



**EXPLORE**

**CREATE**

**ACHIEVE**



Mount Morris Elementary School  
**Parent-Student Handbook 2018-2019**

*Dare To Be Excellent!*

September 5, 2018

Dear Students and Families,

Welcome to the 2018-2019 school year! I hope you enjoyed a summer vacation filled with fun, laughter and exciting memories. I am thrilled to begin this school year with all of you! This will be my 18th year at Mount Morris Elementary. I have taught many different grade levels, most recently 2nd grade. This will be my first year as the school's Instructional Leader!

Spending a lot of time with your children, getting to know their personalities, learning styles, and interests is important to me. We will celebrate their successes-small and large. I will encourage them every day to do their best and let them know they are valued and have a special place in our school community. Not only am I eager to begin working with your children, but I look forward to the work we will do together. I am excited to see your children through your eyes. I cannot wait to share with you the great things they do throughout their days at Mount Morris Elementary. And of course, I will be here to work with you should they need any help navigating any aspect of their school day.

Most importantly, an EXCELLENT education is not possible without the collaboration among students, parents, teachers, support staff, administrators, and the community. I will continue to form good relationships and I hope to build a cohesive academic community to guarantee we address student achievement, social emotional wellness, and student safety.

My door is always open to you, and I welcome any suggestions you might have. Please contact me at school (658-3331) or e-mail, [ddean@mtmorriscsd.org](mailto:ddean@mtmorriscsd.org)

Sincerely,



Danielle M. Dean  
Director of Elementary Education

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Appendix A. PRIDE Matrix



# MOUNT MORRIS CENTRAL SCHOOL

## INSTRUCTIONAL CALENDAR 2018 - 2019

JULY						
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				

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30						

OCTOBER						
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28	29	30	31			

NOVEMBER						
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30						

DECEMBER						
S	M	T	W	T	F	S
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30	31					

JANUARY						
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30	31					

FEBRUARY						
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MARCH						
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23	24	25	26	27	28	29
30	31					

APRIL						
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30						

MAY						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- HOLIDAYS
- FIRST/LAST DAY OF SCHOOL
- HALF DAYS for ELEMENTARY STUDENTS
- SUPERINTENDENT'S CONFERENCE DAY
- GRADUATION

- Holidays**
- Independence Day: Wednesday, July 4
  - Labor Day Recess: September 3
  - Columbus Day: Monday, October 8
  - Veterans Day: Sunday, November 11 (Observed November 12)
  - Thanksgiving Recess: November 21 - 23
  - Winter Recess: December 24 - January 1
  - Martin Luther King Day: Monday, January 21
  - President's Day Recess: February 18 - 22
  - Spring Recess: April 15 - 22
  - Memorial Day Recess: May 24 - 27

- First/Last Days of School**
- Thursday, September 6, 2018
  - Tuesday, June 25, 2019

- Half Day for Elementary Students**
- Dec. 7, 2018 (Parent/Teacher Conferences)
  - June 21, 2018
  - June 24, 2018
  - June 25, 2018

- Half Days for All Students**
- December 21, 2018

- Elem. Parent Teacher Conferences**
- December 7 & 10, 2018

- Superintendent's Conference Days**
- Tuesday, September 4, 2018
  - Wednesday, September 5, 2018
  - Friday, October 5, 2018
  - Monday, December 10, 2018
  - Friday, January 25, 2019
  - Wednesday, June 26, 2019

- Graduation**
- Sunday, June 30, 2019

- Scheduled Make-Up Days**
- (5) snow days... May 24
  - (6) snow days... May 24, June 25
  - (7) snow days... May 24, June 25, April 22
  - (8) snow days... May 24, June 25, April 15 & 22
  - (9) snow days... May 24, June 25, April 15-16 & 22
  - (10) snow days... May 24, June 25, April 15-17 & 22
  - (11) snow days... May 24, June 25, April 15-18 & 22



S.O.E. Adopted: 3/28/18, Updated: 7/25/18

## Important Dates

### September

Wednesday, 9/5 -	Meet the Teacher Event PreK and K (12:00 - 2:00 pm) 1 <sup>st</sup> - 6 <sup>th</sup> (3:00 - 5:00 pm)
Thursday, 9/6 -	First Day of School
Friday, 9/7 -	Fresh Fruit Friday PreK-2
Monday, 9/10 -	Mount Morris PTSA Meeting (Library, 3:30 pm)
Wednesday, 9/12 -	Mount Morris Board of Education Meeting (Library, 6:00 pm)
Tuesday, 9/18 -	Beginning Band Parent Night (Auditorium, 7:00 pm)
Monday, 9/24 -	Parent Appreciation Open House (5:30 - 7:00pm)
Wednesday, 9/26 -	Mount Morris Board of Education Meeting (Library, 6:00 pm)
Friday, 9/28 -	PreK-Grade 6 PRIDE Assembly

### October

Monday, 10/1 -	Mount Morris PTSA Meeting (Library, 6:00 pm)
Friday, 10/5 -	Superintendent's Conference Day (NO SCHOOL)
Monday, 10/8 -	Columbus Day (NO SCHOOL)
Friday, 10/12 -	Mount Morris PTSA Family Fun Night (6:00 pm)
Tuesday, 10/23 -	Mount Morris Elementary Picture Day
Friday, 10/26 -	Mid-Trimester Reports Mailed Home
Wednesday, 10/31 -	Halloween Parade, Grades PreK-2 (1:30-2:30 pm)
Wednesday, 10/31 -	PreK-Grade 6 PRIDE Assembly

### November

Friday, 11/2 -	Fresh Fruit Friday PreK-2
Friday, 11/2 -	Mount Morris PTSA Family Fun Night (6:00 pm)
Monday, 11/5 -	Mount Morris PTSA Meeting (Library, 3:30 pm)
Friday, 11/9 -	Mount Morris Teacher Association Family Movie Night (Auditorium, 6:30 pm)
Monday, 11/12 -	Veterans' Day (NO SCHOOL)
Tuesday, 11/13-Tuesday, 11/21 -	Scholastic Book Fair (Library)
Wednesday, 11/14 -	Mount Morris Board of Education Meeting (Library, 6:00 pm)

Tuesday 11/20 -	Grandparent/Special Friend Day (1:00-2:30 pm)
Wednesday, 11/21-Friday, 11/23 -	Thanksgiving Recess (NO SCHOOL)
Friday, 11/30 -	PreK-Grade 6 PRIDE Assembly

### December

Monday, 12/3 -	Mount Morris PTSA Meeting (Library, 6:00 pm)
Friday, 12/7 -	Fresh Fruit Friday PreK-2
Friday, 12/7 -	Parent/Teacher Conferences (Dismissal 11:00 AM, preK-6) *report cards issued
Monday, 12/10 -	Superintendent's Conference Day (NO SCHOOL) Parent/Teacher Conferences preK-6 *report cards issued
Wednesday, 12/12 -	Mount Morris Board of Education Meeting (Library, 6:00 pm)
Thursday 12/20 -	Winter Concert 6:30 PM
Friday, 12/21 -	PreK-Grade 6 PRIDE Assembly Half-day for all students (Dismissal at 11:00 am)
Monday, 12/24 - Tuesday, 1/1 -	Winter Recess (NO SCHOOL)

**January**

Friday, 1/4 - Fresh Fruit Friday PreK-2  
 Monday, 1/7 - Mount Morris PTSA Meeting (Library, 3:30 pm)  
 Wednesday, 1/9 - Mount Morris Board of Education Meeting (Library, 6:00 pm)  
 Friday, 1/11 - Mount Morris PTSA Family Fun Night (6:00 pm)  
 Monday, 1/21 - Martin Luther King Jr. Day (NO SCHOOL)  
 Wednesday, 1/23 - Mount Morris Board of Education Meeting (Library, 6:00 pm)  
 Friday, 1/25 - Superintendent's Conference Day (NO SCHOOL)  
 Thursday, 1/31 - PreK-Grade 6 PRIDE Assembly

**February**

Friday, 2/1 - Fresh Fruit Friday PreK-2  
 Monday, 2/4 - Mount Morris PTSA Meeting (Library, 6:00 pm)  
 Friday, 2/8 - Mount Morris PTSA Family Fun Night (6:00 pm)  
 Wednesday, 2/13 - Mount Morris Board of Education Meeting (Library, 6:00 pm)  
 Thursday, 2/14 - Valentine's Day Celebrations  
 Friday, 2/15 - Emergency Go Home Drill (15 minute early release)  
 Monday, 2/18-Friday, 2/22 - Presidents' Day Recess (NO SCHOOL)  
 Monday, 2/25-Friday, March 3/1 - Read Across America Week  
 Thursday, 2/28 - PreK-Grade 6 PRIDE Assembly

**March**

Friday, 3/1 - Fresh Fruit Friday PreK-2  
 Monday, 3/4 - Mount Morris PTSA Meeting (Library, 3:30 pm)  
 Tuesday, 3/5 - Tales for Tots: A Special Night for 2-3 Year olds (5:30-6:30)  
 Friday, 3/8 - Mount Morris PTSA Family Fun Night (6:00 pm)  
 Wednesday, 3/13 - Mount Morris Board of Education Meeting (Library, 6:00 pm)  
 Friday 3/29 - Spring Musical (Auditorium, 7:00 pm)  
 Saturday 3/30 - Spring Musical (Auditorium, 1:00 pm and 7:00 pm)  
 Thursday, 3/22 - Elementary report cards mailed home  
 Wednesday, 3/27 - Mount Morris Board of Education Meeting (Library, 6:00 pm)  
 Friday, 3/29 - PreK-Grade 6 PRIDE Assembly

**April**

Tuesday, 4/2-Friday, 4/5 - NYS English-Language Arts Assessments, Grades 3-6  
 Friday, 4/5 - Fresh Fruit Friday PreK-2  
 Monday, 4/8 - Mount Morris PTSA Meeting (Library, 6:00 pm)  
 Tuesday, 4/9 - Lottery Drawing for 2018-2019 PreK students (Library, 4:00 pm)  
 Wednesday, 4/10 - Mount Morris Board of Education Meeting (Library, 6:00 pm)  
 Monday, 4/15-Friday, 4/19 - Spring Recess (NO SCHOOL)  
 Friday, 4/26 - PreK-Grade 6 PRIDE Assembly  
 Tuesday, 4/30 - Kindergarten Orientation & Pajamas and Paperbacks (Library, 5:00-6:00 pm)

**May**

Wednesday, 5/1 - Friday, 5/3 - NYS Math Assessments, Grades 3-6  
 Friday, 5/3 - Fresh Fruit Friday PreK-2  
 Monday, 5/6 - Mount Morris PTSA Meeting (Library, 3:30 pm)  
 Monday, 5/6 - Friday, 5/10 - Teacher Appreciation Week  
 Monday, 5/6 - Tuesday, 5/14 - Scholastic Book Fair  
 Wednesday, 5/8 - Budget Hearing followed by MM Board of Education Meeting (Aud, 6:00 pm)  
 Friday, 5/10 - Muffins with Mom (Cafeteria, 7:30 am)  
 Thursday, 5/16-Friday 5/17 - Kindergarten Screening  
 Tuesday, 5/21 - Budget Vote and Candidate Election (HS Gym Lobby, 12:00-9:00 pm)  
 Friday, 5/24-Monday, 5/27 - Memorial Day Recess (NO SCHOOL)  
 Tuesday, 5/28-Friday, 5/31 - Grade 4 NYS Science Performance Assessment  
 Thursday, 5/30 - Spring Concert 6:30 PM  
 Thursday, 5/31 - PreK-Grade 6 PRIDE Assembly

**June**

Monday, 6/3 - Mount Morris PTSA Meeting (Library, 6:00 pm)  
 Friday, 6/7 - Fresh Fruit Friday PreK-2  
 Wednesday, 6/12 - Mount Morris Board of Education Meeting (Library, 6:00 pm)  
 Friday, 6/14 - Donuts with Dad 7:30 AM  
 Flag Day Afternoon Assembly 1:00 PM  
 Wednesday, 6/19 - Field Days  
 Thursday, 6/20 - 6<sup>th</sup> Grade Promotion 12:30 PM  
 Friday, 6/21 - Half-Day for Students—Dismissal 11:00 AM  
 Monday, 6/24 - Kindergarten Graduation 9:00 AM  
 Half-Day for Students—Dismissal 11:00 AM  
 Tuesday, 6/25 - PreK-Grade 6 PRIDE Assembly  
 Half-Day for Students—Dismissal 11:00 AM  
 Last Day of School for All Students



## Attendance

### Length of School Day:

The school day begins at 8:00 AM and dismisses at 3:00 PM.

### After School:

Students staying after school: There will be a second bus on Monday, Tuesday, and Thursday that will depart at approximately 4:20 PM for students needing to make up work, receive extra help, or who are required to stay for detention. Arrangements should be made with your child's classroom teacher.

### Tardy Procedures:

Homeroom period occurs from 8:00 AM - 8:05 AM. Any student that enters school after 8:05 AM will be considered tardy and must report to the Main Office to sign in. A hall pass will be issued by the secretary and the student will proceed to the appropriate classroom.

### Attendance Policy:

Attendance at school is one of the best ways to help ensure students success. We ask that parents respect the instructional day and schedule doctor appointments, etc. outside of the instructional day, whenever possible. Students need ample time in the morning to prepare for their day. Parents are requested to have children at school by 8:00 AM in order for them to be prepared for instruction. If your child is absent please notify the attendance clerk that morning at 658-3331 ext. 3200. When your child misses school, please send a note to your child's teacher explaining the reason for the absence.

The Mount Morris Central School Board of Education Attendance Policy states that students will be at risk of being retained if attendance falls below 85%, which is 27 school days or missed classes. This means that if a child is consistently tardy or absent from school during the morning, he or she could likely be missing the same scheduled class time. This could cause a child to be retained (repeat that grade). This policy includes both excused and unexcused absences.



## Attendance

### Notification Process:

1. At the 8<sup>th</sup> absence parents will be notified via mail to set up a meeting with the principal to formulate a plan of action to improve attendance.
2. Parents will also be notified following the 12<sup>th</sup>, 16<sup>th</sup>, and 20<sup>th</sup> absences.
3. At the 16<sup>th</sup> absence, the school will complete a referral for community based services to assist the family
4. At the 20<sup>th</sup> absence, the school will refer the case to CPS (Child Protective Services)

### Statement of Overall Objectives:

School attendance is both a right and responsibility. The School District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the School District recognizes that consistent school attendance, academic success and school completion have a positive correlation, the School District has developed, and, if necessary, will revise a Comprehensive Student Attendance Policy to meet the following objectives:

1. To increase school completion for all students;
2. To raise student achievement and close gaps in student performance;
3. To identify attendance patterns in order to design attendance improvement efforts
4. To know the whereabouts of every student for safety reasons
5. To verify that individual students are complying with education laws relating to compulsory attendance;
6. To determine the District's average daily attendance for State aid purposes.

### Description of Strategies to Meet Objectives:

The School District will:

1. Create and maintain a positive school building culture by fostering a positive physical and psychological environment where the presence of strong adult role models encourages respectful and nurturing interactions between adults and students. This positive school culture is aimed at encouraging a high level of student bonding to the school, which in turn should lead to increased attendance.
2. Maintain accurate recordkeeping via a Register of Attendance or record of attendance, absence, tardiness or early departure of each student.
3. Utilize data analysis systems for tracking individual student attendance and individual group trends in student attendance problems.
4. Develop early intervention strategies to improve school attendance for all students

## Attendance

### Excused Absences:

If questions arise as to whether an absence is excused or unexcused, an Administrator will be consulted to make a determination.

An excused absence occurs when a student misses class for circumstances such as (but not limited to) a school function, appointment, personal illness / death in the family, impassable roads, or college visit. Proper documentation shall be provided to the Main Office within the required time frame. More specific details include:

1. School Functions
  - a. Participation in a school sanctioned competition
  - b. Required field trips, specialized testing situations or IEP requirements in accordance with a course curriculum
2. Meetings requested by Teachers or Administrators  
Students will be called out as necessary. Passes may be issued if needed.
3. Band lessons (Grades 4-6)
4. Late school buses
5. Disciplinary suspension
6. Specific Appointments, Illness / Death in the Family, Impassable Roads
  - a. Appointments with a doctor, dentist or other medical professionals, as well as court dates or other legal appointments  
A completed excuse document which includes the date and time of the appointment - verified by the establishment where the appointment occurred - must be submitted to the Main Office within 3 school days.
  - b. Personal illness / death in the family  
Require a written excuse from the parent / guardian to be turned in to the Main Office within 3 school days
  - c. Impassable roads due to inclement weather  
Require a written excuse from the parent / guardian to be turned in to the Main Office within 3 school days



## Attendance

### Unexcused Absences:

An unexcused absence occurs when the reason for an absence, tardiness, or early departure does not fall into any of the categories listed above under "Excused Absence" (e.g. family vacation, hunting, babysitting, haircut, oversleeping) or the requirements for an excused absence are not met.

Please schedule family vacations or trips during school breaks. This is not an excused absence and can result in consequences.

### Student Attendance Recordkeeping / Data Collection:

The record of each student's presence, absence, tardiness and early departure shall be kept in the Nurse's office in a manner consistent with Commissioner's Regulations. An absence, tardiness or early departure will be entered as "excused" or "unexcused" along with the District code for the reason.



## Preparation for School

### **Dress Code: Student Dress**

Parents and guardians are asked to use good judgment with regard to proper school dress.

A student's dress, grooming and appearance shall:

be safe, appropriate and not disrupt or interfere with the educational process,

ensure that underwear is completely covered with outer clothing,

include footwear at all times—footwear (i.e.—flip flops, high heels) that is a **safety hazard** will not be allowed,

not include the wearing or carrying of hats, hoodies, bandanas or coats anywhere in the building except for a medical or religious purpose. These items should be stored in classroom cubbies during the school day.

not include items that are vulgar, obscene, or degrade others on account of race, color, religion, ancestry, national origin, or disability.

not promote, encourage or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.

The Building Principal shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and, if necessary or practical, replace it with an acceptable item.

### **Classes:**

It is expected that all students will be in class on time and prepared for the day's lesson. Being prepared means having all relevant textbooks, notebooks, pens, pencils, paper, or other supplies as well as any assigned work completed for class.

### Physical Education:

Physical Education class will require sneakers. A swimming suit will also be required in grades 3 - 6. All females must wear a bathing suit that covers the midriff at all times while in the water and in the pool area. If the midriff is not covered, then she is required to cover up with a t-shirt at all times while in the water and in the pool area.

If a student is unable to participate in physical education class due to an injury, he/she is also unable to participate in recess. This is a school policy designed to protect your child from any further injury. Any medical condition warranting a modification from regular physical education class must have an updated medical documentation on that condition renewed at the beginning of each new school year (example: physical education as tolerated, epilepsy, diabetes).

## Preparation for School

### Art:

All students in Pre-K through sixth grade will participate in Art Class.

### Music:

All students in Kindergarten through sixth grade will participate in Music Class. Mount Morris is proud to offer additional musical opportunities for our students. These are in addition to regular classroom instruction.

Chorus: The students are encouraged to participate in chorus in grades 4-6 with parental approval. The chorus performs in two concerts throughout the year, a winter concert and a spring concert. Concert attendance is required for all chorus members.

Band: Our instrumental music program begins in 4<sup>th</sup> grade. Students who are interested in learning to play a musical instrument are encouraged to speak with Mr. Irwin. Students in grades 5 and 6 will perform in a winter concert. Students in grades 4, 5, and 6 will perform in a spring concert. Concert attendance is required. We encourage you to speak with your child regarding the responsibility involved in learning to play an instrument and the commitment one makes when joining a musical group.

### Library:

All students in Pre-K through sixth grade will participate in Library Class. Students are allowed to sign out library books and magazines. Most materials may be renewed if the student has not completed reading them. Parents are asked to help their children keep library materials in good condition. Please keep them away from pets and small children who often tear or write on the pages. If books are damaged or lost, you are responsible to pay for a new copy. Your cooperation and support in protecting our library materials and returning them on time is greatly appreciated.

### American Reading:

Each child is required to bring completed reading logs, bags and books to school each day. Each child is required to read 2 steps or 30 minutes each day.

<http://www.americanreading.com/>

## Preparation for School

### PRIDE:

Prepared - Respectful - Involved - Dependable - Ethical

These traits are what make up our Mount Morris Students of Character. Students that exhibit these characteristics will be recognized at the monthly character assembly.

The Appendix has a copy of each PRIDE matrix to show expected behaviors for the bus, cafeteria, bathroom, classroom and hallways.

### Second Step/Step Up:

The *Second Step* and *Step Up* programs feature developmentally appropriate ways to teach core social-emotional skills such as empathy, emotion management, problem solving, self-regulation, executive function skills, bullying, cyber bullying and Skills for Learning. Students in grades Pre- K through fifth participate in the *Second Step* Program. In grade 6, the program changes to *Step Up*.

### **Parent Teacher Student Association (PTSA):**

The PTSA is comprised of people who commit their spare time and energy to projects, events, and activities which are designed to foster relationships between peers, families and teachers. These individuals come together as a team working closely with the school staff in an effort to raise children's academic achievement, tie in community outreach and build character, all while growing confidence in themselves as future leaders. With everyone lending a hand, our students stand to benefit from an education that reaches far beyond the classroom. There are many great opportunities to get involved in your child's education at Mount Morris Elementary through the PTSA. Please show your support by joining!

The National PTA website supports parents in learning more about students' education. The *Parents' Guides to Student Success* were developed by teachers, parents and education experts in response to the [Common Core State Standards](#).

<http://www.pta.org/parents/content.cfm?ItemNumber=2583>

P.R.I.D.E.

Prepared - ReSpectful - Involved - Dependable - Ethical

## Preparation for School

### **Electronic Devices:**

The use of electronic devices during the school day is **prohibited**. This includes, but is not limited to cell phones, disc players, pagers, i-pods, tablets and electronic games. Electronic devices used by students during the school day are subject to confiscation. The district will not be responsible for the loss or damage of electronic devices brought to school by students.

Parents are asked to refrain from text messaging or calling their children during the school day. Should an emergency arise during the day, please contact the main office at 658-3331. Students are permitted to use the school phones in the case of emergencies.

### **Educational Field Trips:**

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form from a parent/guardian is required for all field trips.

### **Supply Lists:**

Each grade level has a unique supply list for the school year. These lists are available on the school website.

### **Breakfast:**

All elementary students have the opportunity to eat breakfast at no charge.

### **Dismissal:**

Students will be dismissed to the busses, pick up room, and the after school program by their teachers at the end of the school day.

## Preparation for School

### Student Drop Off and Pick Up:

For the safety of our students, student drop off and pick up will be **at the rear entrance** near the cafeteria. Please see the map that follows detailing the route for drop off. You will be able to pull up in your vehicle and temporarily park while your child exits the vehicle. Drop off will be from 7:45 to 8:05 AM at the rear cafeteria entrance. Students who are dropped off and do not need breakfast will go directly to the auditorium. The school day begins at 8:00 AM.

The map following also outlines designated parking areas for student pick up and drop off. Please park your vehicle and enter the building at the rear cafeteria entrance. The doors will be opened at 3:00 PM, allowing you to enter the cafeteria and await the arrival of your child/children. Parents/Guardians will sign their child/children out on a provided form. If any adult other than the parent or guardian will be picking up your child, please notify the child's teacher in writing that morning.

# Mount Morris Central School

## Student drop off and pick up routes

Breakfast served daily: 7:45-8:00

School start time: 8:00

Dismissal: 3:00-3:10





## Changes in Dismissal

### End of Day:

If your child is to go to a different location please send in a note to your child's teacher. Please include your child's full name, teacher's name, the address to which they are to be sent and a phone number where you can be reached. Your child will be issued a bus pass.

In the case of a last minute situation, a verbal request may be phoned in to the office no later than 2:15 PM. Although a phone call is acceptable in an emergency, writing a note best facilitates the change for your child. Please address all last minute changes to the school secretary.

Walking or biking home will require a note from a parent. At dismissal time, bikers and walkers will be sent to the pick-up room, where they will be dismissed after the busses leave the bus loop.

### Early Dismissal for Medical or Dental:

If your child has an appointment during the school day, please send in a note to your child's teacher. Please include your child's full name, teacher's name and time you will be picking your child up. Upon arrival please go directly to the office. The secretary will then notify your child's teacher that you have arrived. Please allow time for your child to gather his/her belongings if he/she is not returning to school that day.

### Late Buses:

Occasionally, students will be asked to stay after school with a teacher. If your child is asked to stay after school arrangements will be made by the teacher. Busses will be available on Monday, Tuesday, and Thursday. The late bus loads at 4:15 and leaves school around 4:20. If you are picking up your child please arrive in the front parking lot at 4:15.



## Transportation

### Transportation:

All students K - 12 are provided bus transportation, if desired. **This service is a privilege, which may be revoked if children exhibit poor behavior or safety rules.** Students who choose to ride the bus must ride on their assigned bus route.

The bus driver is responsible for supervision of students on the bus. Students are expected to adhere to all rules, requests and directions from the bus driver. Students who become a disciplinary problem on a school bus may have their privilege of riding the bus suspended. New York State Education law states that parents then become responsible for transporting students to and from school.

***In the interest of safety, children are asked to remember to follow these bus safety rules:***

1. Wait on the sidewalk or in the grass for the bus. It is important that they not stand in the road at any time. Respecting other people's property while doing so is also important.
2. Wait until the bus comes to a complete stop before attempting to get on or off.
3. Go immediately to the assigned seat and remain seated until arriving at the destination.
4. Always keep arms, hands, and head inside the bus. Putting their arms, hands, or head out of a window is prohibited.
5. Always be courteous and obey the driver at all times.
6. Do not eat or drink on the bus.
7. Do not carry glass objects or pets on the bus.
8. Do not cause damage to the bus in any way.
9. Always walk directly to the school entrance upon leaving the bus.

At dismissal, should your child fail to arrive at the dismissal destination, please call the Main Office. Sometimes children fall asleep on the bus and miss their stop or board the incorrect bus. In this event, school personnel will contact the bus garage to locate your child.

Bus Routes will be available on our website:  
[www.mtmorriscsd.org](http://www.mtmorriscsd.org). If you do not have access to the internet and require bus route information, please contact our office. 585-658-3331.



## Lunch

The Mount Morris Central School District's grant application under the Hunger-Free Kids Act has been approved and **ALL** students will now receive a **FREE** healthy breakfast and lunch **EVERYDAY**. This includes your child! No additional paperwork is required from parents or families to participate in this program. This program eliminates all charges and charge accounts. Students will only need money for the cafeteria if they want a snack or a second meal.

During lunch time, students have the option of buying a meal or bringing their lunch. Please refer to the PRIDE rubrics at the end of this handbook for specific cafeteria expectations. Food may not be taken out of the cafeteria by students at the end of lunch.

Parents are encouraged to contact the cafeteria for information regarding their child's account either through email ([bpopp@mtmorriscsd.org](mailto:bpopp@mtmorriscsd.org)) or phone (658-3331, ext. 3824).



## Home/School Connection

### Change of Address/Phone Numbers:

Please report all changes in home or work phone numbers and addresses immediately to the school. In the event of an emergency, parents/guardians, or authorized individuals must be contacted before doctors/emergency personnel will treat a child. The importance of maintaining updated information cannot be overemphasized.

### Homework Plan:

Homework is a vital aspect of the learning experience. The teacher will introduce a concept or skill and provide guided practice before making a homework assignment.

Homework provides excellent opportunities for developing good study habits and encourages self-initiative on the part of students. Homework also provides teachers with important information regarding the student's individual abilities.

**Students are required to complete homework assignments.** Specific homework requirements will be provided by your child's teacher. The length and frequency of assignments may vary by teacher and/or grade level. Cooperation between classroom teachers and parents/guardians is essential to the success of any meaningful homework program. Parents and the school share the responsibility for student learning. Parents can assist their child(ren) with homework by:

1. Establishing a consistent homework routine at home daily,
2. Providing a study area with good lighting that is free from distractions,
3. Asking questions about the content of student homework,
4. Giving requested assistance, but letting the student do his/her own work, and avoiding undue pressure.

Please communicate any difficulty your child may be experiencing with homework to his/her teacher.

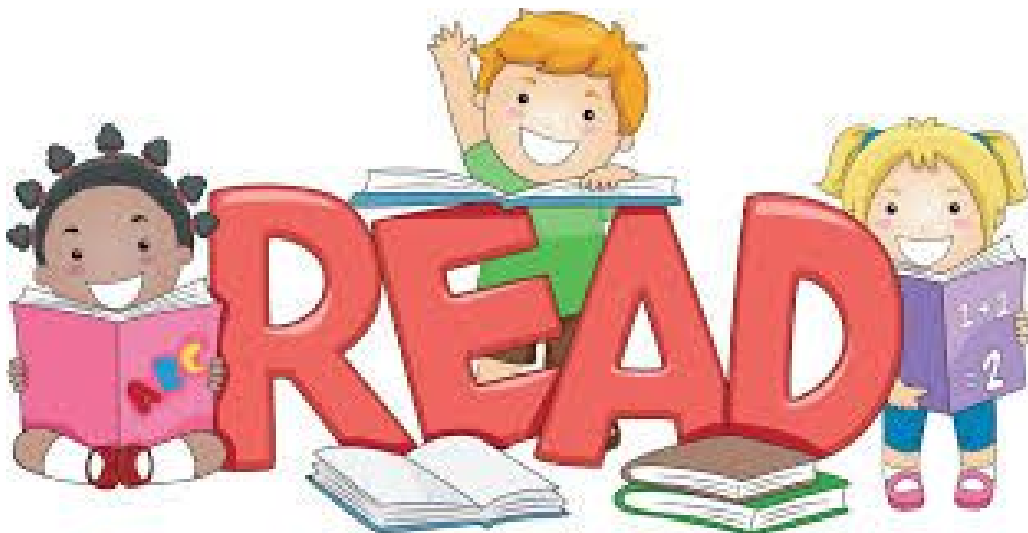
## Home/School Connection

### American Reading Company:

In addition to nightly homework, students at Mt. Morris Elementary participate in the 100 Book Challenge. Your child's teacher will send home information about this at the beginning of the school year.

### Missed Assignments:

Classwork and homework may be requested for your child in the event of his/her absence from school. If you would like to request the classroom assignments and/or homework for the day, please call the Main Office between 8:00 AM and 8:30 AM to leave a voicemail for the teacher. The assignments will be available to you in the office at the end of the day. If a call is received later in the day, there may not be enough time to gather the materials together and therefore, we cannot guarantee that we will be able to honor your request on that same day. Please note that work and activities that are cooperative in nature may be impossible to replicate at home.



### Emergency Go-Home

In the case of an emergency situation that would students to go home prior to the normal dismissal time, students must have up-to-date emergency go home information. This information is outlined and updated on the yellow transportation form at the start of each school year. If you need to update that information, that can be done by Esther Howe, Guidance Secretary at (585) 658-3331.



## Communication Opportunities

Communication with your child's teacher is welcomed! All teachers have email accounts, can also be contacted through voice mail and the Remind App. In addition, we have the following opportunities for communication.

**"Meet the Teacher"**--(formerly known as Open House) is a time before school begins when families can come into school and meet the teachers. Students are encouraged to bring in their supplies in preparation for the first day of school. Information about Meet the Teachers will be sent home over the summer.

**Parent Appreciation Open House**—is an evening in September during which families are invited to visit their child's/children's classrooms and learn about different classroom procedures and policies. This is a time to ask specific questions about grade level curriculum and expectations.

**Parent/Teacher Conferences**—this is a time to discuss information specific to your child's progress. Conference times will be arranged with your child's classroom teacher. Conferences will take place in early December.

**Volunteers**—Our school welcomes involvement from our community! If you would like to volunteer at our school (help at an event, chaperone a field trip, work in a classroom, etc.), please contact Principal Danielle Dean for specific information.

**Automated Phone Calls (Robocall)**—MMCS will periodically utilize an automated system to let parents know about upcoming events and activities. These may be grade-level specific or pertain to many grade levels. If you have questions about the contents of one of the automated calls, please feel free to contact the Main Office at 658-3331.

Meet the  
Teacher



## Open House



## School Security and Safety Procedures

Mt. Morris Central School recognizes the need to maintain a safe and secure school building. Following the following guidelines and procedures will assist us in carrying out this important responsibility:

1. All students and visitors must enter the building at the front doors or the cafeteria doors (between 7:45-8:05 only).
2. All school doors will be locked by 8:15 AM every day school is in session.
3. A buzz in access system is in place at the new front door entrance located just to the left of the student main door entrance. All individuals (parent, students, or visitors) that wish to enter the building after 8:15 AM each day must do so by entering the new visitor entrance to the left of the main lobby. Enter the first door and ringing the bell, stating their purpose is for entering. A speaker system is in place to communicate with school personnel. No one will be guaranteed access to the building.
4. Upon entry to the building, all visitors must sign in at the main office. The school has adopted the RAPTOR system, which helps the school to identify individuals that are on the list of registered sex offenders. The main office secretary will ask visitors to present a valid NYS driver's license for scanning.
5. School security cameras are in place at various locations of the school including the front entrance and common areas. All security cameras will be connected to a recording device that will maintain a log of activity.
6. Review of security recordings will be limited to the School Resource Officer, the Principal, the Superintendent, the Information Technology Coordinator, other authorized school personnel or the Mt. Morris Police department as necessary.
7. All visitors to the building must sign in, show ID upon request, wear a visitor's pass, and sign out upon leaving.
8. Parents or others who bring items to school for students during the school day will be asked to drop off those items at the main office. The secretary will ensure delivery.
9. The Principal or other authorized personnel shall investigate all unknown persons who attempt to gain access to the school building. The Mt. Morris Police Department will be notified if necessary.
10. Visitors who fail to report to the main office to sign-in and/or obtain a visitor's badge will be reported to the Principal.
11. Front doors will unlock from 3:00 - 9:00 PM each day for after school activities.

\*Possible reasons to deny building access:

Custody Issues  
Registered Sex Offender  
Overly Irate Individual  
Lack of Appointment (Official Business)  
Non-Parental Business



## Fire Drills and other Emergency Drills

Fire drills and lockdown drills are performed to make certain students learn proper safety procedures and adhere to all safety guidelines. Unannounced drills will take place periodically throughout the year. Students are trained in fire drill and emergency dismissal procedures at the beginning of the year.

**Emergency Closing:** In case of an emergency situation, a decision may be made to close or delay school. As soon as a decision is made, a notice is posted on the school's website and a robocall is made. The district will then follow our practiced Emergency Dismissal procedures.



## Birthdays and Celebrations

Each grade level or classroom celebrates birthdays and special events in different ways. Please note that if you plan to send in a treat for your child's class to enjoy, it must be prepackaged or prepared in a certified kitchen. Please remember to include paper products and utensils if needed as classrooms are not equipped to cut and serve party treats. Also, please plan to mail party invitations from home unless you are including everyone in the class. We look forward to having your support for our celebrations!



