

# 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 Local School District

The Ross Local School District is comprised of five schools.  
Elda Elementary (Grades K - 3), Morgan Elementary (Grades K - 3),  
Ross Intermediate School (Grades 4 - 5),  
Ross Middle School (Grades 6 - 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. Sean Van Winkle – President  
Mrs. Amy Webb – Vice-President  
Mr. Edward Bosse  
Mrs. Heather Hayes  
Mr. Andrew Schnell

## 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

Dr. Chad Konkle	Superintendent	863-1253
Mrs. Tracy Wright	Interim Director of Curriculum	863-1253
Mrs. Diane Parrett	Director of Special Services	863-6150
Mr. Steve Castator	Director of Pupil Personnel	863-1253
Mr. Brian Martin	Principal - Ross High School	863-1252
Mrs. Becky Morgan	Assistant Principal – RHS	863-1252
Mr. Chris Saylor	Principal - Ross Middle School	863-1251
Mr. Tony Albrinck	Assistant Principal - RMS	863-1251
Mr. Jason Rettinger	Principal - Ross Intermediate School	868-4450
Mr. Adam Hull	Principal - Elda Elementary	738-1972
Mr. Tom Perry	Principal - Morgan Elementary	738-1986
Mrs. Peggy Lehmann	Supervisor of Transportation	738-2900
Mrs. Karen Trousdell	Food Service Supervisor	863-1252

## **CERTIFICATED STAFF**

<b>NAME</b>	<b>POSITION</b>	<b>ROOM/AREA</b>
Mr. Tom Perry	Principal	Office
Mrs. Mel Byron	Preschool	Room 113
Ms. Candice McClanahan	Preschool	Room 112
Mrs. Jen Chuhak	Kindergarten	Room 205
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. Alex Van Natta	1st Grade	Room 105
Mrs. Katrina Broering	2nd Grade	Room 109
Mrs. Rebecka Mackie	2nd Grade	Room 107
Mrs. Anne McEldowney	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 <sup>rd</sup> Grade	Room 204



Mrs. Kelly McGinnis	3rd Grade	Room 202
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Mrs. Tara Smith	3rd Grade	Room 203
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## **SPECIAL AREAS**

Ms. Madeline Armstrong	Intervention	Room 209
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Ms. Courtney Guinovart	Intervention	Room 110
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Mrs. Carey Fletcher	OT	Room 100
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Ms. Kelli Coffey	School Nurse	Clinic/Office
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Mrs. Jenna Beyersdoerfer	Art	Room 116
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Mrs. Joan Clark	Speech & Language	Room 153
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Ms. Tanya Burkhart	Speech & Language	Room 157
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Mrs. Mara Elam	Guidance Counselor	Office Room 148
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Ms. Alexis Som	School Psychologist	Office Room 150
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Mrs. Kim Steigerwald	Physical Education	Gym
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Mrs. Jen Strotman	PT	Room 100
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Mr. Greg Thatcher	Music	Room 117
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## **NON-CERTIFICATED STAFF**

### **NAME**

### **POSITION**

Mrs. Karen Stansbury

Cafeteria Staff

Mrs. Natalie Wright

Cafeteria Staff

Mrs. Julie Burwinkel

Cafeteria Manager

Mrs. Karen Chen	Special Education Aide
Mrs. Randi Hale	Special Education Aide
Mrs. Shelley Elliot	Special Education Aide
Mrs. Holly Gentry	Secretary
Mrs. Amy Goldston	Office Clerk
Mrs. Shelley Bowers	Media Manager
Mr. Don Tolley	School Security officer
Mrs. Michelle McKean	Preschool Instructional Aide
Mrs. Katrina Noonan	Preschool Instructional Aide
Mrs. Angela Cook	Title 1 Tutor
Mrs. Courtney Price	Title 1 Tutor
Mr. Hayden Smith	Head Custodian
Mr. Adam Campbell	Custodian

# Activities / Programs / Policies.

## 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 9)

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.

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## ATTENDANCE TARDY POLICY

Students are expected to arrive at 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. 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

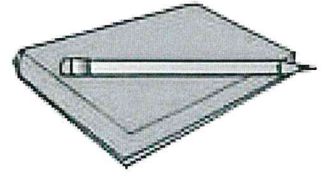
Students will be recognized quarterly for Perfect Attendance. **Perfect attendance consists of no days absent, tardies or early dismissals. Perfect and Outstanding attendance will be recognized at the end of the year. Outstanding attendance can be the equivalent of one day of absence or less.**

## **AGE OF ENTRANCE**

In order for a child to be eligible for kindergarten, he/she must be five years old on or before August 1<sup>st</sup> 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 HARASSMENT**

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 online or to the school office as soon as possible.
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 office.

### **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 may result in unsafe conditions, disciplinary action and/or suspension of transportation services.

1. Arrive at the bus stop five minutes early; wait a safe distance from traffic and at least ten feet from the 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 the 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.
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, and a phone call will be made letting everyone know that we are closed.



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 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 canceled. 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. Also, parents will need to go online and update information in Final Forms.

## 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 to attain a blend of students, based on student needs and services. 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 updated on the school website monthly. It will contain classroom news, upcoming events, and other school and



PTO information. 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 a need for concern.

### **Parent Contact System (Send It)**

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. Parent information is already in the system. There is no need to sign up.

## **COMPUTER NETWORK AND THE INTERNET**

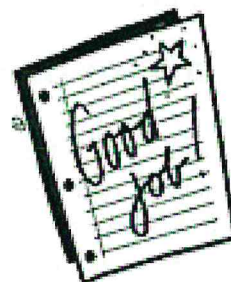


**The Acceptable Use Agreement form must be signed online each year.**

If you would like your child to be able to use the Internet during the current school year, please login to Final Forms to sign. If you signed an agreement, but no longer wish your child to be able to access the Internet, please notify the office.

## **CONFERENCES**

Parent-Teacher conferences are held two times during the school year. Parents are encouraged to contact the teacher if additional conferences are needed.



## **DIAGNOSTIC/ACHIEVEMENT TESTING**

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

## **DISCIPLINE**

Teachers of Morgan Elementary School insist on good behavior, and implement a school-wide PBIS system. 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. Please refer to the Student Code of Conduct on pages 24 – 27 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, 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 drugs, 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 hairstyle that is distracting is not acceptable. Haircuts that are a distraction are prohibited. This includes mohawks and designs that are cut into the hair.**

## **EARLY 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.

## **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 2021 – 2022**

#### **KINDERGARTEN - \$85.00**

Technology Fee (\$45.00)  
Art Supplies  
Paper  
Weekly Reader  
Reading Workbooks

#### **SECOND GRADE - \$85.00**

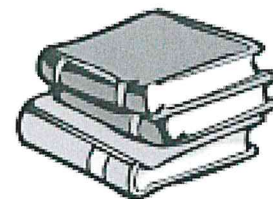
Technology Fee (\$45.00)  
Art Supplies  
Paper  
Reading Materials

#### **FIRST GRADE - \$85.00**

Technology Fee (\$45.00)  
Art Supplies  
Paper  
Weekly Reader  
Reading Materials

#### **THIRD GRADE - \$85.00**

Technology Fee (\$45.00)  
Art Supplies  
Paper  
Map Skills Workbook  
Reading Materials



### Board Policy on Student Fees (JN):

1. Beginning August 1, the Principal will advise parents of fees. Payment is due 30 days after the start of each semester.
2. Athletic Fees. Payment for each season's sport is due prior to the first athletic contest. In addition, all school fees must be paid prior to the first athletic contest.
3. Students with outstanding financial obligations from previous years will not be permitted to participate in extracurricular or co-curricular activities until such financial obligations are paid or a payment plan has been established with the Principal or Athletic Director.
4. Families will be notified at the beginning of each quarter of any outstanding financial obligations. This notification will be sent by the building Principal/Secretary.
5. Fees may be paid online.
6. A payment plan may be established by contacting the Principal or Athletic Director with the full payment to be received by the last day of school.

### GRADING

The Elementary grading system is on trimesters and 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





## **GUIDANCE PROGRAM**

The elementary guidance program serves students in grades Preschool - 3. 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**

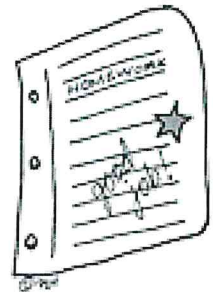
Gum chewing is not permitted.

## **HEALTH SERVICES**

Morgan Elementary has the service of a full 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 or on our Ross Local School website under “parents”, then “parent forms.” 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/BREAKFAST PROGRAM**

The USDA and the State of Ohio have determined that all students, no matter what your financial situation or income level, may participate in school breakfast and lunch meals for free through 2021-22 school year. Therefore, during the 2021-22 school year, no student will be required to pay for breakfast or lunch. Extra entrees, snacks, individual milk and drink purchases may still be made from your student's lunch account. We are requesting that all families please fill out the 2021-2022 Free/Reduced Meal Application.

**Ross Local Schools do not allow parents or relatives to eat lunch with students.**

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 in the cafeteria or on the school website. Parents are also able to add money and monitor the student's account online.

## **MEDICATION**

Usually medications need to be given on a very consistent 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, or on Morgan website. The physician's request form must be signed and completed by the physician before prescription or non 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 2021 - 2022

President- Sara Schoenecker

Vice President- Danielle Ruskaup & Candice McClanahan

Treasurer - Angela Balash

Secretary - Abby Payne



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 5:30 - 9:00 P.M. For further information contact Joe Kessen 284-1958.

### **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 will have class parties for the following special days: Halloween, Christmas, Valentine's Day & Easter. Parents wishing to provide treats to their child's classroom on birthdays need to contact the cafeteria to purchase cookies.

### **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 PreK-3 shall be given to the office by 1:00 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

- 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 trimester grading period, progress reports will be made available to parents electronically.

## REPORT CARDS

Report cards are issued following the end of each twelve week period. Parents are requested to sign the report card envelope and have their student return the envelope to the teacher.

## SCHOOL DAY

School begins promptly at 9:15 A.M. and ends at 3:45 P.M. with student pickups beginning at 3:30 P.M.. Morning kindergarten ends at 11:55 A.M. with student pickups beginning at 11:45 P.M., and Afternoon Kindergarten begins at 1:05 P.M. Morning preschool dismisses at 11:30 A.M. and Afternoon preschool begins at 1:15 P.M. with student pickups beginning at 3:25 P.M.

**Drop off:** Students may be dropped off at the back of the building in the circle drive between 8:55 - 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 Kindergarten, you will need to park in the front parking lot and walk your child to the front entrance between 1:00 & 1:05 PM. For PM preschoolers, you will need to park in the back parking lot and walk your preschooler to door #12 between 1:10 & 1:15 PM. Parents and visitors are not permitted to enter the building or go to the classrooms without permission from the office. **Visitors must enter the building during school hours through the office and will be “buzzed” into the office.**



**Dismissal** at the end of the day will be a rolling pickup process. All pickup requests must be received by 1:00 PM.

**End of Day Pick up:** Students can be picked up after school by sending a parent permission note to the office before 1:00 P.M. Anyone who will be picking your child up from school must be listed on the Parent Pick and/or EMA forms.

**Vehicles are not permitted in front of the school between 8:45 A.M.– 9:45 A.M. or between 3:15 P.M. - 4:00 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 grade three may participate in this activity. Each homeroom elects a representative. Meetings are held once a month before school. The purpose of the Student Council is to involve students in activities that 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 gives 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 during 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.

## **TECHNOLOGY 1:1 POLICY**

The Ross Local School District is excited to provide students in grades K- 3 with technology to transform their learning experiences. Each student will be provided a Chromebook laptop to be used for classroom instruction. The Ross Local School District is committed to providing students with equitable access to digital opportunities that will prepare them for life after high school. Through the use of technology the district wants to encourage each student to foster problem-solving skills, responsible decision-making skills, communication, collaboration and student-centered learning.

### **Device Distribution and End of Year Check-in Procedure**

- At the beginning of each school year all incoming students in grades K-3 will be issued a 1:1 device to be used during their school day in each building. When devices are issued, students will be instructed on how to take care of their device.
- Any students who come into the district mid-year will be issued a 1:1 device from the remaining building inventory, and will be instructed on how to take care of their device.
- At the end of the school year, all student devices will be collected and stored. At the time of end of year checkout, students are responsible for reporting any damage that needs repaired. Teachers and tech support staff will only check to ensure that all 1:1 devices and accessories have been returned and are accounted for.

### **Ownership of the Device**

Ross Local School District (RLSD) retains sole right of ownership and possession of the 1:1 devices. The devices are loaned to the students for educational purposes only for the academic year. RLSD's administrative staff and faculty retain the right to collect and/or inspect devices at any time, and to monitor student work or to alter, add, or delete installed software or hardware during school hours.

### **Student Expectations and Guidelines**

All Ross Local School District (RLSD) students and families must understand that:

- All students using the district network and district devices must comply, at all times, with the student handbook and the district's Acceptable Use Policy. Students should also use their devices and access digital resources in accordance with all local, state, and federal laws and observe and follow fair use policies and copyright laws.
- Students will be issued a loaner device in the event that a repair is necessary on their issued device, depending upon availability of district inventory.
- Students are expected to keep the equipment in good condition. Failure to do so will result in charges for repair or replacement.
- Students should report any damage to their equipment as soon as possible. Report the damage to their teacher or media staff.
- Students should notify a staff member immediately if they come across inappropriate information, images, messages or any dangerous, threatening material that makes them feel uncomfortable.
- Students who do not meet these expectations will be subject to disciplinary action as determined by staff.



### **Responsibilities Regarding Electronic Data and Accounts**

- Students should only use their own username and password and not share their account information with another student or access the account of another student.
- All student created files and electronic communication (student email) are subject to monitoring for safety precautions. Users of district technology should have no expectations of privacy to any data that is, or was, stored on their device, school network or any school-issued applications.
- Students are responsible for the appropriateness of all files, data, and internet history on their device. Although these devices will be filtered on campus it is still the responsibility of the student to use good judgment when accessing or transmitting data. Do not take photos or videos of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized data, photos, audio, or video to any website, network storage area, or person is strictly forbidden.

### **Cost of Repair Information**

- **Students will NOT be charged for any repair that is related to manufacturing defects. Students WILL be charged for any intentional and/or chronic damage.** Parent notification letter will be sent home with each damage event.

Ross Local School District recognizes that with the implementation of a 1:1 initiative there is a need to protect this equipment by both the District and the student/parent. The following pricing chart outlines the costs of the most common repairs so that both the student and parent understand the cost associated with those repairs.

Carrying Case	\$30
Chromebook Display	\$50
Chromebook Keyboard	\$35
Chromebook Power Adapter	\$25
Chromebook Trackpad	\$15
Chromebook outer casing (depending on which parts)	\$10-20

## **Care of Devices**

As with any electronic device, there are several important safety precautions to take both at school:

- Avoid getting moisture and liquids on the device/accessories.
- The laptop should be shut down when it is not in use.
- Air vents should be clear of dust, lint, or any other debris.
- The device should never be operated on a soft surface such as a pillow or even a child's lap.
- It should always be used on a hard, flat surface.
- If the Chromebook begins to feel unusually hot, immediately shut down the device.
- Devices should be left in a secure location when not in use.
- Under no circumstances should devices be left in unsupervised areas.
- Too much pressure may crack the screen. Avoid placing anything on top of or inside of the device.

## **Policy Changes**

The Ross Local School District reserves the right to modify, adapt, or alter any part of this policy at any time as deemed necessary by district administration.

## **VISITORS / PARENTS**

**Visitors 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 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 the 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, lookalike 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.

## **School Supplies**

**Each grade level has a list of supplies that are needed and are available on the Morgan website @ <https://www.rossrams.com/4/home>**

