

Frank Morgan Elementary School Family/Student Handbook



Home of the Mavericks
2023-2024

School Administration

Principal, Lisa Davis
Assistant Principal, Ross McNeil
Instructional Facilitator, Kelly Ryan

School Information

3210 Village Point Drive
Clemmons, NC 27012
(336) 703-4148 (office)
(336) 712-1540 (fax)

Vision Statement

Morgan Elementary School is a place where all children feel loved, respected, and encouraged to develop to their fullest potential.

Mission Statement

Morgan Elementary School will be an inclusive community that supports the physical, social, emotional, and academic needs of our diverse learners.

Morgan's Core Values

Compassion - Integrity - Trustworthiness - Collaboration - Accountability

General Information

School Hours

- 7:25 am-2:25 pm (*Tardy bell will ring at 7:55 am)

Office Hours

- 7:00 am-4:00 pm

Arrival and Dismissal

Arrival Procedures

Students may arrive at 7:25 am, enter through the front doors and then report to their classroom. No student will be admitted prior to 7:25 am, as there will be no adult supervision. We recommend getting in our car rider line as soon as possible so that your child is not tardy to school. Our line runs very smoothly and there is little traffic. It is helpful if your child unbuckles once you round the last corner, so they are ready to get out of the car. Our staff is here to greet your child by opening the door so they can start their day with a smile. Students will proceed into the building for breakfast and start their learning day.

Students who arrive after the 7:55 am tardy bell must be accompanied to the school office by a parent/guardian for admittance into the school.

Late Arrival

When students arrive at school late, this disrupts their class and decreases their

opportunity for instructional time. Cars that are past the cutoff (crosswalk) 7:55 are not considered tardy. Cars that are not at the cut off (crosswalk) at 7:55 will have to park and walk their student in. These students are considered tardy. Students that ride the school bus will not be considered tardy if the bus arrives after the start of school. If your child is late to school, an adult must sign the student in at the main office. The child will receive an “admit to class” note to give to their teacher. Do not drop your child off in front of the school alone after 7:55 am.

- An adult must accompany and sign in the student in the front office if they are tardy or leave early.
- Students arriving past 7:55 am will be counted as tardy.
- Five unexcused tardies = 1 unexcused absence
- Students have to arrive before 11:15 AM to be counted present for the day.
- Students arriving after 11:15 AM, or leaving before 11:15 AM, are counted absent.

Tardy Policy (begins 1/29/2024)

Students are considered tardy if they arrive in our building after 7:55.

Our staff members begin unloading cars at 7:20. From 7:25 - 7:55 students can come into the building and get free breakfast, check in with their teacher and get started on their morning work.

If the student is walking into the building when the bell rings, we will supervise the student, but they will be counted tardy. Parents arriving at 7:55 or later will need to park and walk their child in. Students who arrive on a late bus are not considered tardy.

Dismissal Procedures

Dismissing over 700 children *safely* is our job. We need your help to make things run smoothly during this time. Students will not be dismissed from classrooms for checkout after 2:00 pm (*no exceptions*). All afternoon early checkouts must occur prior to 2:00 pm. Our office gets very busy during dismissal, and our focus will be on the students and their safe departures. Limiting distractions after 2:00 PM helps us to create a safe, orderly dismissal. If possible, please schedule appointments outside of this window. If you are picking up your child within the early dismissal window, please wait in the designated area outside of the office until your child is dismissed. Please help us maximize instructional time by keeping early dismissals to a minimum throughout the school year.

Dismissal for all students (car and bus riders) begins promptly at 2:25 pm.

- **Walkers** will be dismissed at 2:25 and will meet their families by the bus parking lot. If your child is a walker, they will need to be added to our walker list. Please reach out to your child’s teacher so she can inform the office that your child will be a walker on a daily basis. We don’t want to switch between car rider line and walker - as this can get confusing when dismissing numerous children and can compromise safety. Parents must park at the pond and walk to the front door (flagpole) to get their child. Parents of walkers are not allowed to park in the parking lot - as this space is for car riders.
- **Car riders** will be dismissed at 2:25 to the gym where they will be supervised until they hear their name called for dismissal. During this time, parents or guardians will be giving the information (child’s name) to our staff so they can relay this information to the staff inside. This line runs smoothly, but sometimes children are not listening for their name to be called. Please talk with your child about the importance of staying alert to hear their name so the car rider line runs continuously. Parents of car riders who do not arrive an hour after dismissal will incur a \$10.00 late fee. If you

need after school care, please reach out to Imprints Cares or the Jerry Long YMCA about their program offerings.

- **Bus riders** will be dismissed when their bus is called. They will be escorted to their bus and our K students will sit up front on the bus. You can follow bus arrivals/departures following the app, Here Comes the Bus (District/School Code 74254), to monitor your child's arrival to and from school.

Need to make changes to afternoon dismissal?

- In order to change your child's afternoon transportation, a parent/guardian must send a signed note to their child's teacher or email morgantransportation@wsfcs.k12.nc.us (by 1 PM). Phone calls for transportation changes will only be accepted in case of an emergency. No transportation changes will be made after 1:00 pm. Please do not Dojo your changes to the teacher, as teachers may not see the changes before dismissal.

Attendance Policy

North Carolina law requires school attendance for school aged children 7 and up. When a child is absent from school the absence will be recorded as "excused" or "unexcused." Excuse notes must be given to the classroom teacher upon the student's return to school. The following are listed in board policy (AR 5110) as permissible excused absences:

1. Illness or injury
2. Quarantine
3. Death in the immediate family
4. Medical or dental appointments
5. Court or administrative proceedings
6. Religious observances
7. Educational opportunity (form (located on website) must be submitted two weeks in advance) and approved by the principal

Absence Notes

A written note needs to be sent to the teacher following your child's absence. You can either send this in to the office or upload to the Morgan Elementary Excuse notes ([absence form](#)).

Children cannot stay in school if they have a fever of 100.4 degrees or above, nausea, vomiting, diarrhea, pink eye, untreated lice or any undiagnosed rash. If a child leaves school for a fever of 100.4 degrees or higher they will not be able to return to school until they have been fever free for up to 24 hours without the use of fever reducing medication. If a child leaves school for vomiting, they cannot return to school for 24 hours after the last episode. Please refer to the Winston-Salem/Forsyth County Schools Student Code of Conduct for additional information.

Educational Leave

According to School Board policy AR 5110, advance permission must be obtained by the principal to excuse an absence for educational purposes. This form should be submitted to

the principal no later than 10 days prior to the educational opportunity. This form can be printed and emailed or sent via the office to the principal.

AR 5110 (Educational Opportunity): *When it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval for such an absence must be granted prior to the absence. This would include but is not limited to a student serving as a legislative page or a governor's page. The Prior Approval Form must be completed by the parent/caretaker/legal guardian 10 days in advance and submitted to the Principal in order for absences to be excused. An educational opportunity should not exceed 5 days per semester or ten days per school year.*

[Educational Leave Request Form](#)

Accidents on Campus

Staff recognizes that accidents will happen during the day while students are on campus. Students who injure themselves on the playground, in the hallway or classroom will be directed to the Nurse's office. The Nurse and/or other designated individual will examine the child and provide recommended next steps (ex: ice, heat compress, band-aid, etc).

In the instance that a child hits/injures their head during school hours, the Nurse or other designee will recommend that the parent be contacted. Upon contact, it will be recommended that the parent take the child to a medical professional to be examined for a concussion. The student will need to provide a doctor's note to return to school.

Medications

We can only distribute medication to students with a medical form. If you need medication given to your child during the school day, please request a medication authorization form, which must be signed by the doctor and the parent. Unfortunately, there are no exceptions to this policy.

Medications need to be brought to school by an adult. Please call the administration if this is a hardship.

Visitor Policy

- All visitors must ring the doorbell, show ID and report inside the front office to sign into Ident-A-Kid system in order to be permitted inside the building.
- If you are volunteering in the classroom for a special event, you must be an approved volunteer. You can find the information here: <https://www.wsfcs.k12.nc.us/site/Default.aspx?PageID=118988>
- If you would like to observe your child's classroom. Administration must be emailed two days prior to the request. Observations can last up to 1 hour at a time unless otherwise approved.

Visiting Lunch Procedures

- Please have your identification ready to be scanned for entry.

- Please meet your child in the cafeteria area. Do not go to the classroom to meet your child.
- Please sit in the designated area in the back of the cafeteria for parent/child lunch times.
- Please make the child's teacher aware of your visit, when possible.
- When lunch is complete, return directly back to the Main Office to drop off your ID badge and check out. We ask that you do not linger after lunch as this interferes with instructional time
- The use of food delivery services to provide lunch for students during the day are not permitted. Any student that does not have lunch, will be provided the opportunity to go through the school cafeteria line.

Birthdays

We know that birthday celebrations are important, and we welcome the opportunity for you to come celebrate your child's special day at school. To make sure that we maximize the school day, all birthday celebrations will be held during lunch (unless otherwise arranged with the teacher). Parents are welcome to bring a light snack for classmates to celebrate, such as cupcakes, chips and/or punch. Balloons are not permitted on premises, as well as "party decorations".

**Please be sure that you contact your child's teacher ahead of time to make arrangements.

Breakfast Procedures

- Breakfast is provided each day at Frank Morgan free of charge.
- Please drop your son/daughter off each morning by 7:55 am to ensure that they have time for a healthy breakfast to start the day.
- Breakfast will not be offered after 8:30 am in order to prepare for lunch.

Lunch Procedures

All students at Morgan Elementary School will be provided free breakfast and free lunch. If they wish to purchase anything additional, they will need to pay for these items. You can add money to your child's lunch account via <https://www.wsfcs.k12.nc.us/Page/55269> (my School Bucks).

Food delivery services are not permitted at Morgan Elementary. This distracts from our front office duties and compromises safety of our campus.

Parent Contact Information

- In case of emergency, please make sure the front office and your child's teacher have a current working number updated in PowerSchool.
- Change of addresses should be updated each year. If you move, you will need to provide proof of residency (mortgage/lease agreement, power/water bill) to our Data Manager, Jenn Love. If you move within our zone, your child will still be provided transportation. If you move out of our zone, your child can still attend school at Morgan, but you will have to provide transportation.

Volunteer Policy

If you are interested in chaperoning a class field trip, serving as a classroom/school volunteer or as a student mentor, you will need to contact our Volunteer Coordinator (Assistant Principal). Level 2 volunteers need completed applications, WS/FCS school board approval and a criminal background check prior to any interaction with students.

<https://www.wsfcs.k12.nc.us/site/Default.aspx?PageID=118988>

Volunteers who serve during the day in the school building, will need to sign in/out. A tag will be given to identify your purpose in the school building. The safety of our children is our priority, so we appreciate your understanding of this process to volunteer.

Backpacks

Children should have a backpack labeled with his/her name. These backpacks will be used to transport finished work and other school items back and forth on a daily basis. Please make sure the backpack can carry the child's work, a lunch box (optional) and a large library book. A bag that is too small is difficult for a child to pack and increases the chance of notes/work being lost. Please check your child's backpack each day.

School-wide Communication

Tuesday Folders

Each Tuesday, folders filled with information will be sent home with your son/daughter in their backpack. These folders may contain forms that are time sensitive and need to be returned by the next day. Please be sure to check your son/daughter's folder each week for important announcements, news and updates from the school.

Class Dojo

In an effort to effectively communicate with all of our parents, Class Dojo will be used by all staff in corresponding with families. Teachers will make all attempts to get a working number or email address for parents during Open House or at least within the first two weeks of school. This information will be used to communicate with the parent via Class Dojo. Class Dojo involves two way messaging. Teachers will not have time to respond to Dojo messages that are sent during the day. If you need something immediately, please contact the office.

Website

Our website is updated regularly and you can find important information located here.

<https://www.wsfcs.k12.nc.us/morgan>

Twitter, Instagram

Please follow Morgan on twitter and instagram for updates of what is happening here at school.

PTA Facebook

Our PTA does a great job of posting important information on their facebook page - Morgan Elementary PTA.

Discipline Policy

The new WS/FCS Code of Character, Conduct and Support was implemented during the 2022-23 school year. The purpose of the Code of Character, Conduct and Support is to ensure that all students receive equitable strategies towards the promotion of positive behaviors in order to maintain a safe, engaging and supportive learning environment.

WSFCS District Rules

1. I respect others' personal space
2. I respect and value everyone's individual and collective dignity and identity
3. I arrive on time, stay in class, and have a pass/permission to travel in common areas
4. I listen, acknowledge, and respond to directions and requests
5. I communicate respectfully and use school-appropriate language

Morgan Elementary Rules

1. Be Kind
2. Be Safe
3. Be a good listener

By following all these rules, you are a respectful citizen of our school community.

Be...your best Maverick!

Hallway

1. Be safe and help others when you can.
2. Be quiet - others are learning..
3. Be a good listener and follow directions.

Cafeteria

1. Be respectful of others in the line and while seated.
2. Be ready to order, use your manners and use your time wisely.
3. Be patient, follow directions, and clean up after yourself and others.

Bathroom

1. Be respectful of personal space.
2. Be sure to wash your hands.
3. Be helpful and keep the bathroom clean.

Any referrals made to the office will follow the new Disciplinary Response Cycle:

- Referral
- Accountable Consequences
- Restorative Interventions
- Close the Loop

Classroom teachers have autonomy in using a classroom behavior system in addition to Class Dojo but will reinforce the school rules and procedures consistently.

Cell Phones and Other Smart Devices

We recognize that many students bring cell phones with them to school. Cell phones are to be turned off and left in a student's backpack during the school day. We also recognize that many students have smart watches or other smart devices that connect to their cell phone. These devices cannot be used in a way that causes a distraction to the learning environment. This includes, but is not limited to using them in a manner to communicate with others during the school day, playing games, etc.

Students who use their cell phones to monitor medical conditions that are outlined in a medical care plan provided by the school nurse, 504, and/or IEP are permitted to use devices for their intended purpose.

Grading

Students in K - 2nd grade use a standards based report card. This means that your child will be assessed on each academic standard and you will see progress towards the goals of these standards. Third through fifth graders are given a traditional report card with letter grades. Report cards are given every nine weeks. Please put two postage stamps on the report card envelope when it is sent home after the first quarter. The reason for this is that report cards will be mailed in the fourth quarter. Per school board policy, grades are updated weekly.

Important Dates to Remember

Please see WSFCS school calendar - <https://www.wsfcs.k12.nc.us/Page/123390>