



**Fletcher Morgan Jr. Elementary**

**Parent Handbook**

**2021 – 2022**

**Brian Gibson, Principal**

**Stacie Quarles, Assistant Principal**

***Panthers Always Pursue Excellence!***

### **School Hours**

- Front Office Hours: Monday – Friday 7:00 a.m. – 4:00 p.m.
- Student School Hours: 7:30 a.m. – 2:55 p.m.

*The campus opens at 7:00 a.m. daily. Please be advised that if you drop students off before this time, there will not be a staff member on duty to supervise students. The tardy bell will ring at 7:30 a.m. All students will report to class unless they are eating breakfast in the cafeteria*

*This handbook has been designed to give you a quick, brief list of answers to questions, which may arise, concerning Morgan Elementary School's operational procedures.*

*Our campus wide newsletters will supplement the information herein, but if procedure or policy questions are still unanswered you may refer to the Elementary Student Handbook or contact our school to clarify these concerns (*

*<https://www.lcisd.org/docs/default-source/students-parents-documents/elementary-education/2021-2022-elementary-student-handbook.pdf?sfvrsn=6>)*

## Message From Brian Gibson, Principal

Welcome to Morgan Elementary! Morgan Elementary is the 29<sup>th</sup> elementary campus in Lamar Consolidated Independent School District located in Fulshear, Texas. Home of the Morgan Panthers, we believe ALL students within our diverse population are unique and WILL BE successful. We commit ourselves to guiding ALL students towards academic excellence and growth. To reach this goal, we will provide a child-centered instructional program within a safe, creative environment. Together, we will maintain accountability for measurable results and continued growth for EVERY student.

## Academic Grade Reporting

Report cards and progress reports for grades PK-5 will be issued four times per year. Report cards reflect your child's academic progress, classroom conduct, and attendance. Report cards and progress reports will be distributed electronically at the end of each progress and report card grading period.

## Attendance

Student attendance is of vital importance to the child and to the school. Children not present when attendance is taken at 9:30 a.m. are counted absent. The only exception to this requirement is for a student returning to school the same day as a medical appointment with a note from the health care provider.

When your student is absent from school, the student upon arrival or return to school, and within 5 days of the absence must bring a note signed by the parent, medical professional, or court official giving the date(s) of the absence(s) and describing the reason for the absence. The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused.

**Please note:** When a student is absent from school due to **personal illness**, the student upon return, or within 5 days of returning to school, must submit a note signed by a parent giving the date(s) and describing the reason for the absence. Parent notes may be sent by email but must come from a parent's verified email account. The note or email must be sent to the campus attendance clerk. Up to 5 personal illness notes per school year will be accepted for an excused absence. If this number is exceeded, then all additional absences will be referred to the Campus Attendance Review Committee. If a student is absent 5 consecutive school days or more, a doctor's note is required within 5 days of the student's return to school for the absence to be excused.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused.

**\*Please refer to *2021-2022 ELEMENTARY STUDENT HANDBOOK for exemptions to compulsory attendance and when absences are considered unexcused.***

## Birthday Treats

Parents wishing to bring birthday treats to school must adhere to the following guidelines:

1. Birthday treats must be store bought – no homemade items.

2. We are a NUT restricted campus, not a nut free one. We are allergy aware and we have both identified and unidentified allergens on campus.
3. All items brought in for birthdays must have an ingredient list on them. If there is not an ingredient list, the parents should ask for one to be placed on the item when it is purchased.
4. Birthday treats are served during the last ten minutes of lunch – in the cafeteria.
5. Upon arrival that morning, the student will need to bring the birthday treats to the front office so the ingredient list can be reviewed by a staff member and stickered accordingly. If the student is unable to bring them to school him/herself the parent may leave the treat in the front office prior to 10:00 a.m. for delivery by a staff member.

\*Students are **not permitted to pass out goodie bags or birthday invitations at school.**

Teachers are not permitted to distribute birthday invitations to students; however, our Friends of Morgan Parent Teacher Organization will be creating a Morgan Elementary Student Directory. Parents who opt in will be able to invite their child's classmates to birthday parties and any other social events that take place outside of school.

### Communication

During the school year, you can look forward to our weekly campus newsletter (**The Panther Press**) with campus-wide information every Friday by 8 p.m. Please ensure that your Skyward email is up to date so that you receive this communication.

Our campus website address is: <https://www.lcisid.org/campuses/morgan/home>. Our website will contain important information parents will need to know.

Our teachers will communicate with parents and students via Canvas weekly with classroom and grade level updates. Please be sure you are signed up with Canvas! Canvas streamlines classroom communication! It is a "one stop shop" dashboard for you to stay "in the know" with upcoming classroom happenings, due dates, assignments, and links for your students to access additional resources that your child will need to find success. <https://www.lcisid.org/students-parents/canvas/canvas-information>

Tuesday folders will go home with students weekly. Graded papers and documents that require your attention

You can also follow us on Facebook. (<https://www.facebook.com/FletcherMorganES>) On our social media platform we post pictures of the fun and interactive learning taking place as well as other current happenings and updates!

Lastly, our front office is always available to answer any questions or concerns. Our front desk clerk and campus secretary are available Monday through Friday 7 a.m. – 4:00 p.m. if you have any additional questions or concerns.

### Deliveries

In order to minimize interruptions during instructional time, classroom deliveries will only be made at **10:00 a.m. each day**. Items that may be delivered at this time include snacks, birthday treats, and library books. **Exceptions to this policy include eyeglasses and coats**. All homework assignments will be placed in

the teacher's mailbox for pick up at the teacher's earliest convenience. All items brought to school for delivery must be labeled with the student's name and teacher's name.

Balloons, flowers, gifts, and party favors, etc. for students are not to be delivered at school at any time as they can cause a disruption in the classroom.

### Dress Code

At Morgan Elementary, students can wear the clothing of their choice, as long as it conforms to the LCISD Dress Code Policy.

Access the dress code policy in the LCISD Elementary Student/Parent handbook.

<https://www.lcisd.org/departments/academics/elementary-education> (Dress and Grooming: Pages 34-36)

### Homework

Homework is an essential part of the academic program at Morgan Elementary. As such, homework will be assigned on a regular basis. Here is a list of our basic homework guidelines:

- Homework does not have to be extremely long and difficult. It can involve a task such as taking papers home to be signed. Correcting papers with your child may also be considered as homework;
- Work that has been introduced and studied in class will be assigned for homework;
- Oral and written practice with math facts, and reading at home are all activities that are beneficial to your child. Although the school is responsible for providing children with educational opportunities, no child learns to read or to compute exclusively at school;
- Each grade level will have a homework policy; parents will be made aware of this policy so you will know what to expect;
- Homework will not be sent home on the first day of a student's absence. Homework for students who are absent for more than one day should be requested before 10:00 a.m. by calling the front office at 832-223-6200. The requested homework may be picked up after 3:30 p.m. at the front office, or sent home with another student; or homework will be sent home once the student returns.

Please encourage your child to remember his/her papers, books, etc., at the end of the day. Staff will not be able to go back to classrooms searching for left items and student will not be permitted to go back to classrooms to get left behind items.

### Lost and Found

Please mark all items of clothing, lunch boxes, and supplies with your child's first and last name and the name of his/her homeroom teacher. This enables us to return lost items to a child. Student property that is not labeled will be placed in the school "Lost and Found." Students and parents are encouraged to periodically look through the "Lost and Found" for missing items. Jewelry, glasses, money, and any small items will be placed in the front office.

### Lunches/Breakfast

Please note that for the fall semester, **we will not be permitting visitors at lunch**. This is due to limited space in our cafeteria. Parents that wish to bring their child lunch may drop it off in the front office. We will look forward to welcoming lunch visitors during the spring semester!

**Lamar CISD has announced its participation in the Seamless Summer Option for the 2021-2022 school year, offering healthy meals every school day to all students at no cost.**

Typically, a student's household must meet income eligibility requirements to qualify for free or reduced-price meals. However, the United States Department of Agriculture (USDA) issued guidance that allows schools to offer meals to all students at no cost for the 2021-2022 school year.

While no application or eligibility determination is required for our students to receive free meals this school year, income eligibility requirements will likely resume in the 2022-2023 school year.

*Extra lunch entrees and a la carte items are not included with the no cost meals.*

## **MEDICATION**

All medications should be given at home; however, if a student has a health condition that requires medication to be given at school, the following guidelines will be strictly adhered to:

1. All medications must be furnished by the parent/guardian and given to the School Nurse immediately upon arrival at school and kept in the clinic at all times.
2. All medication must be sent in the original container and must be properly labeled with the student's name, in addition to all information on the medication's manufacturer's label. Prescription medication must be in the original container with the original pharmacy label intact. 41 2021-2022 ELEMENTARY STUDENT HANDBOOK
3. All medication must be accompanied by a written request signed by the parent/guardian identifying the student, the medicine, the amount, time(s) it is to be given, and the length of time the student will be taking the medication.
4. A written order signed by a doctor, specifying the student's name, the name of the medication, the dosage, and the time(s) it is to be given must accompany any medication that:
  - is to be kept or given at school for more than 6 weeks, (FFAC Local)
  - is to be kept on the student's person (i.e., asthma inhalers, diabetic supplies, EpiPen's etc.) during the school day. The doctor's order must specify that the student is to keep the medication with him/her while he/she is at school.
5. Doctor's orders and parent authorizations for routine medications must be updated at the beginning of each school year, even if the medication and dosage remain the same as the previous year. Parent authorization and physician order forms for medication that is to be given at school are available in the School Nurse's office of each campus or on the campus website.
6. Medications must be approved by the Federal Food and Drug Administration and manufactured in the United States.
  - Prescription medications must be prescribed by a healthcare practitioner with legal authority to write a prescription in the state of Texas.
  - Each student, for whom medication is kept at school, shall be photographed for the sole purpose of identification.
  - Unused medication that is considered to be a controlled substance will not be sent home with students. The parent, or parent's designee, must retrieve the medication from school.

### Meeting with the Teacher

Each teacher has a daily planning period. During this time, they may be available to meet with you. It is best practice to schedule a meeting directly with the teacher through email or telephone. Teachers are not available to meet in the morning prior to school without an appointment. Teachers have duty at 7:00 a.m. and are preparing for their day. If you have an immediate concern, you can contact the teacher for an appointment or email the teacher your concern. They will respond to you as soon as they are able to during that day. Teachers should respond to concerns within 24 hours.

### Meeting with Administration

If you want to meet with the principal, assistant principal, or the counselor, please schedule an appointment through the clerk or the school secretary. We know that your concerns are important, and we do our best to meet or speak with you that day. We do ask that you contact the teacher about concerns to try and resolve them prior to contacting administration.

### PBIS/Student Discipline

*PBIS is an acronym for “Positive Behavior Interventions and Supports.”* It teaches school-wide, positive expectations to maximize instruction time while minimizing negative behaviors. PBIS encourages teachers to become proactive in the way they manage their classroom. It allows our school to work effectively with students and parents to offer interventions and supports that ensure positive behaviors are exhibited by students in the school community. We will use a school wide tracking system to track student behavior and build points for weekly incentives.

Acceptable behavior is important and required at Morgan Elementary. Students are expected to observe school and classroom regulations. Proper discipline will be discussed with students, and expectations will be defined. Communication and cooperation between home and school results in the best, most effective, and most desirable outcomes. All disciplinary matters requiring the attention of a campus administrator will be handled according to The Student Code of Conduct and guidelines set forth in the LCISD Elementary Student Handbook.

### Release of Students From School

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place in order to document parental consent:

- For all students, a parent or otherwise authorized adult must come to the office and sign the student out. A child will not be released to anyone who is not listed on the student emergency contact for the current year. Please be prepared to show photo identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to

campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

- If a student becomes ill during the school day and the School Nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school.
- If you take your child out of school before dismissal time, you will need to report to the office to sign him/her out. Your child will stay in the classroom until you arrive. If it is necessary for someone other than the parent/guardian to pick up your child, that person must be named on the emergency contact. If not, the parent/guardian must send a signed, dated note with the child. The person picking up your child must show photo identification to the office staff. Accumulated time of early pick-ups is calculated by minutes in lost instruction time. Request to check out your child must be done prior to 2:00 p.m.
- Any changes in the normal transportation of your child must be stated in writing with a parent/guardian signature. We ask for everyone's help in not making changes frequently. However, we understand that in rare cases, unexpected changes will need to happen. These can be called in to the front office by 2:00 p.m. **We are not able to process changes after 2:00 p.m.** This includes parents that come to the campus without prior notice to pick up their child. Any change in transportation arrangements for any student requires a note to the teacher. Make sure you write your child's first and last name, teacher's name, and indicate the date (s) for the change and how the child is going to get home. We ask that parents **not email** the change since there may be times that a teacher is not in attendance or does not have a chance to read their email. Please keep in mind that we are coordinating the safe dismissal of 1000 plus students between both schools.

### Tardy Policy – Late Arrival/Early Departure

According to the elementary parent handbook, students are considered tardy if they are not in the classroom at 7:30 a.m. When students arrive tardy or if they are picked up early from school, it results in loss of instructional time. While we realize there are extenuating circumstances, we want to make sure students are not missing out on learning opportunities.

*1st Tardy* - Tardy notice sent home

*2nd Tardy* - Tardy notice sent home

*3rd Tardy* - Teacher contacts parent/written notice sent home

*4th Tardy* - Lunch or recess detention and a referral entered in Skyward/Administrator contacts parent

*5th Tardy* - Lunch or recess detention / a referral entered into Skyward and sent home

*6th (plus) Tardy* - After school detention/Family Support Specialist visits home OR contacts parent

### Transportation

#### **Car Rider Arrival While Morgan Operates At Huggins**

The car rider line entrance is located off Katy Fulshear Road, next to The Rocking Horse Nursery School (see traffic pattern). Assigned staff will be at the front of the school to greet your students. Parents, please wait until you reach the first available staff member before your child exits the car. We ask that your child is ready when it is time to unload. This includes having their Smart Tag Lanyard (Morgan students will have

their purple Morgan lanyards) and backpack on. For safety reasons, we are not able to unbuckle safety restraints. All students will exit the car on the side closest to the building. If your student is a Huggins Hound and in Kindergarten, First, or Second Grade, they will enter through the front doors. Third, Fourth, and Fifth Graders that attend Huggins can enter through the front gate to the portables unless they need breakfast. If your student is a Morgan Panther and in Kindergarten or First Grade, they will enter through the front doors. If they are in Second-Fifth Grade, they can enter through the front gate to the portables unless they need breakfast.

Please stay in a single-file line and refrain from passing any vehicles. As a reminder, our doors open at 7:00 am.

Please do not drop off your child before then, as we do not want them left unattended. Parents will not be permitted to park in the north or west lots and walk their students to the building. Please help keep our students safe!

### **Car Rider Dismissal While Morgan Operates At Huggins**

Utilizing the same traffic pattern as morning arrival, please enter the car rider line on Katy-Fulshear Road. Please place your car rider tag on your rearview mirror with the number facing out. A staff member will be walking the line, recording your car rider tag number. **You will pull up to the first available cone and the staff member will match the car rider number on your car tag to the number on the child's transportation tag. If you are carpooling, you must have the tags of all the students you are picking up. We will not release any students without an official car rider tag.** If you do not have the car rider tag you will need to park and come into the building to check your child out in person, making sure you have valid identification. Check-out from the office will occur once the car rider line is clear. For safety reasons, we are not able to buckle safety restraints. Please do not attempt to pass another car while in the car rider line. Please stay in a single file line until you exit the driveway. If you arrive after all numbers have been inputted into the system, you will be advised to park and check your child out in the office. Please remember that the school day ends at 2:55pm. All cars should be in line by this time so that we can effectively coordinate dismissal.

### **Bus**

The district makes school bus transportation available to all students living more than one half mile from their assigned school. This privilege is provided at no cost to students. Bus routes and stops will be designated based on ridership. Changes shall be posted on the district's website "Find My Bus" and the Smart Tag system. For the safety of the driver and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops. A parent may also designate a licensed child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated licensed facility or residence must be an approved stop on an approved route and within the school's attendance boundary. For information on bus routes and stops or to designate an alternate pickup or drop-off location, please see campus for an Alternate Transportation Form.

For all other concerns or questions, please contact the Lamar CISD Transportation Department to speak with the Router for the student's school campus: Fulshear Transportation Gold, Purple 832-223-0551



Ensuring the safety and security of the students riding on buses is our highest priority. To facilitate and support this safety initiative the District has implemented the Smart Tag system to promote and ensure a positive school bus riding experience for all Lamar CISD students. The SMART tag monitors student loading and unloading, providing real-time information to the Transportation Department, and you, the parent.

Students are issued Smart Tag ID cards with an electronic chip Smart sensor (please do not modify the ID cards, or place holes in the card). The student name is printed on the front of the card, and there is no student information stored on the card.

**Pre-K/KG** students must have one or more Transportation Release Guardians listed within the student's Smart Tag Parent Portal. Drivers will only release a Pre-K/KG student to approved guardians at the stop. Parents must register this information within their students Smart Tag profile via the Smart Tag Parent Portal.

If a student does not have his/her Smart Tag ID badge for five (5) consecutive days, the Lamar CISD Transportation Department will contact the school/campus or parent to request that a Smart Tag replacement card be purchased. Replacement cards can be requested through the campus office or via the Lamar CISD Transportation website <https://lcisd.org/departments/support-services/transportation>.

There is a \$5.00 fee to replace Smart Tag cards. Replacement cards include the Smart Tag and clear plastic sleeve. A lanyard, badge reel, or zip tie are not included. When a student receives the maximum number of warnings allowed by the school, the student may be subject to disciplinary action which may include the suspension of transportation service.

### **Day Care**

Some children ride a day care bus to and from school daily. Please inform the day care to bring your children between 7:00 a.m. - 7:15 a.m. and to pick up your children promptly at dismissal time, 2:55 p.m. The daycare and the parents will be notified by the principal if children are dropped off too early or picked up after 2:55 p.m.

Please be sure your child's teacher knows what day care bus your child will be riding. If your child is absent or goes home ill from school during the day, please notify the day care center that your child will not be riding the day care van/bus.

### **Withdrawals/ Transfers**

A student's school assignment is based upon the residence of the parent or court-appointed guardian. If you move, you must notify the school within five days. If you are found to be out of zone, you will be notified. You may be required to move to the school that services your attendance zone.

### **Withdrawing Your Children From School**

Should your family find it necessary to move out of Morgan's zone, please follow the steps below to make for an easier withdrawal for both you and your child:

1. Notify the school at least two days prior to your child's last day at school.
2. Return all library and textbooks, and pay any fines or cafeteria expenses.

On your child's last day, you must sign him/her out on the official withdrawal document.

