



Morningside Elementary

**Elementary Scholar/Parent Handbook
2021-2022 School Year**

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Dear Students and Parents:

The Faculty and Staff of Morningside Elementary School want to welcome you to the 2021-2022 school year!

The Morningside Student Handbook contains information that both students and parents will need during the school year.

The handbook is divided into three sections:

- **SECTION 1: Information specifically for parents regarding assisting their child and responding to school-related issues;**
- **SECTION 2: Valuable information for students and parents about programs, extracurricular and other activities; and**
- **SECTION 3: General information regarding school operations and requirements.**

Parents and students should also become familiar with the *Fort Worth Independent School District's Student Code of Conduct*, required by state law and intended to promote school safety and an atmosphere for learning.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

Please review the entire handbook with your child and keep it as a reference during this school year. If you or your child have questions about any of the material in this handbook, please contact your child's Teacher, the Counselor, or Administration (Principal or Vice Principal). Also, please complete and return the acknowledgment form, so that we have a record that you have received a copy of this handbook.

Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District's Policy Manual is also available online at **fortworthisd.org**.

We thank you in advance for your cooperation and support regarding the education and safety of your child.

Sincerely

Vanessa Cuarenta, Principal

SECTION I

YOUR INVOLVEMENT AS A PARENT

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (817) 814-0600 **for an appointment**. A teacher will usually return your call or meet with you during his or her conference period or at a mutually convenient time before or after school.
- Exercising your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- Removing your child temporarily from the classroom when an instructional activity, in which your child is scheduled to participate, conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level requirements as determined by the school and by the Texas Education Agency.
- Becoming a school volunteer. For further information, see policy GKG and contact our parent liaison at (817) 814-0600.
- Participating in campus parent organizations. Parent organizations include: PTA
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB.
- Attending Board meetings to learn more about District operations. Board meetings are held on the second and fourth Tuesday of each month, unless otherwise provided by the Board. [See policies BE and BED for more information.]
- **Signing up on our Parent Portal.**

GRADING GUIDELINES

A student must be present at least eleven days in a six-week reporting period in order to receive grades for the current six weeks. Prekindergarten and Kindergarten reports to parents are also sent home every reporting period and do not consist of numerical grades.

Grade reports for grade levels first through fifth are based on the following numerical breakdown:

91-100	Outstanding Progress
81-90	Good Progress
70-80	Satisfactory Progress
69 & Below	Failing

MEDICINE AT SCHOOL

Certification by the physician or dentist that the medication is necessary is required in order for the student to remain in school. In the absence of such necessity as certified by the physician or dentist, no medication of any kind shall be administered to any student. Medication brought to school must be in a labeled container and delivered to the school nurse. It will be kept in a locked cabinet.

STUDENT RECORDS

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. For purposes of student records, an “eligible” student is one who is 18 years or older. The law specifies that certain general information about FWISD students is considered “directory information” and will be released to anyone who follows procedures for requesting it. That information includes:

- A student’s name, address, telephone number, and date and place of birth.
- The student’s photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- The student’s dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.

The parent or an eligible student may prevent release of any or all directory information regarding a student. This objection must be made in writing to the principal within ten school days after the parent has been provided this notice.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes

eligible, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.

- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records.
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

TESTING

In order for students to do their best on any test, they must be comfortable and alert. Parents are encouraged to be aware of their child’s schedule and to assure that the child comes to school every day—but especially on test days—after:

- A good night’s sleep;
- A good breakfast; and
- Dressing for the weather or for the temperature inside the testing center.

STATE ASSESSMENT

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests in the following subjects:

- Mathematics, annually in grades 3–5 without the aid of technology
- Reading, annually in grades 3–5
- Writing, including spelling and grammar, in grade 4
- Science in grade 5

Test results will be reported to students and parents. Parents may review any assessment test that has been given to their child.

BIRTHDAY CELEBRATIONS

We love birthdays at Morningside Elementary and also value our instructional time. To ensure we don’t take away from too much classroom time, we’re asking that birthdays be celebrated only once a week on Fridays during the last 15 minutes of the day and without any interruption to instructional time. Parents must confer with the teacher to schedule the birthday celebration. Only store-bought snacks are allowed. If there is a food allergy, the parent providing the food must be notified. All food provided for the birthday celebration must be free from any ingredients that may cause allergies to any student in the classroom.

The following foods are restricted in elementary campuses at all times during the entire school day: soda water, water ices, chewing gum, and certain candies such as hard candy,

jellies and gums, marshmallow candies, fondant, licorice, spun candy, and candy coated popcorn.

***Parents & visitors will not be allowed to attend birthday celebrations in the classroom until further notice.**

CLASS PARTIES

There are only three classroom parties per year which will be held the last 45 minutes to one hour prior to dismissal time.:

Winter: held the day prior to winter break.

Valentine's Day: held on or close to February 14th.

End of School: held during the last week of school.

***Parents & visitors will not be allowed to attend classroom celebrations until further notice.**

Cupcakes, cake, ice cream, pizza, etc., will not be permitted during the lunch hour as it is in conflict with district policy and the Health and Food Services department.

Thank you for your understanding in this matter.

RELEASE OF STUDENTS FROM SCHOOL

EARLY DISMISSALS

Early dismissal of students is discouraged because students miss valuable instruction. However, for those occasions when an early dismissal is unavoidable, **students must be dismissed from the office**. Students will not be released directly from class without a dismissal from the office, and **students will not be released to anyone whose name is not on the student's emergency card. Picture identification is required for all persons picking up students for early dismissal. Please have it with you at all times.**
*** Early dismissals will NOT be given after 2:45 pm.**

A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

LATE ARRIVAL TO SCHOOL

Tardiness interferes with the child's learning as well as disrupts instruction. Students are tardy **after 7:51 a.m.** A child arriving late to school must get a tardy excuse from the office before reporting to class. We do require that parents provide a note or verbal reason stating why his/her child is tardy to school. Tardies will be heavily monitored this school year by the campus and the district. Parents will be notified when tardies become an issue.

****Students should not arrive to school no earlier than 7:30 a.m. Students are to be supervised while at school at all times, and no supervision will be provided before 7:30 a.m., therefore, students cannot be dropped off at the school before that time. There will be no exceptions.**

Withdrawal from School

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least **24 hours/one day** in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the principal's office. Textbooks must be accounted for prior to receiving withdrawal documentation.

PLEDGES OF ALLEGIANCE AND MOMENT OF SILENCE

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge to the Texas flag each day. Parents may submit a written request to the Principal to excuse their child from reciting the pledge if necessary.

A moment of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

SECTION II

CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities.

DAILY SCHEDULES

Individual homeroom schedules are available from the classroom teacher and from the front office. If you want to know a particular teacher's lunch or planning period, please contact the main office.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

[For additional information, see policy **CQ.**]

COUNSELING

The school Counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues. The Counselor may also make available information about community resources to address these concerns. You can reach our school Counselor, Mr. Ryan Uran, by calling (817) 814-0615.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

HOMEWORK

In accordance with Fort Worth ISD's homework policy, students will receive some type of homework at least **four nights a week (Monday-Thursday)**. Homework is a review of skills/objectives that have been taught at school. Sometimes, it may be necessary for a child to have homework over the weekend if he/she has neglected to complete assignments during the week or if a special project has been assigned.

RETENTION

Retention

Please be aware that a student's satisfactory performance on state exams, called the State of Texas Assessments of Academic Readiness (**STAAR**) is required for promotion. This requirement is for the following students:

- **Third graders- Must pass Reading and Math**
- **Fourth graders- Must pass Writing**
- **Fifth graders- Must pass Reading, Math, & Science**

A student who does not perform satisfactorily will participate in special instructional programs designed to help improve performance and will also have additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; the parent can appeal this decision, however, to the grade placement committee. Whether the student is retained or promoted, an educational plan for the student will be designed for the next school year to enable the student to perform at grade level.

[For further information, see policies at **EHBC, EI, and EIE**].

Students in all other grade levels will be subject to retention if the year end average falls below passing in the areas of Reading, Language Arts, and /or Math.

AWARDS AND HONORS

High Honor Roll

Students qualify for A Honor Roll for any six weeks, semester, or yearly grading period in which the student report card reflects no numerical grade lower than 91.

Honor Roll

Students qualify for A-B Honor Roll if the student has no numerical grade below 81.

Perfect Attendance

Students qualify to be recognized for Perfect Attendance if they have been present everyday during the six weeks grading period. Special recognition will be presented to students with perfect attendance for the entire year.

Outstanding Attendance

Students will be recognized for outstanding attendance at the end of the school year if they have missed three or less days for the entire year.

E Citizenship

Students qualify to be recognized for having E Citizenship or outstanding citizenship. Special recognition will be presented to students who received E Citizenship recognition for the entire year.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A parent with questions about these programs should contact the principal.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. **Books must be covered by the student at all times** and treated with care. A student who is issued a damaged book should report the damage to the teacher immediately. **Lost textbooks are the responsibility of the student.** The student to whom the book was issued will pay for lost textbooks. When a student withdraws from Morningside Elementary School, they are required to return all textbooks. In cases where textbooks are not returned and/or not paid for, report cards will be held at the end of the year.

SUMMER SCHOOL

Summer school is offered for academic and attendance reasons. Parents will be notified if their child is eligible or required to attend summer school.

SECTION III

OTHER GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents.

Policies

District-wide procedures regarding “**Letter Notification and Court Action**”

- The school will generate a letter of notification to the parent(s) on the third unexcused absence.
- The school will request a warning letter from the Attendance Control Office be sent on the fifth unexcused absence. A copy of the letter will be kept on file.
- The school will file a request for court action on the tenth unexcused absence within a six-month period. This request will be filed on the fifth unexcused absence following the warning letter.
- Upon the schools’ requests to take court action by the Attendance Control Office, no changes can be made to alter the status of that student’s attendance profile.

Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

COMMUNICABLE DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or Principal so that other students who might have been exposed to the disease can be alerted.

[Further information may be found at policy **FFAD**.]

BACTERIAL MENINGITIS

State law requires the District to provide the following information:

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

HOW SERIOUS IS BACTERIAL MENINGITIS?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

You should seek prompt medical attention.

WHERE CAN YOU GET MORE INFORMATION?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health

department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Texas Department of Health, <http://www.tdh.state.tx.us>.

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy—even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or campus standards of grooming and dress.
- Follow all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.
- The SCOC is also available online.

APPLICABILITY OF SCHOOL RULES

To achieve the best possible learning environment for all our students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The District has disciplinary authority over a student:

- During the regular school day and while a student is going to and from school on District transportation (i.e. buses)
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When a student commits a felony, as described by Texas Education Code 37.006.
- When criminal mischief is committed on or off school property or at a school-related event.

CELLPHONES AND PERSONAL EQUIPMENT

Students in prekindergarten–grade 5 are not allowed to possess telecommunication **devices** while on school property. The Fort Worth ISD Board of Education approved a student cell phone policy **that prohibits students from using cell phones, or any other telecommunications** item that would be considered a distraction to the educational enterprise while the student is on school property.

Cellphones will be confiscated from students using their cellphones during school hours and a parent/guardian will have to collect it from a school administrator.

BULLYING OR TAUNTING BEHAVIOR

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

HARRASSMENT (on the Basis of Race, Color, Religion, National Origin, or Disability)

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or principal.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the teacher, counselor, or principal. The allegations will be investigated and addressed. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- FWISD is a uniform district. Uniforms will be worn Monday – Friday with the exception of Friday being Spirit Day. Our uniform policy includes khaki, dark blue or dark blue jean shorts/pants; white or navy collar shirt, or a knit polo or button-down shirt. *** *Light blue, yellow, or red shirts are not permitted****. Girls may also wear the navy, khaki, or navy-plaid jumper or skirt.
- Tank tops, regular undershirts, body shirts (boys), and halter-tops (girls) are not acceptable attire for school.
- Shirts should not depict unacceptable or derogatory messages or with pictures. Shirts must be free of any logos. Refer to the Student Code of Conduct.
- Shorts must be knee-length-walking shorts. Skirts must also be knee-length.
- Closed-toed shoes (preferably tennis shoes) are required for physical activities during physical education and/or recess. (Flip-flops, sandals, etc. are not acceptable).
- Sagging pants are not allowed while on school. Students are expected to wear a belt. This policy will be monitored and supported by campus and district personnel.
- All shirts must be tucked in. This will ensure the safety of our children.
- Procedures for Dress Code violation:
 - 1st offense: Warning call home

- 2nd offense: Written notice and call home
- 3rd offense: Parent Conference
- 4th offense: Office referral

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health.

Accident Insurance

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses, in the event of injury to their child.

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury.

TexCare Partnership/Children's Health Insurance

TexCare Partnership offers free low-cost health insurance for most Texas children ages birth to 18 through the NEW Medicaid program or the Children's Health Insurance Program (CHIP). Enrollment in Medicaid is for six months and in CHIP for 12 months. At the end of this enrollment period you must renew your coverage. Information will be sent to you in the mail when it is your time to renew. If you have any questions about renewal or applying for TexCare Partnership, please call 1-800-647-6558.

Drills: Fire, Tornado, and Other Emergencies

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Fire Drills

- Fire Alarm leave the building
- 1 bell halt; stand at attention
- 2 bells return to the room

Tornado Drills

- Radio Alarm students will move quietly but quickly to the designated locations
- 5 bells return to classroom

Lock Down Drills

No bells are sounded. Students are to take cover in a hidden location inside their classrooms until Administration gives an all clear.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information.

EMERGENCY SCHOOL CLOSING INFORMATION

An emergency closing form has been sent home for each student. It is very important that parents return this form to the school as soon as possible. This form advises the school personnel how your child will go home in the event of an emergency closing. If emergency instructions are not available, then the student will be sent home in the regular manner.

SCHOOL FACILITIES

- **Breakfast** 7:40 a.m.-7:50 a.m. (In classroom)
- **Pre-Kinder** 7:50 a.m. – 2:15 p.m.
- **Kinder – Fifth Grade** 7:50 a.m. – 3:00 p.m.

Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately. **Students not picked up by 3:10 p.m. must report to the auditorium or front office.**

CAFETERIA SERVICES

The District participates in the National School Meal Program and offers students nutritionally balanced lunches daily. Morningside participates in the Community Eligibility Provisions project (CEP) where all students receive free lunch. Snacks are not free. Parents will still need to fill out a lunch application from nutritional services. Information about a student's participation is confidential.

Meal Prices:

	<u>Regular</u>	<u>Reduced</u>
Breakfast	\$0	\$0
Lunch	\$3.25 (adults	\$0

Library

- The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.
- Our school library is open to the entire Morningside family. In most cases, the length of circulation for materials is one week. The number of items a patron/student may circulate at any given time depends upon a combination of factors including, but not limited to, the student's grade level and history of overdue items. The length of the circulation depends upon the media type. No fines are collected under any circumstances. However, patrons are assessed fees for damaged books. A flat rate of fifteen dollars (\$15.00) is applied to all lost books.
- PK-1st 1 book
- 2nd-5th 1-3 books
- Parents 5 items

TRANSPORTATION

School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent.

BUSES

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

Consequences for misconduct will be:

- | | |
|-------------------------|--|
| 1 st offense | Verbal Warning by the bus driver |
| 2 nd offense | Verbal warning by school administrators; parent contact by the school administrators |
| 3 rd offense | Bus Infraction written by the bus driver |
| 4 th offense | Bus Contract- No bus riding privileges for 1 week |
| 5 th offense | Possible permanent loss of Bus privileges |

DROP-OFF and PICK-UP

We at Morningside advocate **SAFETY FIRST** when it comes to our students. The street space and parking space is very limited and we ask for your cooperation and support throughout the school year to make sure that our students arrive and leave safely.

- Students will have designated entry points into the building determined by grade level. Once inside, all students will proceed to their designated waiting area.
- **Pre-K** students will be released at 2:15 pm. Students will be **picked up** by the alley located on the side of the building.
- **KG-5th grade** students will be released at 3:00 pm. Parent pick up will be in the Alley if student is riding in a car, or at the **Ram Patio** if student is walking with parent.
- Do not stop at the cross walk in the parking lot to drop off your child. Proceed all the way into the parking lot area so that you are not blocking traffic. Please follow the directions of the signs.
- Please refrain from parking your vehicle in front of the main building during arrival and dismissal times. This area has been reserved for our vans and school buses.

SCHOOL VISITORS

Parents and others are welcome to visit our school but we are still enforcing COVID-19 safety precautions. You must schedule your visit for the safety of those within the school and to avoid disruption of instructional time. All visitors must first report to the office for a visitor's pass. **Teachers must approve and be aware of the visit. Parents cannot be around any other students other than their child. Again, all visitors must first check into the office for a pass.**

***At this time, lunch time parent/guardian visitors are not allowed in the school building until further notice.**

DIRECTORY INFORMATION

Certain information about district students is considered directory information and will be released to anyone who follows the school district's procedures for requesting it unless a parent objects, in writing, to the principal within ten (10) days after issuance of this notice. Directory information includes a student's name, address, telephone number, date and place of birth, participation in officially recognized sports and other activities, date of attendance, awards received in school, most recent previous school attended, and other similar information.

If you, as the parent or guardian of a minor student, object to the release directory information concerning your child, you must notify the school, in writing, within ten (10) days. No response is required unless you refuse to allow this information to be made public.

APPENDIX I
ACKNOWLEDGMENT OF REVIEW FORM

My child and I have received and reviewed the Morningside Elementary School Student Handbook and the Student Code of Conduct for 2021-2022. I understand that the handbook and Code of Conduct contain information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____