

Morris Hill Panthers Information Guidebook 2024-2025



“PANTHER PRIDE”

**Morris Hill Elementary 4722 Normandy Road
Fort Riley, KS 66442 (785) 717-4650**

NOTICE OF NON-DISCRIMINATION

Geary County USD #475 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and/or activities and provides equal access to the Boy Scouts and other designated youth groups.

For questions or complaints based on race, color, national origin, sex or age, please contact: Director of Human Resources at 123 N. Eisenhower, Junction City, KS 66441 Telephone 785.717.4000.

For questions or complaints based on disability, please contact: Director of the Exceptional Student Services Division at 123 N. Eisenhower, Junction City, KS 66441 Telephone: 785.717.4000

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ATTENDANCE

Children who are chronically absent in preschool, kindergarten, and first grade are much less likely to read at grade level by the third grade. Students who cannot read at grade level by the end of third grade are four times more likely than proficient readers to drop out of high school.

Regular attendance is critical to student academic success.

1. SCHOOL DAY

SCHOOL HOURS (8:00 A.M. - 3:15 P.M.)

2. STUDENT ARRIVAL

School begins at 8:00 a.m. **We ask that students do not arrive at school before 7:45 a.m. There is no adult supervision until 7:45 a.m.** Breakfast will be eaten in the cafeteria.

All students walking or riding a bike/scooter will enter the building through the designated **pod doors**. Students arriving in a vehicle will enter the building through the **side entrance** and go to their classroom. It is very important that your child arrive to school on time. The beginning of the day sets the tone for the entire school day.

3. STUDENT DISMISSAL

School ends at 3:15 P.M. If you need to pick up your child from school prior to 3:15 P.M., please come to the office. According to school policy, students released before 3:15 P.M. are counted tardy. (*Refer to Section 4, Attendance*)

The following are school procedures regarding the end of the school day:

- Teachers will dismiss walkers/bike riders from the gate located at the basketball court. This is also the meeting spot for siblings who walk home together.
- Bus riders will load the bus in the back of the building by Leonard Street.
- If a student is staying past 3:30 P.M., parents will be contacted by the student/teacher.
- Car riders will be brought to your vehicle. Please do not get out of your car.

Students who ride the Youth Services Bus will be walked to the bus by a staff member. All School Age Service students who are normally bussed will get on the bus unless a note is sent by the parent/guardian or the parent/guardian calls the office.

4. PARENT GUIDELINES FOR ABSENCES AND TARDIES

Morris Hill Elementary faculty and staff understand that a direct correlation exists between regular school attendance and academic achievement. We believe that students must begin early to develop habits of regular and punctual attendance at school. Parents of elementary children share with the school the responsibility for guiding students so they will develop a good attendance record

We ask that parents/guardians cooperate with the school in the following manner:

- Please make every effort to see that your child arrives on time.
- When possible, medical and dental appointments should be made outside of school hours.
- When your child is absent, please phone the school. If you do not have a phone, or it is not possible to call, we will accept a note when your child returns to school. *(The note must state the reason for your child's absence.)*

Extended absences are discouraged and are considered unexcused absences. We urge parents/guardians to communicate the value of education to their children by demonstrating the importance of school attendance.

There is a form available in the front office that needs to be completed and turned in to the office prior to any planned extended absence.

It is important to remember that any regularly enrolled student is not in compliance with the state compulsory attendance status if any of the following occur:

- Accumulates three (3) consecutive unexcused absences.
- Has five (5) unexcused absences in a semester.
- Has seven (7) unexcused absences in a school year.

The following types of absences are examples of unexcused absences:

- Any absence that is not properly validated.
- Keeping your child home because of dissatisfaction.
- Non-emergency personal family reasons.
- Sibling is ill

It is the building principal's responsibility to report chronic absenteeism/tardies (*truancy*) according to the state attendance statute K.S.A. 72-1111. **Truancy is defined as per amended statute 72-1113 as, inexcusable absence from school for a significant part of a day on either three consecutive days or five or more days in any semester.**

Students are tardy if they are not in the classroom at 8:05 A.M, or are signed out before 3:15 P.M. The district defines a tardy as anytime a student is not in attendance for less than half the school day. Students who miss more than half the school day are considered absent.

Parents are to come to the office to sign their child in when he/she is late to school. The parent also needs to come to the office to pick up their child when he/she is leaving early. A child will be released only to the parents unless the parent has notified the school that they have granted permission for someone else to pick up their child.

5. STUDENTS LEAVING MORRIS HILL

When you are informed that you will be leaving the area, please notify the office **two weeks** in advance of the scheduled move in order to give ample time for the processing of school records.

STUDENT MANAGEMENT AND CLASSROOM SAFETY

1. STUDENT BEHAVIOR AND PARENT RESPONSIBILITY AFTER HOURS

After school activities require a safe and orderly environment. All children in attendance should be accompanied by a responsible adult who will be accountable for their behavior.

2. TEAM LEADERS

When the Principal is out of the building, the Team Leaders will handle situations that arise and will make decisions based on school procedures and the principal's instructions.

3. STUDENT SUPPORT MONITOR

The purpose of the Student Support Monitor (SSM) is to help reduce classroom disruptions. Students whose behavior disrupts the learning of others and who fail to respond to teacher requests will be sent to the SSM. The SSM works hard to build relationships and holds high expectations of students.

4. STUDENT AND/OR PARENT CONTACT INFORMATION

Please update your child's file whenever there are changes in home phone numbers, work numbers, childcare provider numbers and emergency contact numbers, as well as any email updates.

5. RELEASE OF STUDENTS

Teachers will not release a student from the classroom unless he/she has been notified by the office. This is a USD 475 policy practiced in all schools.

6. ACCESS TO CLASSROOM

Instructional time is valuable and limited, therefore should not be interrupted unless absolutely necessary. If you need to visit with a teacher, please make arrangements ahead of time so both parent and teacher can be accommodated. All visitors must stop at the office to sign-in and get a visitor's pass.

6. INCLEMENT WEATHER

During severe weather conditions, parents may pick up their children from school at any time during the day. Announcements regarding school cancellations, early dismissals, and delayed starts will be made via a variety of ways to include text message, email, and

mobile app notifications. Some notifications will be made via social media and other local media outlets. Announcements regarding school cancellations will be made the day before when possible. If a decision is made the morning of school, the district makes every effort to announce the decision by 5:00 A.M. Make sure you are signed up to receive district text alerts.

7. FIRE, TORNADO, AND EMERGENCY DRILLS

Morris Hill will hold regular fire, tornado, and emergency drills throughout the school year. Teachers will instruct students of the procedures and behavior expected during the drills.

8. APPROPRIATE DRESS

A student’s personal appearance is the responsibility of the student and his/her parents/guardians but becomes the responsibility of school administration when it disrupts learning. School administration reserves the right to make decisions concerning the appropriateness of a student’s attire, reserves the right to have a student remove any item deemed inappropriate for school.

Morris Hill is a Drug Free and Violence Free School; therefore, clothing advertising tobacco, alcohol and/or profanity is not allowed in the school. Any clothing displaying logos must be appropriate to the school setting. If it is worn, students will be asked to go to the restroom and turn the shirt/clothing inside out, be given another shirt to wear, or parents will be contacted to bring a change of clothing.

9. ANIMALS

Animals/pets should not be brought on school property or to school, **except** with the prior permission of the teacher and approval of the principal.

Please do not bring any type of animal on school grounds without prior approval of the principal.

10. PERSONAL ITEMS

Personal toys/sports equipment and/or electronic devices, to include cellular phones should not be brought to school unless the student is given special permission from the teacher. If items are brought to school, the classroom teacher or principal may take them for safe keeping. Your cooperation will help avoid problems with loss or damage of items for which we cannot be responsible.

11. BICYCLES

Students who ride bicycles to school must obey traffic rules, wear a helmet, and stay off grassy areas or private property. Bicycles should be locked while parked at school to avoid being damaged or stolen. Students are not allowed to ride them on school property.

12. ADMINISTRATIVE GUIDELINES for EMERGENCY SAFETY INTERVENTIONS (ESI)

The emergency safety interventions (ESI) law set forth standards for the use of restraint and seclusion to ensure that all Kansas students and staff have a safe learning

environment. The standards found in the ESI statutes and regulations are required to be followed in all Kansas public school districts and accredited private schools.

For more information go to this website:

<https://www.usd475.org/layouts/15/WopiFrame.aspx?sourcedoc=/Pages/Emergency%20Safety%20Information%20for%20parents.pdf&action=default>

to review the USD 475 ESI Parent Information.

Curriculum, Homework, Assessment, Exceptional Student Services and Special Programs

1. CURRICULUM

Morris Hill Elementary will engage and will adhere to Kansas Curricular Standards.

2. HOMEWORK

Every student in grades K-5th are expected to read at least 20 minutes for homework. After reading students will complete a Read and Respond regarding the material read for the evening.

3. PROGRESS REPORT CARDS

Progress reports will be issued at the six-week interval.

Report Cards will be issued four times during each school year at 9-week intervals. They will either be distributed at parent/teacher conferences or sent home with students.

4. PARENT/TEACHER CONFERENCES

Parent/Teacher conferences will be held once in the fall and once in the spring. Information concerning the conferences will be sent to parents several days prior to the conference. Morris Hill has a 100% participation policy.

5. EXCEPTIONAL STUDENT SERVICES AND ENGLISH LANGUAGE LEARNERS

Some students in public education may experience difficulty in mastering the academic, social and behavioral skills necessary for school success. In order to benefit from the instruction, these students may require modifications in instructional methodology, curriculum or behavior management strategies. The degree of exceptional student services will vary according to the needs of the student.

Morris Hill Elementary provides services for Emotional Disturbance, Intellectual Disability, Extended Learning, Learning Disabilities, Occupational Therapy, Physical Therapy, Social Work and Speech-Language.

If your child has a current Individual Education Plan (IEP), please notify the office at the time of enrollment. If your child attended Morris Hill Elementary last year, he/she will automatically continue in the program.

If you have any questions concerning Social Services, please ask the building principal or the Exceptional Student Services teacher for more information.

6. **PHYSICAL EDUCATION**

All kindergarten through fifth grade students participate in instructional physical education. Appropriate shoes should be worn during this time. This is defined as regular laced, or Velcro athletic shoes.

7. **MUSIC**

Movement, speech, singing, listening, and the instrumental playing are integrated to teach the elements of music. The USD 475 music curriculum guide, based on the National Music Standards, is the basis for music instruction.

8. **STATE REPORT CARDS**

For a link to the State Report Cards for USD 475, visit: <http://www.usd475.org>

9. **LIBRARY**

Our goal is to grow and encourage life-long readers. We have an open library for our students and staff. Many eBooks are available as well. Parents are responsible for replacing lost or damaged books.

SCHOOL GUIDELINES

1. **BREAKFAST and LUNCH**

- **BREAKFAST** begins at 7:45 a.m. in the cafeteria.
- **LUNCH:** Cold lunches can be brought from home but should not contain any food that must be heated. Parents wishing to order school lunch to eat with their child need to call the office by 8:30 am.
- **SNACKS:** If your child brings a snack to school, it should be healthy. Please visit with the classroom teacher about his/her snack policy.

2. **PARKING OF VEHICLES**

The Morris Hill parking lot is a separate space than our student drop-off (Kiss-N-Go and Hug-N-Home) car lane. We ask all parents to proceed with caution when dropping off or picking up their child. There is **NO PARKING** along the curb by the front of the building. This space is reserved for student drop-off/pick-up. If you need to get out of your vehicle, you must be parked in the parking lot. Please use designated **VISITOR PARKING** when getting out of your car to come into the office. Cars left unattended in traffic lanes are subject to a traffic ticket.

Additionally, at the end of each day we ask parents drive with caution and care in our Hug-N-Home car lane. **The right lane is designated for vehicles/parents picking up their children. We ask that you stay in your car.** We will deliver the child to the passenger side of the car and assist with them getting in. Please assist by hanging your sign we provide on your rearview mirror of your car. **The LEFT Lane is for THRU TRAFFIC ONLY.**

3. MONEY AT SCHOOL

Students should not bring money to school unless it is in an envelope clearly marked for a specific purpose. The school cannot be responsible for money brought to school and lost by students.

4. TELEPHONE CALLS/CELL PHONES

Phones should be off and in the student's book bag during the school day. Usage during the day must be approved by a teacher or principal. **Emergency calls to parents need to be made from the office, not from their cell phones.** Misuse of a cell phone during school operating hours will result in the phone being confiscated. If any of our teachers allow cell phones to be used as part of instruction, parents will be notified in advance for your permission.

5. LOST AND FOUND

All articles found at school will be put in the lost & found. Small items such as keys or jewelry will be kept in the office. Parents are welcome to come in and look.

6. FIELD TRIPS

District and class field trips are planned throughout the school year. Notification for each trip will be sent home. There will be times when parents are asked to voluntarily contribute money towards transportation costs.

7. SCHOOL CELEBRATIONS

Classroom parties will vary from class to class. Please communicate with your classroom teacher for details. It is our policy that birthday invitations may be passed out at school to every child in the classroom.

8. PARENT TEACHER ORGANIZATION

The purpose of the Morris Hill PTO is to promote the welfare of the students and school. All parents and staff are automatically members. Parents support by helping with fundraisers and volunteering at school events and in the classroom.

9. VOLUNTEERS

Volunteers are very important to the success of Morris Hill. Please sign in at the office and pick up a volunteer badge.

10. SCHOOL COMMUNICATION

The principal will send out weekly emails regarding what is happening school wide. Any changes to your email address can be made in the office.

11. SITE COUNCIL

Site Council is a group of parents, teachers, and a community representative who meet throughout the year. The meetings are held in the school library. School programs and issues that affect our school are discussed. All parents are welcome and

encouraged to get involved. Please notify the principal if you are interested in being a member of Site Council

HEALTH SERVICES & SCREENINGS

1. ILLNESS (see guidelines on page 11)

Morris Hill has a full-time school nurse.

- **Temperature** In the event a child has a temperature of 100 degrees or above, he/she will be sent home and must remain at home until he/she is fever free, *without medication*, for 24 hours.
- **Sickness** If a child is sick in the morning, he/she should remain at home for the entire day and return to school the following morning.
- **Staying in at recess** If your child is to remain in the building during his/her recess, a doctor's note is required.

2. MEDICATION

School staff cannot prescribe or give over-the-counter medications, i.e. aspirin, cough drops, Tylenol, etc. Parents must complete the medication form for the school nurse before medications can be dispensed. Medication must be in the original container provided by a pharmacy and the child will take them in the nurse's office.

3. HEALTH ASSESSMENTS

Health Screening programs are provided for dental, vision and hearing. School personnel are not authorized to diagnose or treat illness.

4. IMMUNIZATIONS

Proof of immunizations must be presented to the school at the time of enrollment. This means that the age-appropriate immunizations must have been completed prior to the child's attendance. Kansas law states we must have a copy of the immunization records within 30 days of their first day of school.

Illness Guidelines

Stay at Home

- Fever over 100 degrees and above with or without other symptoms
- Eyes inflamed/red with or without any discharge
- Drainage from Ear
- Lice/live bugs
- Diarrhea
- Vomiting
- Impetigo
- Rash-if contagious (based on professional judgment of school Nurse).

Return to School

- No fever for 24 hours without taking medication
- No redness/inflammation or drainage and treated 24 hours with an antibiotic, or a note from doctor that says the eye is not infectious
- When there is not drainage
- Once the child has been treated
- No diarrhea for 24 hours without medication or per Communicable Disease Manual
- No vomiting for 24 hours without taking medication
- After receiving medical treatment and a note is received from a doctor.
- Cover open lesions.
- Exclude from skin-to-skin sports or after curettage/or with doctor permission to return to school
- Must keep shoes and socks on for all activities
- Rash is gone or note from a doctor stating the rash is not contagious is received

Resources for diseases or symptoms not listed: Kansas Classroom Handbook for Communicable Diseases, Public Health Authorities, Physicians and K.A.R. 28-1-6