



**EXPLORE**

**CREATE**

**ACHIEVE**



# Mount Morris Elementary School

## Parent-Student Handbook 2020-2021

*30 Bonadonna Avenue, Mt. Morris, NY 14510*

*Phone: (585) 658-3331 / Fax: (585) 658-4814*

*Dare To Be Excellent!*

September, 2020

Dear Students and Families,

Welcome to the 2020-2021 school year! I hope you were able to take some time to enjoy a summer vacation filled with fun, laughter and exciting memories. I am thrilled to begin this school year with all of you!

We have experienced uncertainty the last few months, but are looking forward to building our classroom and school communities to help our students prosper during this school year. We will celebrate their successes - small and large. We 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. We cannot wait to share with you the great things they do throughout their days at Mount Morris Elementary. And, of course, we will be here to work with you should they need any help navigating any aspect of their school day.

This summer, we have spent time in creating a safe and healthy learning environment for your children. We will be following current guidelines from the Centers for Disease Control and Prevention (CDC), New York State Department of Health (NYSDOH) and New York State Education Department (NYSED). If at any time a question or concern arises, please feel free to contact me.

One thing we have learned is that an EXCELLENT education is not possible without the collaboration among students, parents, teachers, support staff, administrators, and the community. We will continue to form good relationships and we hope to build a cohesive academic community to guarantee we address student achievement, social and 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 at 658-3331 to make an appointment or via e-mail: [ddean@mtmorriscsd.org](mailto:ddean@mtmorriscsd.org).

Sincerely,



Danielle M. Dean  
Elementary Principal

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## Table of Contents

A. District Calendar	3
B. Attendance	4
C. Preparation for School	7
D. Changes in Dismissal	11
E. Transportation	12
F. Lunch	13
G. Home/School Connection	14
H. Nurse's Office	16
I. Communication Opportunities	18
J. School Security and Safety Procedures	19
K. Fire Drill and Other Emergency Drills	20
L. Birthdays and Celebrations	21
M. Playground Rules	22
N. Pride Matrix	26



## MOUNT MORRIS CENTRAL SCHOOL INSTRUCTIONAL CALENDAR 2020-21

JULY						
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- HOLIDAYS
- FIRST/LAST DAY OF SC
- HALF DAYS for ELEMEN
- SUPERINTENDENT'S C
- GRADUATION

- Holidays**  
Independence Day Recess  
Labor Day Recess: Mond  
Columbus Day: Monday,  
Veterans Day: Wednesd  
Thanksgiving Recess: Nc  
Winter Recess: Decembe  
Martin Luther King Day: M  
Presidents' Day Recess:  
Spring Recess: March 29  
Memorial Day Recess: M

- First/Last Days of**  
Thursday, September 10  
Thursday, June 24

- Half Days for Elemen**  
Friday, Dec. 4 (Parent/Tea  
Tuesday, June 22  
Wednesday, June 23  
Thursday, June 24

- Half Day for ALL S**  
Wednesday, December 2

- Elem. Parent Tea**  
December 4 & 7

- Conference Days**  
Wednesday, September 2  
Thursday, September 3  
Tuesday, September 8  
Wednesday, September 9  
Friday, June 25

- Graduation**  
Sunday, June 27

- Scheduled Make-U**  
(5) snow days....May 28  
(6) snow days....May 28, J  
(7) snow days....May 28, J  
(8) snow days....May 28, J  
(9) snow days....May 28, J  
(10) snow days..May 28, J

B.O.E. Adopted: 2/12/20.

## **Attendance**

### **Length of School Day:**

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

### **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 school that morning at 658-3331 ext. 3400. 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 90%, which is 18 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.

### **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> and 16<sup>th</sup> absences.
3. At the 12<sup>th</sup> absence, the school will complete a referral for community-based services to assist the family.

### **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 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.

**Excused Absences:**

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

**Attendance**

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

**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.

**Student Attendance Recordkeeping/Data Collection:**

The record of each student's presence, absence, tardiness and early departure shall be kept in the School Management System, SchoolTool. 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.—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, 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:**

**(The following will depend on current health and safety guidelines.)** Physical Education class will require sneakers. A swim 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 pool area.

If a student is unable to participate in Physical Education class due to an injury (confirmed by a medical note), 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).



**Art:**

All students in PreK through sixth grade will participate in Art Class.

**Music:**

All students in PreK through sixth grade will participate in Music Class. **(The following will depend on current health and safety guidelines.)** 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 PreK 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 may tear or write on the pages. If books are damaged or lost, parents/guardians 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 Company:**

Each child is required to bring completed reading logs and books to school each day. Each child is required to read at least 2 steps which is equivalent to 30 minutes each day at home. To find out more information about American Reading Company, please visit: <http://www.americanreading.com/>

**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.

See the last page of this handbook for the PRIDE matrix to show expected behaviors for the bus, cafeteria, bathroom, classroom and hallways.

**P.R.I.D.E.**

**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 PreK 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 composed 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!



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

**Electronic Devices:**

The use of personal electronic devices during the school day is **prohibited**. This includes, but is not limited to, cell phones, 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. If there is a need for parent chaperones, classroom teachers will approve all chaperones. The chaperones will need to sign in at the entrance when arriving at school.

**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. Breakfast is served each day from 7:45-8:00 am.

**Dismissal:**

Students will be dismissed to the buses, pick-up room, after school club and activities by their teachers at the end of the school day.

**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 8:00 AM at the rear Cafeteria entrance. Students who are dropped off and do not need breakfast will go directly to the classroom. 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. 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 2:00 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 at 658-3331.

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 buses 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, the time you will be picking your child up, and whether or not they will return to school. If someone other than the parent/guardian is picking the student up, please state the name of the individual. Please inform that person that an ID will need to be presented in order to have the child to be released to them. If there is no identification, then there will be a delay until parental permission is verified. 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:

At this time, due to current health and safety guidelines, we will not be having an after school bus available.



## Transportation

### Transportation:

All students PreK - 12 are provided bus transportation, if desired. **This service is a privilege which may be revoked if children exhibit poor behavior or not following the safety rules.** Students who choose to ride the bus must ride 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 and bus monitor. Students who become a disciplinary problem on a school bus may have their privilege of riding the bus suspended. The 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 as well as current health and safety guidelines:***

1. All students will be required to wear a mask on the bus.
2. 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.
3. Wait until the bus comes to a complete stop before attempting to get on or off.
4. Go immediately to the assigned seat and remain seated until arriving at the destination.
5. Always keep arms, hands, and head inside the bus. Putting their arms, hands, or head out of a window is prohibited.
6. Always be courteous and obey the driver at all times.
7. Do not eat or drink on the bus.
8. Do not carry glass objects or pets on the bus.
9. Do not cause damage to the bus in any way.
10. 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 school. 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 the school at (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 receive a FREE healthy breakfast and lunch EVERY DAY. 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. (snacks are \$1.00)

During lunch time, students have the option to bring 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 e-mail ([bpop@mtmorriscsd.org](mailto:bpop@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, preferably in writing. 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. If you need to update that information, that can be done by the school registrar at (585) 658-3331.

### 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.

### American Reading Company:

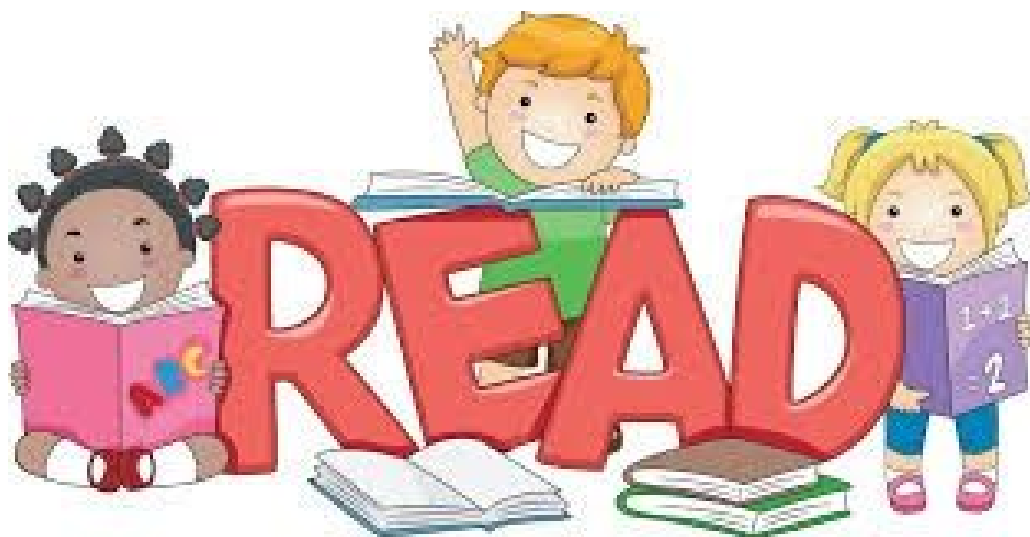
As a part of the nightly homework, students at Mt. Morris Elementary participate in the 100 Book Challenge. Your child's teacher will send home information about this at the beginning of the school year.

## Home/School Connection

### 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 school between 8:00 AM and 10:00 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.

If your child will miss a significant amount of time, please let your child's teacher know as soon as possible so the teacher can prepare work and get it to you in a reasonable amount of time.





## Nurse's Office

We will be following current guidelines from the Centers for Disease Control and Prevention (CDC), New York State Department of Health (NYSDOH) and New York State Education Department (NYSED). Please be patient as we navigate through this and work together to make the learning experience safe for each child.

### Sick Child Procedure:

If your child becomes ill while attending school, the parent will be notified immediately. Please understand that sending an unhealthy child to school may affect the health of other students and staff. For the protection of your child and other children, please do not send your child to school if he/she has any of the following symptoms:

- fever of 100 degrees or more during the past 24 hours.
- any infectious rashes.
- staph or strep throat under treatment for less than 24 hours.
- vomiting or diarrhea the night before or the morning of school.
- severe croup or cough.
- contagious disease.
- conjunctivitis (pink eye) under treatment for less than 24 hours.

The Centers for Disease Control and Prevention (CDC) keeps an up to date list of symptoms of Coronavirus on its website. This list is not all inclusive as some individuals may display other symptoms or none at all. The following are listed as the most common symptoms of COVID-19:

- Fever or chills (100°F or greater)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

All staff will be educated to observe students for signs of any type of illness such as flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, and/or irritability, and frequent use of the bathroom. Students exhibiting these signs with no other

explanation for them should be sent to the school health office for an assessment by the school nurse. The school will contact the parent/guardian to come pick up their ill child. All students are required to have a daily temperature check and periodic completion of a screening questionnaire at this time.

**Medication Policy:**

If your child requires medication, this will be handled on an individual basis with the school nurse. A note from the doctor's office must be provided. Medication cannot be dropped off at the school or to the student, it must be delivered to the Nurse's office.

**Toileting Skills:**

Children must be independent when using the bathroom. All children are encouraged to be fully potty trained. We understand accidents happen and they will be handled as needed. In case of an accident, please send an extra set of clothes to school at the beginning of the school year (specifically for students in grades Pre-K and Kindergarten).

**Sunscreen:**

School personnel will have permission to assist a child with applying sunscreen if the parent or guardian provides written permission.



## Communication Opportunities

Communication with your child's teacher is welcomed! All teachers have e-mail accounts, voicemail, and the Remind App. In addition, we have the following opportunities for communication.

**(The following will depend on current health and safety guidelines and may be virtual.)**

**"Meet the Teacher"**- 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.

**Open House**—is an evening in September during which families are invited to visit their child's/childrens' 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 the Principal for specific information.

**Automated Phone Calls (Robocall)**—MMCS utilizes an automated system to let parents know about attendance, 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 school at 658-3331.



## School Security and Safety Procedures

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

1. All students and visitors must enter the building through the Visitors Entrance (or the Cafeteria doors between 7:45-8:00 only). Masks are required to enter the building.
2. All school doors will be locked by 8:00 AM every day school is in session.
3. A buzz-in access system is in place at the Visitor Entrance located just to the right of the student main door entrance. All individuals (parents, students, or visitors) that wish to enter the building after 8:00 AM each day must do so by entering the Visitor Entrance to the right of the main lobby. Enter the first door, ring the bell, and state your purpose 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. The school has adopted the RAPTOR system, which helps the school to identify individuals that are on the list of registered sex offenders. The secretary will ask all 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 Mount 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 Visitor Entrance. 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 Mount 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.

\*Possible reasons to deny building access:

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

## Fire Drills and other Emergency Drills

We will be following current guidelines from the Centers for Disease Control and Prevention (CDC), New York State Department of Health (NYSDOH) and New York State Education Department (NYSED) when completing these 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 pre-packaged 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. You are able to drop off treats for a birthday/celebration. You will be asked to leave the treats in the reception area until they can be picked up/delivered to the classroom. Please remember that it is difficult for students to bring items home on the bus that do not fit into a backpack, so please keep gifts (including flowers and balloons) at home for your child to enjoy. **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!



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8.\*\*\*A good variation is to play Rotation instead of elimination. This is done by allowing a certain amount of players in the pit and forming a line for the rest that want to play. Then, as one person gets out, the next person in line goes into the game. This way, everyone that wants to play should get a chance during a short period of time. When you get out you go to the end of the line.

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Mount Morris Central School District P.R.I.D.E. Behaviors  
 Can't Hide That Mount Morris P.R.I.D.E.  
 Are you showing your PRIDE?



	Classroom	Hallway	Cafeteria	Bathroom	Bus
<b>Prepared</b>	<ul style="list-style-type: none"> <li>Be on time</li> <li>Bring all supplies and materials</li> <li>Complete all assignments on time</li> </ul>	<ul style="list-style-type: none"> <li>If pass is needed, have pass completely filled out</li> <li>Have permission to go to destination</li> </ul>	<ul style="list-style-type: none"> <li>Have your lunch or money ready</li> </ul>	<ul style="list-style-type: none"> <li>Use the bathroom before class</li> <li>Use the bathroom before lunch</li> <li>Use bathroom before specials</li> </ul>	<ul style="list-style-type: none"> <li>Be on time for the bus</li> <li>Have your belongings ready to go</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>Treat others as you want to be treated</li> <li>Use kind words</li> <li>Hands and feet to self</li> <li>Listen to peers</li> <li>Listen to adults and follow instructions</li> <li>Accept constructive feedback from an adult</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Talk quietly</li> <li>Use appropriate language</li> <li>Close lockers gently</li> <li>Listen to adults and follow instructions</li> <li>Be considerate of others' personal space and property</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn</li> <li>Talk quietly while in line and at your table</li> <li>Use appropriate language</li> <li>Listen to adults and follow instructions</li> <li>Walk</li> <li>Use manners (please, thank you)</li> <li>Be polite</li> </ul>	<ul style="list-style-type: none"> <li>Give others personal space</li> <li>Show others privacy</li> <li>Keep the bathroom clean</li> <li>Flush toilet</li> </ul>	<ul style="list-style-type: none"> <li>Greet your bus driver</li> <li>Stay in your seat</li> <li>Talk quietly</li> <li>Hands and feet to self</li> <li>Listen to adults and follow instructions</li> <li>Keep food and drinks in your bag</li> </ul>
<b>Involved</b>	<ul style="list-style-type: none"> <li>Participate</li> <li>Work together</li> </ul>	<ul style="list-style-type: none"> <li>Keep hallways clean</li> <li>Help visitors find their way</li> <li>Tell an adult if there is a problem</li> </ul>	<ul style="list-style-type: none"> <li>Keep your area clean</li> </ul>	<ul style="list-style-type: none"> <li>Wash your hands</li> <li>Tell an adult if there is a problem in the bathroom</li> </ul>	<ul style="list-style-type: none"> <li>Tell an adult if there is a problem on the bus</li> </ul>
<b>Dependable</b>	<ul style="list-style-type: none"> <li>Give your best effort</li> <li>Never give up</li> <li>Follow through with your commitment</li> </ul>	<ul style="list-style-type: none"> <li>Stay to the right side of the hall</li> </ul>	<ul style="list-style-type: none"> <li>Be in the cafeteria during your assigned time</li> <li>Use the sign out sheet if you must leave</li> </ul>	<ul style="list-style-type: none"> <li>Use the sign out sheet if you must leave class</li> <li>Return to class in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to your seat</li> <li>"Seat on seat, back on back"</li> <li>Keep all body parts and objects inside the bus</li> </ul>
<b>Ethical</b>	<ul style="list-style-type: none"> <li>Be accountable for your actions</li> <li>Think before you act</li> <li>Making good choices</li> <li>Encourage others to be a positive role model</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to your destination</li> <li>Go only where your pass allows</li> <li>Making good choices and encourage others to be a positive role model</li> </ul>	<ul style="list-style-type: none"> <li>Include others; expand your circle of friends</li> </ul>	<ul style="list-style-type: none"> <li>Use soap, water, paper towels, and toilet paper sparingly</li> <li>Use the bathroom only when needed</li> </ul>	<ul style="list-style-type: none"> <li>Be a positive role model with your actions and speech</li> </ul>