	Room 203



CERTIFICATED STAFF

NAME	POSITION	ROOM/AREA
Mrs. Jennifer Castle	4th Grade	Room 206
Mrs. Veronica Elliott	4th Grade	Room 205
Mrs. Michelle Miller	4th Grade	Room 207
Ms. Katie Williams	4th Grade	Room 208

SPECIAL AREAS

Mrs. Kelly Ogborn	Intervention	Room 110
Mrs. Carey Fletcher	Occupational Therapist	Room 100

Mrs. Ashley Kunkel	School Nurse	Clinic/Office
Miss Jenna Rahrig	Art	Room 116
Ms. Kristy Razzaghi	Speech & Language	Room 153
Mrs. Kalli Sawyers	Guidance Counselor	Office Room 148
Mrs. Kim Steigerwald	Physical Education	Gym
Mrs. Jen Strotman	Physical Therapist	Room 100
Ms. Courtney Young	Intervention	Room 209
Mr. Greg Thatcher	Music	Room 117



NON-CERTIFICATED STAFF

NAME	POSITION
Mrs. Kristy Baker	Cook
Mrs. Julie Burwinkel	Cafeteria Manager
Ms. Stephanie Chaney	Special Education Aide
Mrs. Christy Clancy-Avery	Preschool Instructional Aide
Mrs. Shelley Elliott	Special Education Aide
Mrs. Jodi Follick	Special Education Aide
Mrs. Holly Gentry	Office Clerk/Paraprofessional
Mrs. Nancy Godbey	Media Manager
Mrs. Judi Hill	Custodian
Mrs. Gwen Kohlman	Secretary
Mrs. Katrina Noonan	Preschool Instructional Aide

Mrs. Amanda Roberson	Special Education Aide
Mrs. Kim Sorensen	Title 1 Tutor/Special Education Aide
Mrs. Carolyn Shumate	Title Tutor
Mr. Hayden Smith	Head Custodian
Mrs. Natalie Wright	Cook



MORGAN BUS DRIVERS

BUS NUMBER	NAME
1	Dottie (P.M.)
4	Debbie (A.M.)
5	Tia G.
11	Rose + P.M. Kindergarten Pick Up
13	Marci
15	Susan + A.M. Kindergarten Take Home
19	Becky G.
20	Traci - P.M. Kindergarten Pick Up including Ross Country Day & Ross Early Learning
28	Judy K. + A.M. Kindergarten Take Home
30	Donna (A.M.)



Activities / Programs / Policies

ACADEMIC ASSISTANCE

Morgan Elementary provides opportunities for academic intervention. If your child needs additional tutoring, we may be able to offer before and/or after school tutoring. Please call the office regarding the different programs available.

ACADEMIC AWARDS

Students in grade four are eligible for honor roll recognition. The criteria for High Honors is a 3.75 - 4.0 grade average and Honors is a 3.25 - 3.74 grade average. All subjects receiving a letter grade will be equally calculated for honor roll. If a student receives a "F" or an incomplete in any subject, they are not eligible for the honor roll. Students receiving the distinction of making the honor roll will have their names posted in their school, published in the newspaper, and receive a quarterly award. If a student is on the honor roll each of the four quarters in a school year, they will receive an award at the annual awards assembly. Students are also eligible for Student of the Week, perfect and outstanding attendance, music, art, physical education and individual grade level awards.



ATTENDANCE POLICY

The State of Ohio requires that all children between the ages of 6 and 18 years of age attend school every day that school is open. All students are, therefore, required to attend school regularly. Students are also expected to be on time for class so that they may receive the maximum benefit from the academic program. Effective July 1, 2017, Ohio law mandated public schools to provide closer supervision and documentation for student attendance (House Bill 410).

Excused Absences Include:

- Personal illness or injury
- Illness or death in the family.
- Funeral of immediate family member or relative
- Quarantine
- Religious holiday

- Court appearances
- Pre-approved absences. Five (5) days per year approved in advance by school administration (outlined in “Vacation Days” on page 26)
- College visits (prior arrangements and approval from guidance office)/Official documentation must be provided to the office upon returning from the college visit

All other absences are unexcused. Students may not be permitted to make up work for any unexcused absences.

If a child accumulates (excused or unexcused) absences equal or exceeding **38 hours per month or 65 hours per year**, Ross Local Schools will provide written notification of these absences at 38 hours per month, 56 hours per year, 65 hours per year, and 72 hours per year.

Students with excessive **unexcused** absences will be deemed “habitual truant” under HB 410. This is defined as students with unexcused absences totaling **30 or more consecutive hours, 42 hours or more per month, or 72 hours or more per year**. Students meeting this threshold will be assigned to the Absence Intervention Team. **Within 14 days** of an assignment to the Absence Intervention Team, an intervention plan will be developed. The district is expected to make reasonable efforts to communicate this plan to the parent/guardian **within 7 days** of the development. If of age, the district will contact the *Registrar of Motor Vehicles* for the suspension of a student’s driver’s license. Truancy will be filed **60 days** after the plan is initiated if the student does not participate or does not make progress.

ATTENDANCE PROCEDURE

Regular attendance is expected of all students. On the first day after an absence, students are to bring notes explaining the absence and signed by a parent or guardian. The notes should be given to the homeroom teacher. On any day when a student is absent, the parent must call the school (738-1986) before 10:00 A.M. to notify the school. If the school does not receive a call, someone will call the parent at work or at home to check on the absenteeism. If we are unable to contact a parent, an absentee post card will be mailed. This written explanation of absence must be submitted to the office within **two (2) school days** following the student's return to school; otherwise the absence will be unexcused. Students must bring this note from home even though their parent or guardian may have spoken with the attendance office the previous day.

ATTENDANCE TARDY POLICY

Students are expected to arrive to school before 9:15 A.M. Students that are not in their classroom when the bell rings at 9:15 A.M. will be considered tardy to school. A student arriving late to school must report immediately to the office. **Students reporting to school after 9:00 A.M. will earn one half day absence. Reporting to school after 10:30 A.M. considered a full day absence.** Time missed will also count toward the new attendance policy established in HB 410.

VACATION DAYS

Students may be taken out of school for trips or vacations a maximum of 5 days per school year. **Advanced notice must be given to administration for the absences to be considered excused.** The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the teacher. It is the responsibility of the student/parent to notify teachers and to request work.

PERFECT ATTENDANCE

Students will be recognized quarterly for Perfect Attendance. **Perfect attendance consists of no days absent, tardies or early dismissals. Perfect and Outstanding attendance will be recognized at the end of the year. Outstanding attendance can be the equivalent of one day of absence or less.**

AGE OF ENTRANCE

In order for a child to be eligible for kindergarten, he/she must be five years old on or before August 1st of the current school year. All children must attend a state approved kindergarten program before entering first grade.

BOOKMOBILE

One day each month the Lane Public Library Bookmobile is scheduled to be at Morgan. Students may check out books with a library card.



BULLYING AND HARASSENT

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The behavior causes both mental and/or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school sponsored activity.

BUS TRANSPORTATION

Special Transportation Arrangements

1. Requests for alternate pick-up and/or drop off locations will be approved for childcare purposes only. Written requests must be submitted to the principal's office as soon as possible and shall remain in effect for nine weeks or longer.
2. Requests must specify the morning pick-up address and the afternoon drop-off address. The pick-up and drop-off addresses do not have to be the same, but the morning address must be consistent from week to week and the afternoon address must be consistent from week to week.
3. If an emergency change is required, it will be handled by submitting a written request for a "daily bus pass".
4. If it becomes necessary to change your childcare provider or the pick-up or drop-off address, a request must be submitted in writing to the building principal. Changes will remain in effect for nine weeks or longer.

Daily Bus Passes

1. Bus passes are required for any temporary change in the pick-up or drop-off address of a student.
2. **Requests must be signed by the parent or guardian and submitted to the office no later than 1:30 p.m. on the day the pass is to be used.**
3. Requests must include the address where the student is to be delivered and a daytime phone number where the parent or guardian can be reached.
4. Passes will be approved on a daily basis only. Requests for multiple days passes and on an as needed basis will not be approved.
5. Requests to transport groups of students to attend birthday parties, sleepovers, etc. will not be approved.
6. Requests to transport students to organization-related activities such as scouts, athletic events, concerts, etc. must be made at least five school days in advance. Approval will be given if ample seating is available to safely accommodate all the students.

Bus Rules

Violation of the following rules disciplinary action and/or services.

1. Arrive at bus stop five minutes early; wait a safe distance from traffic and at least ten feet from bus.
2. While waiting, respect other individuals, their possessions, and surrounding property.
3. If you must cross the street to board your bus, obey the driver's hand signal and walk at least ten feet in front of the bus. If several students disembark together, those who cross the street to go home should exit first. All students should move directly to their residence side of the street once they exit the bus and the driver gives them permission to cross the street.
4. Observe the Ross School District Code of Conduct and obey driver rules and directions promptly.
5. Be silent at all railroad crossings.
6. Enter bus calmly, sit in seats as assigned by the driver, face forward, and keep aisles clear. When necessary, younger students may be assigned three to a seat.
7. Do not eat, drink, or chew gum on the bus.



may result in unsafe conditions, suspension of transportation

minutes early; wait a safe distance ten feet from bus, other individuals, their possessions,

8. Carry only those objects - including musical instruments - on the bus, which can be properly secured and/or held on the lap. Headphones, boom boxes, balls, toys, etc. must be kept in book bags. All pets stay home! Drivers may confiscate anything carried on the bus.
9. Do not throw, pass, or hang on, from or into the bus; keep entire body inside the bus.

CALAMITY DAY POLICY

When there is a chance of school being delayed or canceled because of weather conditions, **DO NOT CALL THE SCHOOL**, but listen to a local TV or radio station.



Parents are encouraged to make plans with their children so they know what to do in case school is dismissed early due to weather and no one is home when the child arrives. We rely upon the emergency notification form in case there is a problem. It is important that we have a current emergency phone number for all children. The superintendent of schools and the transportation director are responsible to make the decision should inclement weather occur as to a delay or school closing.

In the event afternoon kindergarten is canceled, we do phone parents and inform them of this. On the days when our school is operating on a TWO HOUR DELAY **the morning kindergarten and preschool classes will be cancelled. The P.M. session remains the same.**

CHANGE OF ADDRESS / CUSTODY

Any time a change in address, telephone number or custody is made, the parent should report the change to the office. This information is important in case of emergency or to prevent release of a student to a non-custodial parent.

CLASS PLACEMENT

Students are classified by grade and age. The general purpose of classification is to place the student into the group where they may best achieve the educational goals of the district.

Grade level teachers recommend groups of students at the end of the school year to the building principal. Classes are grouped equally to attain a blend of students. The building principal has the final decision on placement.

It is our policy not to take parent requests for placement.

COMMUNICATIONS

The Morgan Parent Newsletter will be sent home monthly. It will contain classroom news, upcoming events, and the next month's menu. At any time during the school year, please do not hesitate to contact your child's teacher or the principal if you have any concerns about your child's progress. Likewise, we will attempt to keep parents informed whenever we feel there is need for concern.



Parent Contact System (One Call Now)

Ross has a parent contact system in place for automated phone calls. The parent contact system provides telephone calls, emails and text messages to communicate important information to parents. To sign up for One Call Now go to rossrams.com – Schools – Morgan Elementary – Parents – and click on One Call Now.

COMPUTER NETWORK AND THE INTERNET



The Acceptable Use Agreement form must be signed and returned each year. If you and your child did not sign this agreement, but you would like your child to be able to use the Internet during the current school year, please contact your child's teacher and a copy of the form will be sent to you. If you signed an agreement, but no longer wish your child to be able to access the Internet, please notify your child's teacher.

CONFERENCES

Parent-Teacher conferences are held at the end of the first nine weeks and at mid term of the third nine weeks. Parents are encouraged to contact the teacher if additional conferences are needed.



DIAGNOSTIC/ACHIEVEMENT TESTING

Students in grades K, 1, 2, 3, & 4 will be taking diagnostic/achievement tests during the school year.

DISCIPLINE

Teachers of Morgan Elementary School insist on good behavior. Students should develop good manners and courtesy at school as well as other places. A pleasing atmosphere will be created if students are courteous to each other and to teachers. There is no occasion for loud talking, door slamming, or running in the halls. Respect for authority is considered fundamental. Parents of students demonstrating poor behavior will be notified. Please refer to the Student Code of Conduct on pages 24 – 26 in this handbook.

DRESS CODE

Students should take pride in their personal appearance and be appropriately groomed and attired at all times.

Students may wear shorts. The appropriate length for shorts is no more than six (6) inches above the middle of the knee. Biking shorts may only be worn in combination with another pair of shorts. The appropriate length for skirts, skorts, culottes, and split leg skirts is, also, no more than six (6) inches above the middle of the knee.



Dress that is not appropriate for school includes bare midriff shirts and clothing adorned with drug, alcohol, sexual, or other disruptive signs, words, or pictures. All articles of clothing and accessories altered from their original design and articles that are disruptive to the educational process are not permitted to be worn at school. Shirts designed as sleeveless shirts are permitted if they have not been altered from the original design.

Hair shall not be dyed to a color that is not a natural hair color, ie., pink, orange, blue hair is not acceptable. Any hair style that is distracting is not acceptable. Hair cuts that are a distraction are prohibited. This includes mohawks and designs that are cut into the hair.

EARLY DISMISSAL / DISMISSAL

Parents are encouraged to schedule appointments with doctors and dentists other than during school hours. However, when emergency demands, the appointment should be made as early or as late in the day as possible. To arrange an early dismissal, students should bring a note to the office, signed by the parent or guardian, stating the reason for the early dismissal and the time the parent will arrive for them. **Any student dismissed prior to the regular dismissal time must be met in the office where the parent or guardian must “sign out” the student.**

At dismissal time, students who have arrangements to be picked up after school will be picked up in the cafeteria. Parents will enter the rear doors in the back of the building by the playground. Doors will be unlocked at 3:30 P.M. to enter the cafeteria to sign your child out. Please share this information with other adults who may be picking up your child and are listed on your Registration and/or Emergency Medical Form as having your permission to pick your child up from school, when they have a written permission note from the parents.

FEES

The school fees for this year are listed below. We would like you to make every effort to pay these as soon as possible. If you cannot pay the fees for any reason at this time, please call the office to set up a payment plan. Payment is preferred by check written to Morgan Elementary School and given to the child’s teacher. Report cards are withheld if fees have not been paid.

SCHOOL FEES FOR 2017 – 2018

KINDERGARTEN - \$40.00

Art Supplies
Paper
Weekly Reader
Reading Workbooks
Pencils & Crayons

FIRST GRADE - \$40.00

Art Supplies
Paper
Weekly Reader
Reading Materials

SECOND GRADE - \$40.00

Art Supplies

THIRD GRADE - \$40.00

Art Supplies



Paper
Scholastic News
Reading Materials

Paper
Map Skills Workbook
Reading Materials

FOURTH GRADE - \$40.00

Reading Materials
Art Supplies
Paper
Recorder, Case, Book

FREE/REDUCED BREAKFAST/LUNCH PROGRAMS

The Ross Local School District serves nutritious meals each school day. Students who qualify may get meals free or at a reduced price. To get free or reduced price meals for your child, you must complete an application and return it to school each year.

GRADING

The grading system includes the following:

Kindergarten & Grades 1 – 2

- 4 working beyond grade level standard
- 3 meets Grade level standard
- 2 making progress toward meeting Grade level standard
- 1 making little or no progress toward meeting Grade level standard

Key for Reading & Writing

- 4 Distinguished
- 3 Proficient
- 2 Attempts/accomplished with support
- 1 Cannot attempt on grade level content

Grade 3

- 4 exceeds Grade level standard
- 3 meets Grade level standard
- 2 making progress toward Grade level standard
- 1 making little progress toward Grade level standard

Grade 4

- | | | | |
|---|----------|---|------------|
| A | 90 – 100 | D | 60 - 69 |
| B | 80 – 89 | F | Below 69 |
| C | 70 – 79 | I | Incomplete |



GUIDANCE PROGRAM

The elementary guidance program serves students in grades Preschool - 4. Individual and group counseling services are provided for students who are experiencing concerns of an academic, personal or social nature. Students, themselves, may request to see the counselor or may be referred by their parents, teachers, or other school personnel.

GUM CHEWING

Gum chewing is not permitted.

HEALTH SERVICES

Morgan Elementary has the service of a part time nurse who tests vision for grades one and three and hearing for grade two. Facilities for caring for children who become ill at school are limited. Parents are encouraged to keep children with fevers and signs of contagious diseases home. If desired, homework assignments for children who have extended illness can be arranged by calling the office. The assignments should be completed as any other homework assignment.

HOMEWORK

Homework is given at the discretion of the teacher per Board Policy. It will never be excessive and it is always expected to be completed.



INSURANCE

Information concerning an accident insurance policy for students is available in the office. All parents are encouraged to provide this coverage unless their children are already insured.

LOST AND FOUND

Students who find lost articles are asked to take them to the cafeteria where a box is kept. Students may inquire in the office if they have lost articles. Parents are encouraged to write their child's name on all personal articles and not to permit their children to bring valuable items to school.

LUNCH PROGRAM

The cost of a type A lunch is **\$2.60** and a reduced lunch will be 40¢. If you qualified for the free or reduced lunch program last year, you **must re-apply** for the current school year. Hot lunches are served daily at Morgan Elementary School for students and adults. Students may also bring their lunch and buy milk in the cafeteria. Federal regulations require all students to take and pay for milk even if they choose not to drink it. Students who are allergic to milk must have a doctor's statement on file in the office. An alternate drink will be provided for those students.

Morgan does allow parents and relatives to eat lunch with students. (If someone other than a parent is coming to have lunch with a student, please send in a note so that we know they have your permission to eat with your child.) However, this practice is intended for the parent/relative to eat lunch with their child only. It is not intended for the child to choose a particular friend(s) to eat with him/her, nor is it to be used as a birthday party. The child is still expected to sit with his/her class, and seating arrangements and the typical routine should not be interrupted.

Standards of behavior for the lunchroom are not less than what is expected elsewhere in the building. After finishing his/her lunch, each student should clear the area around his/her seat of debris.

A computerized debit system has been implemented in our cafeteria. All students will have an established debit account and will be required to make advanced payments. Money will only be deducted from an account when the student uses the account to purchase meals and/or a la carte items. Please send in a Student Deposit Form with your advanced payments. These forms will be available with the monthly menu. Parents are also able to add money and monitor the student's account online.

MEDIA CENTER

The Media Center at Morgan Elementary School will be available for use starting the second week of school. Fines are charged for books overdue or lost.

MEDICATION

Usually medications need to be given on a very rigid schedule. Those needed four times a day can usually be given before and after school, after the evening meal, and at bedtime. Those needed three times daily can be given before and after school and at bedtime.

We strongly urge you to evaluate your child's feelings and condition before the school bus arrives. If a headache, cough, etc. is such that you feel a need to send aspirins, cough drops, etc., the child may need to stay home. Our clinic is not elaborate and is only available to allow a child to lie down in an emergency or until a parent arrives to pick up an ill child.

Medication, required by your physician during the school day, will be administered by the school nurse or office personnel only. A permission form is required with the parent's and physician's signatures. The medication must be labeled with the dosage, the time, the name of the medication, and the student's name.

Students are not to bring their medication to school. Parents must deliver medications to the office.

MEDICATION FORMS

If your child is on medication you will need to fill out new request forms. These forms can be obtained by stopping in the office or calling the office. The physician's request form must be signed and completed by the physician before prescription medication will be given by office personnel. A parental authorization and release form must also be completed before medication will be given at school. When the necessary forms have not been completed, the parent may administer the medication at school. Medication must be in the original container. Medication is kept in the office and administered to students there. **NO MEDICATION WILL BE ADMINISTERED OR TAKEN AT SCHOOL WITHOUT THE PROPER FORMS ON FILE IN THE OFFICE.**

The forms on file must also be current. If there is change in medication, a new form must be completed by the physician.

MISSING CHILD ACT

Our policy in regard to the legislation on missing children is for parents to phone the school at 738-1986 before 10:00 A.M. to report the child's absence. If we do not receive a call we are required to call you at home or work to confirm that your child is absent that day. If we are unable to reach you by telephone we will send a postcard to inform you of your child's absence. Parents are still required to send a note to school. The note should indicate the dates and reasons for the child's absence.

PARENT-TEACHER ORGANIZATION

P.T.O. OFFICERS 2017 - 2018

Co-Presidents

Mindy Kelley &
Christine O'Connor

Vice-President

Danielle Ruskaup

Secretary

Michelle McKean

Treasurer

Amy Eschenbach



The Morgan Elementary P.T.O. is a very active organization to which nearly all parents and teachers belong. They offer many activities and a lot of support to our students and staff. They always welcome new members and volunteers.

The students and teachers appreciate all the P.T.O. does in support of our educational program.

P.T.O. MEMBERSHIP

Parents can join the P.T.O. by sending their name, address, phone number, and child's name to school or by signing up online on the P.T.O. web site.

ANNUAL P.T.O. EVENTS

P.T.O. Fall Carnival & P.T.O. Activity Nights

P.T.O. SPONSORED ACTIVITIES

Tae Kwon Do class sign-ups are for monthly sessions. Classes will be held on Monday and Thursday evenings from 6:30 - 9:00 P.M. For further information contact Joe Kessen 738-8002.

P.T.O. VOLUNTEERS

Morgan P.T.O. volunteers are the structure of the organization. The officers greatly appreciate the volunteer's valuable time and dedication to making the Parent Teacher Organization work. The money earned through various fund-raisers benefits our children in many ways; for example, the updated playground, classroom equipment and computers. The P. T.O. also sponsors informational activities for the children throughout the year. We hope you can help us this year by getting involved and making this school year a very successful one.

PARTIES

Students at Morgan Elementary School will have class parties for the following special days: Halloween, Christmas, Valentine's Day & Easter. Parents wishing to bring treats to their child's classroom on birthdays may do so, but it is requested that the teacher be notified a few days in advance so he/she may plan accordingly. Any other party must have the approval of the principal.

PERMISSION NOTES FROM PARENTS

Notes are required for the following:

- a. A note of explanation is required the day following any absence. This should be presented to the child's teacher.
- b. One note for the year is required for regular after school functions. (Scouts, Jr. Pro, etc.)
- c. A note for early dismissal should be given to the homeroom teacher the morning of the early dismissal (for doctor's appointments, etc.).
- d. **A note for picking up a student in grades K-4 shall be given to the office by 1:30 P.M. If the office is not notified that a child is being picked up at the end of the day, the student will not be permitted to go home with the parent/guardian.**
- e. A note is required if a student needs to use transportation other than to their regular bus stop. Requests to get off at a different bus stop must be in writing from the parent and should include the student's name and the address where the student is going to after school. Bus notes should be given to the homeroom teacher in the morning.

PERSONAL SALE OF ARTICLES

No student should be selling any merchandise of any kind to other classmates during the school day or on the bus.

PHYSICAL EDUCATION

The following dress code is practiced to reduce the chance of injury to all participating students and to prevent damage to equipment during physical education class:

- a. Gym shoes - any color or style. Other soft soled shoes, open toed shoes, or boots are not permissible.
- b. Jewelry or belts with metal buckles may not be worn.
- c. Shorts, slacks, or warm-up suits are encouraged; dresses or skirts are not permissible during physical education class.

Students need a note from their parents, guardian, or physician to be excused from any class participation.

Grades are based on a combination of participation and effort, cooperation, attitude, sportsmanship, and dress.

PROGRESS REPORTS

Midway through each nine weeks grading period, progress reports are given to all students. Students are to take progress reports home, have them signed by their parents, and return them to their teachers.

REPORT CARDS

Report cards are issued following the end of the nine weeks period. Parents are requested to sign the report card envelope and have their student return the envelope to the teacher the following day.

SCHOOL DAY

School begins promptly at 9:15 A.M. and dismisses at 3:45 P.M. Morning Preschool and Kindergarten dismisses at 11:52 A.M. and Afternoon Preschool and Kindergarten begins at 1:08 P.M.

Drop off: Students need to be dropped off at the back of the building in the circle drive between 9:00 - 9:15 AM. If you are walking the students to the back doors, you will need to park in the back parking lot and then you may walk your child to the back doors. If you are dropping a student off for PM Pre-K and Kindergarten, you will need to park in the front parking lot and walk your child to the front entrance between 1:03 & 1:08 PM. Parents and visitors are not permitted to enter the building or go to the classrooms without permission from the office. **With the new safety design of Morgan, you cannot enter the building during school hours without being “buzzed into the office” first.**

Parents who need to drop their child off before 9:00 A.M. may need to look into participating in the Latch Key Program that is offered and housed at Elda through the YMCA. Additional information is available by calling the YMCA at 829-3091.

Students can be picked up after school by sending a parent permission note to the office before 1:30 P.M. Anyone who will be picking your child up from school must be listed on the Registration and/or EMA forms. Students being picked up at the end of the day, will be escorted to the cafeteria by staff and released to the parents at that time. Parents will park in the back parking lot and enter the rear doors at 3:30 PM for end of the day pick up. Students are NOT permitted to go to the parking lot without an adult. Vehicles are not permitted in front of the school between 8:45 A.M.– 9:45 A.M. and between 3:15 P.M. - 4:15 P.M.

SCHOOL SAFETY DRILLS

Fire Drills - Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders and promptly clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

Tornado Drills - Students will be instructed what to do early in the year and periodically thereafter when a tornado drill is sounded. Drills are conducted in April, May & June.

Lockdown Drills – Lockdown drills are required by the state of Ohio and are an important safety precaution. An actual lockdown would take place if an immediate or imminent threat to the students and staff at the building were to occur. Staff and students are secured and no one is allowed in or out of the building until the situation has been curtailed. This plan would be used if an intruder was in the building or a danger in the community would occur, and as a result, the students would be secured inside of the building.

SPECIAL ACTIVITIES

The following activities are not school sponsored, but may take place in the school and community. Many Morgan students participate in Ross Community Soccer, Football, Basketball, Cheerleading, and Scouts.

SPECIAL EDUCATION

Anyone knowing of a resident of the Ross District between the ages of 3 and 21 whose educational needs are not being served due to a special handicap are encouraged to contact the Superintendent’s Office.

SPEECH AND HEARING THERAPY

Morgan Elementary School has the services of a Speech and Hearing Therapist. All kindergarten students in the district are screened for speech and hearing problems.

STUDENT OF THE WEEK

Each week we recognize students with this program. Teachers may nominate students for academics, attendance, attitude and citizenship. Students names are announced over the public address system on Monday morning. Their pictures are taken, placed on a certificate and displayed in the cafeteria hallway for that week.



STUDENT COUNCIL

Students in grades three and four may participate in this activity. Each homeroom elects a representative. Meetings are held twice a month before school. The purpose of Student Council is to involve students in activities which support our school and help make school enjoyable.

TELEPHONE USAGE

A student wishing to use the telephone must obtain permission from the classroom teacher. Reasons for student use of the telephone must be of an important or emergency nature.

Students will be called to the office to receive telephone calls only in cases of emergency. It is preferred that the office give a message to a student from his/her parent who has called.

TOYS, ELECTRONIC DEVICES, GAMES AT SCHOOL

Students are discouraged from bringing personal toys, games, etc. to school. We **will not** be held responsible for anything brought to school that is damaged, broken, or stolen.

There are many things for students to do at recess. It is not necessary for students to bring their personal items to school for recess.

Students may not use or display electronic devices including, but not limited to, cell phones, MP3 players, CD players, hand held video games, etc. during school hours. Morgan Elementary Staff will not be responsible for investigating the loss or theft of these items.

VISITORS / PARENTS

Visitors are encouraged to visit our school. **With the new safety design of Morgan, you cannot enter the building during school hours without being “buzzed into the office” first. All visitors are required to sign in at the office before entering any other areas of the building. Visitors will be required to wear a Visitor Badge. Parents are not permitted to enter areas other than the office area during school hours without permission from the office.** The office will gladly send messages or take items to students, which may have been forgotten.

VOTER REGISTRATION

If you are new to Butler County, have moved within Butler County, have a name change or an address change, Deputy Registrars are available to register you to vote in all Ross School offices. You must be registered at least one month before an election to be eligible to vote in that election. For additional information call the Butler County Board of Elections at 887-3700.

WITHDRAWING STUDENTS

Parents of students who are moving from the Morgan attendance area should inform the office of the child's last day of attendance. Student fees and obligations must be paid before records will be forwarded to the new school.



STUDENT CODE OF CONDUCT

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, removal or permanent exclusion from curricular or extracurricular activities pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Compliance to the Student Code of Conduct is mandatory.

The types of conduct prohibited by this code of regulations are as follows:

1. Damage or destruction of school property on or off of school premises.
2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Damage or destruction of property belonging to a school employee, or anyone connected with the school district, whether on or off school premises.
4. Assault or battery of a school employee, student or other person on school premises, while in the custody or control of the school, or in the course of a school-related activity.
5. Possession or use of self-defense devices.
6. Fighting, assault and/or inappropriate contact between students.

7. Chronic misbehavior which disrupts or interferes with any school activity.
8. Disregard of reasonable directions or commands by school authorities including school administrators, teachers and other school personnel.
9. Any disruption or interference of school activities, or misconduct by a pupil on or off of school property.
10. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of a school administrator or teacher.
11. Leaving school during school hours without permission of proper school authority.
12. Distribution of pamphlets, leaflets, buttons, insignia, etc. without the permission of the proper school authority.
13. Demonstrations by individuals or groups causing disruption to school activities.
14. Disrespect to administrators, teachers or other school personnel.
15. Skipping detention.
16. Refusing to take detention or other administered discipline.
17. Falsifying of information given to school authorities.
18. Buying, selling, using, having used, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.); or buying, selling, distributing, using, possessing, having possessed, or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that you think is a controlled substance).
19. Buying, selling, transferring, distributing, using, or having used, or unauthorized use or possession of any drug, medication, inhalant or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substance.
20. Possessing, using, having used, or being under the influence of any alcoholic beverage, inhalant, or intoxicant of any kind, or selling of drugs, drug paraphernalia, or alcohol on school premises or at a school sponsored function.
21. No student shall smoke, use or possess any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, and chewing tobacco, or use of tobacco in any other form. Students shall not use or possess simulated cigarettes (i.e. e-cigarettes.) As provided in 3313751, Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form at any time anywhere on school premises and/or at any school activity regardless of its location.
22. Turning in false fire, tornado, or disaster alarms.
23. Making a bomb threat or any kind of threat to any school building, property, or vehicle.
24. Placing of signs or slogans on school property without the permission of the school authorities.
25. Extortion of a pupil or school personnel.
26. Forgery of school related documents.
27. Cursing.

28. Truancy.
29. Cheating or plagiarizing.
30. Harassment, intimidation or bullying of students in written form, verbal form or in any other medium of communication.
31. Harassment or hazing of school employees on or off of school premises, or misconduct by a pupil regardless of where it occurs, that is directed at a school official or employee.
32. Theft or possession of stolen property.
33. Gambling.
34. Tardiness.
35. Improper or suggestive dress.
36. Engaging in sexual acts or displaying excessive affections or other inappropriate behavior with a person of the same or opposite sex on school premises or at a school related function.
37. Publication, possession or distribution of obscene, pornographic or libelous material.
38. Use of indecent, abusive or obscene language in oral, written or in any other medium of communication.
39. Indecent exposure.
40. Arson, or inappropriate use of fire.
41. Failure to abide by reasonable dress and appearance codes set forth in student handbook or established by the administration or the Board of Education.
42. Failure to abide by rules and regulations set forth by the administration for student parking.
43. Disobedience of driving regulations while on school premises.
44. Presence on school property with a communicable disease.
45. Willfully aiding another person to violate school regulations.
46. Convey, attempt to convey or knowingly possess a deadly weapon, look-a-like weapon, any item intended to be used as a weapon, or dangerous ordinance onto any property owned or controlled by, or to any activity held under the auspices of the Board of Education.
47. Selling, offering to sell, distributing, or possession of a controlled substance, or drug paraphernalia on school premises or at a school related function (trafficking drugs).
48. Carrying concealed weapons.
49. Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition, or sexual penetration.
50. Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school related activity regardless of location, shall be reason for expulsion, suspension, removal or permanent exclusion from school.
51. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code on school premises or while in the

control or custody of the school district regardless of whether on or off of school premises, or at a school related activity regardless of location.

52. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process of a curricular or extracurricular activity while on school premises or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school related activity regardless of location.

53. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination.

54. Threats of physical harm or damage to school property, school personnel, parents, students, or other individuals, in either written, verbal or within any other form of communication.

55. Behavior, which causes, results in, or may result in the creation of fear, panic, intimidation, or a threatening atmosphere regardless of whether on or off of school premises or at a school related activity regardless of location.

56. Any violation of the district computer network and Internet acceptable use policy.

57. Statements, oral, written or over any other medium of communication, which causes, results in or may result in the creation of fear, panic, intimidation, disruption of the learning environment or a threatening atmosphere regardless of whether on or off of school premises or at a school related activity regardless of location.

Morgan Elementary School Supplies 2017 – 2018

KINDERGARTEN

A backpack (no rollers) or tote bag with handles.

One large box of Kleenex (200).

Four large glue sticks (.7 oz.)

One pack Dry Erase Markers (Black only)

(Boys) Gallon size ziplock bags & container of Clorox Wipes

(Girls) Sandwich size ziplock bags & container of Baby Wipes

FIRST GRADE

Crayons - a box of 24.

One dozen Pencils (sharpened).

Scissors (pointed tip).

Eight Glue Sticks (to be replaced as the year continues. We use a lot!)

One school box.

One container of hand sanitizer.

One clean used sock for erasing white boards.

Four black Dry Erase Expo Markers.

One large, pink Eraser.

One large box of Kleenex.

Spiral bound notebook, wide ruled - 100 pages.

School bag for transporting papers and books to and from school.

Crayola Markers - washable, 8 colors, broad tip, "Classic Colors".

Three Two Pocket Folders.

Headphones.

One Two Pocket Folder with Clasps.
One Pack of Post-It Notes.
(Boys) One box of gallon size zip lock bags.
(Girls) One box of sandwich size zip lock bags.

SECOND GRADE

Eight Glue Sticks or more.
One pair of Scissors (pointed tip).
Crayons - a box of 24.
Two dozen #2 pencils (sharpened).
One large box of Kleenex (200).
Ruler.
Five plastic pocket folders with prongs (yellow, blue, green, red, purple).
One box of Markers
One school/pencil box.
One 1" three ring binder & 5 tab divider for binder.
Two one subject notebooks, red & blue.
Six (or more) dry erase markers, Expo, Dark.
Two packages of sticky notes.
Headphones to keep at school.
(Boys) One box of sandwich size bags.
(Girls) One box gallon size bags.

Morgan Elementary School Supplies 2017 – 2018

THIRD GRADE

Two dozen sharpened #2 Pencils.
Crayons (24)
Crayola washable markers set, at least 8.
Scissors (with point).
One package of loose leaf notebook paper.
Composition notebook.
One Spiral bound notebook, wide ruled – at least 100 pages.
Five folders with pockets & prongs.
Elmer's School Glue, 8 oz. bottle.
Two glue sticks.
Six dry erase markers.
One old used but clean sock.
One package of Index Cards.
(Boys) One box gallon size zip lock bags.
(Girls) one box sandwich size zip lock bags.
Pencil and Folder for Music (for Recorder Music).
No big pencil boxes or trapper keepers due to lack of space in desks!
Please label everything with child's name.

FOURTH GRADE

One large Pencil pouch / NO boxes.
Two highlighters.
One ruler (Metric & English).
Scissors with pointed tip.
One dozen pencils, to be replenished throughout the year.
One red pen.
Crayola Classic markers set of 8.
Two Black Expo Markers.
Box of 24 crayons.
8 oz. bottle of school glue.
Glue Sticks.
One large box of tissues.
Loose leaf notebook paper.
Five folders, with **prongs and pockets**, to keep notebook paper in.
(One each red, blue, green, orange, yellow.) NO Binders.
One set of colored pencils.
One package of Index Cards.
One black and white composition book containing at least 100 pages.
Headphones or Ear Buds to keep at school.
Pencil and Folder for Music (for Recorder Music).
(Boys) One box gallon size zip lock bags.
(Girls) one box sandwich size zip lock bags.
Please put your initials on everything with a permanent marker.

Morgan Elementary 2017 – 2018

August

August 9 Open House Preschool & Kindergarten
 August 15 Open House Grades 1 – 4
 August 15 First Day for Teachers
 August 16 First Day for Students Grades 1 - 4
 August 16, 17, 18 Preschool & Kindergarten Screening
 August 21 First Day for Preschool & Kindergarten Students

September

September 1 No School – Teacher Inservice
 September 4 No School – Labor Day
 September 7 PTO Meeting
 September 15 Progress Report #1
 September 21 Bookmobile
 September 29 PTO Fall Carnival @ Stricker’s Grove



October

October 6 Ross High School Homecoming
 October 10 School Pictures
 October 12 Bookmobile
 October 13 End of First Nine Weeks
 October 16 No School – Fall Break
 October 19 Parent-Teacher Conferences Grades Pre-K-4
 October 20 Report Cards Distributed
 October 23 Book Fair Week & Red Ribbon Week
 October 24 Parent-Teacher Conferences Grades Pre-K-4
 October 26 Kindergarten Parent-Teacher Conferences
 October 27 Halloween Parties

November

November 7 No School – Teacher Inservice
 November 9 3rd Grade Music Program, 7:00 P.M., RHS
 November 15 PTO Meeting
 November 15 Progress Report #2
 November 16 Bookmobile
 November 22 No School – In Lieu of Conferences
 November 23 - 24 No School - Thanksgiving Break
 November 28 COSI visits Morgan



December

December 4-8 PTO Santa Shop
 December 7 4th Grade Music Program, 7:00 P.M., RHS
 December 13 PTO Staff Christmas Luncheon
 December 14 Bookmobile
 December 21 End of First Semester
 December 21 Christmas Parties & Last Day Before Winter Break
 December 22 No School – Teacher Inservice



January

January 1 - 5 No School – Winter Break



January 8 School Resumes
 January 11 PTO Meeting
 January 12 Report Cards Distributed
 January 15 No School – Martin Luther King Day
 January 18 Bookmobile

February

February 6 1st Grade Music Program, 7:00 P.M., RHS
 February 7 Progress Report #3
 February 15 Valentine Parties
 February 15 Bookmobile
 February 16 No School – Inservice Day
 February 19 No School – President’s Day
 February 20 & 22 2018-19 Kindergarten Registration 7:30 A.M. – 6:00 P.M.
 February 21 & 23 2018-19 Kindergarten Registration 7:30 A.M. – 4:00 P.M.
 February 20 Parent Teacher Conferences Grades Pre-K – 4
 February 22 Parent Teacher Conferences Grades Pre-K – 4
 February 27 Kindergarten Parent-Teacher Conferences

March

March 8 Bookmobile
 March 8 PTO Meeting
 March 9 End of Third Nine Weeks
 March 12-16 Book Fair Week
 March 15 Grandparent’s Day for Preschool & Kindergarten
 March 16 Grandparent’s Day for Grades 1 – 4
 March 16 Report Cards Distributed
 March 16 PTO Ice Cream Social 5 – 7 P.M.
 March 19-23 2018-19 Kindergarten Registration 7:30 A.M. – 4:00 P.M.
 March 21 2018-19 Kindergarten Registration 7:30 A.M. – 6:00 P.M.
 March 23 Easter Parties
 March 26-30 No School - Spring Break

April

April 2 No School – Spring Break
 April 3 School Resumes
 April 5 Bookmobile
 April 18 Spring Pictures
 April 20 Progress Report #4
 April 26 2nd Grade Music Program, 7:00 P.M., RHS

May

May 4 Bookmobile – Pick Up Books
 May 7-11 Staff Appreciation Week
 May 9 PTO Staff Appreciation Luncheon
 May 10 PTO Meeting
 May 11 4th Grade Fun Day



May 17	Kindergarten Splish Splash Day
May 22	Kindergarten Awards 10:30 A.M. & 2:30 P.M.
May 23	Awards Programs Grades 1 – 4
May 24	Field Day & Last Day for Students
May 25	Last Day for Teachers

