

# **BARBARA R. MORGAN ELEMENTARY SCHOOL**

*"HOME OF THE EAGLES"*



## **STUDENT & PARENT HANDBOOK**

### Mission Statement:

*"Developing Lifelong Learners Today"*

### Vision Statement:

Provide a safe environment which affords opportunities to:

- Explore, create, and achieve
- Be challenged
- Become independent
- Develop a sense of community, stewardship, and belonging

# Barbara R. Morgan Elementary School

## BRMES

Address: 125 North Samson Trail

Phone: (208) 634-2219

Fax: (208) 634-4695

To see this year's School Calendar go to:

**McCall Donnelly Home Page:** [www.mdsd.org](http://www.mdsd.org)



*This handbook was compiled to give you information about BRMES. Please spend some time reviewing it. We hope it answers some of the questions you may have. Please notify the school if you have any changes in your household. This information is vital to maintain accurate records.*

*We are looking forward to another productive year and welcome you to participate in your child's/children's educational process.*

## **BRMES Daily Schedule**

**7:30:** Office Opens  
**7:45-8:05:** Buses arrive, playground and cafeteria OPEN

Fall/Spring: Students go to:

1. Playground (dressed for the outdoors)
2. Café for breakfast

October to April: Students go to:

1. Music room for board games
2. Gym for walking
3. Playground (dressed for the outdoors)
4. Café for breakfast

**8:05:** 1<sup>st</sup> Bell: Students go to classroom

**8:10:** 2<sup>nd</sup> Bell: **School Begins**

**8:15:** Tardy Bell

**3:00:** Dismissal Bell

**3:30:** Office Closes

Early Release Time is 1:15 PM per the District Calendar.

## **Attendance**



Consistent attendance is a very important aspect of your child's education. Regular classroom attendance is essential to the learning process. If your child reached more than 10% of total missed days of school (excused and non-excused) you will receive an attendance letter at the end of every quarter. This letter serves as a notification of our attendance policy and encourages you to help get your child to school daily.

Please call the school before 8:30 AM at 634-2219 when your child is absent. You can leave a voice mail if it's before the school opens.

## **Academic Model**

We use RtI (Response to Intervention) as our three tiered model of supporting student's academic needs. This model allows us to identify students who are at risk in a specific area and providing specific research-based interventions.

Progress is monitored and intervention adjustments are made until we find success. This process can be used for gifted and talented learners, reading, writing, and math concerns, social/emotional concerns, physical therapy, occupational therapy, speech and language concerns, overall wellness and attendance and tardies.

**Behavior Model**

We use PBIS (Positive Behavior Interventions of Supports) as our four step model of teaching appropriate school behavior. Our school wide expectations are:

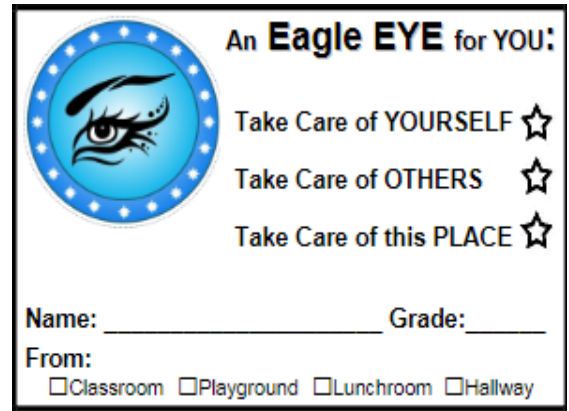
Take Care of Yourself  
 Take Care of Others  
 Take Care of Our Place

**EXPECTATIONS:**

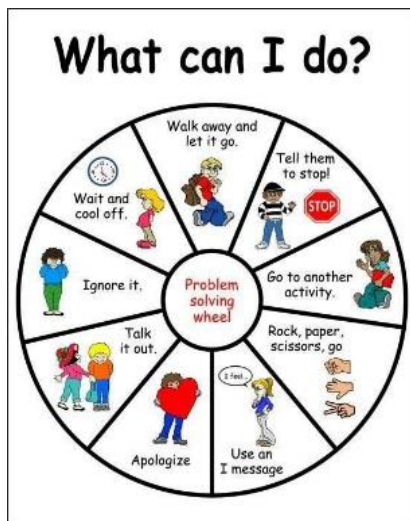
What Does it ... Look Like? Sound Like? Feel Like?	In the Classroom	Hallway Transition	Bathrooms	Playground	Lunch Room	Dismissal
Take care of <b>MYSELF</b>	Comfort Bubble Do Work 1 <sup>st</sup> Time Every Time Be Strong	Walk Feet on Steps Silent Voice	Wash Hands Personal Space	Personal Bubble Space Be Safe	Sit to Eat	Body in Ready Position
Take Care of <b>OTHERS</b>	Take Care of Materials and Equipment One and Done	Hands to Self Single File Traffic Style	Enter Correctly Personal Space	Put Away Right Away (trash and equipment)	Inside Voice Line Behavior Be Helpful	Proceed to Destination Take Pride in Building & Space
Take Care of this <b>PLACE</b>	Comfort Bubble Be Kind	Keep the floor clean	Flush Throw Away Garbage One and Done	Play Fair Include Others	Put Waste in Correct Can	Be Aware of Others Personal Space Follow Traffic Patterns

**ACKNOWLEDGEMENT:**

Students who are modeling positive school wide expectations can earn an 'Eagle Eye'. Eagle Eyes are collected in every classroom and random rewards and privileges are drawn regularly to acknowledge students for doing the right thing. Quarterly school wide challenges also support the desire for all kids to strive to earn Eagle Eyes for bonus rewards. Watch for Eagle Eyes to come home with your child.



**CONSEQUENCES:**



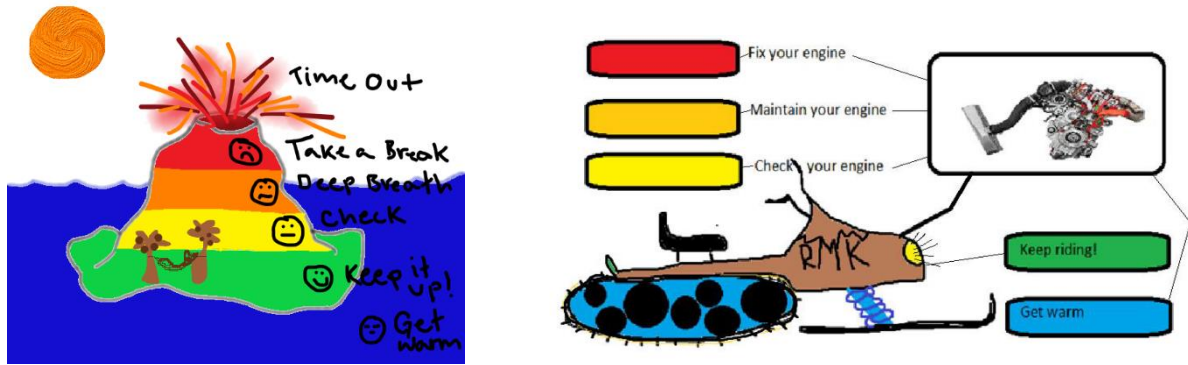
*Peace Wheel©*

We will provide consequences for inappropriate conduct. All staff will utilize a variety of options to fit the infraction after we categorize the incident. Generally speaking, staff will fit the behavior to a consequence using district policy, Restorative Justice© techniques, Zones of Regulation©, and the Peace Wheel©.

We strive to involve the child, parent, staff member in choosing the best option to reteach the correct behavior.

<p><b><u>Level 1:</u></b> Behaviors that impact the student's ability to learn</p>	<p><b><u>Level 2:</u></b> Behaviors that interfere with the learning of others</p>	<p><b><u>MAJOR/SIGNIFICANT</u></b> <b><u>Level 3:</u></b> Chronic, blatant (verbal or physical) that district and scare others that also affect orderly environment</p>	<p><b><u>SEVERE</u></b> <b><u>Level 4:</u></b> Harmful, dangerous or illegal behaviors that caused or were meant to cause injury</p>
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## Zone of Regulation© Charts



## Restorative Questions©

- What happened?
- What were you thinking of at the time?
- What have you thought about since?
- Who has been affected by what you have done?
- What do you think you need to do to make things right?

### **TEACHING:**

Our staff will utilize a variety of programs/curriculums/techniques to provide preventative lessons for students. Some of our main tools have been:

- Weekly lessons in every classroom through Positive Character Development Lessons (utilizing Great Body Shop©, Second Step© and Positive Action© Curriculums)
- Community meetings/circles in each classroom are utilized by our staff to teach and re-teach schoolwide expectations, consequences, and acknowledgements.


### **TRACKING:**

We track all behavior incidents to review trends, patterns, and find solutions to reoccurring problems. Our staff strives to communicate with parents through daily communications in a variety of ways (ie. agendas, home communication logs, text, email, website, phone calls).

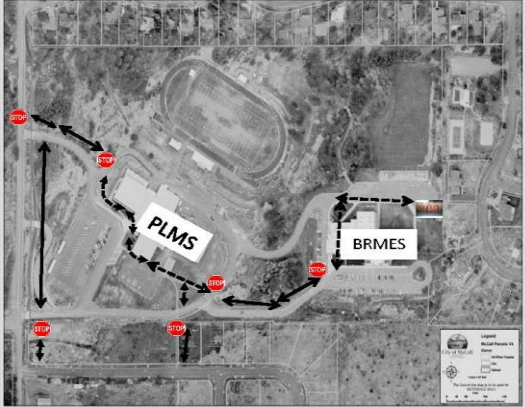
## Biking to/from School

Weather permitting, students are permitted to use a safe bike route to arrive or leave school on his/her bikes. Students are expected to walk bikes on the dotted line (see map)/across both PLMS grounds and BRMES grounds for safety. Bike helmets are strongly recommended. For your safety, bikes should be locked when parking them on school grounds.

# Barbara R. Morgan Elementary




SAFE **BIKE ROUTE**  
to/from **SCHOOL**



Please review these bus lanes/side walks and the stop signs with your child.  
We want students (and adults) to be safe! Please use safe bike route!

--- = WALK BIKE  
— = RIDE BIKE



## Breakfast/Lunch

Breakfast is served each morning from 7:45 AM until 8:05 AM. Lunch is served from 11:00 AM to 1:00 PM. Each grade level has a 40 minute lunch and recess time (typically about 20 minutes for lunch and 20 minutes for recess). Students may take as long as they need for lunch before proceeding outside. Specific grade levels may have recess before lunch and times will be adjusted to allow ample time for students to eat. See MDS website for current pricing and menus.

A Free/Reduced application must be completed every school year either on paper or online. We encourage all families to apply. Charging is not permitted. Please let the school office know if you wish to join your child for lunch.

Lunch money should be sent in a sealed, labeled envelope, check, or paid on line with [myschoolbucks.com](http://myschoolbucks.com).

## Bullying Prevention

We will follow the MDS Student and Family Success Guide as well as our policies when handling bullying. Our goal is to prevent bullying through a



variety of proactive, positive character building lessons/curriculum. We use:

- Counselor for Individual, Group, and full class lessons  
Teach and Use the “Walk, Talk, Squawk” plan:
  - a. **WALK**: If you are being bullied for the first time, walk away without saying anything.
  - b. **TALK**: If you are being bullied for the second time, talk to the bully. Use an assertive “I” statement: “I want you to leave me alone!”
  - c. **SQUAWK**: If the bully approaches you for the third time, tell an adult.

### **Bus Information**

School bus rules are implemented by Harlow’s Bus Company. Call Harlow’s with any questions or concerns involving bus ridership at (208)634-1089. Bus expectations are:

- Use kind and appropriate language
- Do not eat or drink on the bus
- Cooperate with the driver
- Take care of the bus
- Stay in your seat
- Keep head, hands and feet inside the bus
- Sit where you have been assigned



### **Dress**

Dress code Policy 3350 is followed in addition to these procedures for our elementary aged children. It is our intent that students be dressed and groomed in clean, non distracting, modest clothing that helps students learn and be comfortable.

McCall's mountain weather is unique with its cool mornings and warm afternoons. Students need to dress appropriately for weather conditions to ensure comfortable outdoor play, as well as variable indoor heating/cooling. Layering (shirt, sweater or sweatshirt, jacket) is encouraged as it provides many options for outdoor wear. Coats, hats, gloves or mittens and warm footwear are necessary during the winter months. Snow pants are encouraged for outdoor play. Please label, with a name, your child's winter wear and all other items that may be taken off during the school day. Except in unusual circumstances, we ask that all children participate in outdoor recess unless your child has a medical note.

- Special dress up days may allow hats, pajamas, school spirit, and other nonstandard types of dress for a specific day.



- Foot apparel must be worn at all times. Closed toe shoes are required for PE class and to run on the playground. Students are not permitted to wear heales or roller shoes in school.
- Hats/Caps can be worn outside (and inside only on a privilege day).
- Hair and Makeup should not distract learning.
- Snow on the Ground: Students in grades K-2 are to wear ‘all 5’ items (coats, hats, mittens/gloves, snow pants, and boots) at all recesses. Students in grades 3-5 are permitted to play in the snow when wearing ‘all 5’.

### **Drop Off & Pick Up**

Safety to and from school is always a concern due to traffic conditions and parking problems. We ask that parents only drop off and pick-up elementary students in the area provided south of the main school entrance.

Please do not leave your car unattended. This causes needless congestion and creates a safety hazard for all children and adults. If you want to go into the building and meet your child or visit with a staff member, please park **ONLY** in designated areas. Also, please pull forward as far as possible to meet your child. Crosswalks should be used for crossing traffic safely to and from your vehicle. Thank you so much for your patience and cooperation.



### **Emergency Planning**

School safety is a priority for us. Exterior doors are locked during the school day. Visitors and volunteers must sign in and have a background check to be permitted in the classrooms. All guests must sign in at the front office. Students are taught a variety of school safety drills. We practice regular fire drills and lockdowns every school year. All students will be a part of these procedures. The PowerSchool SWIFT system will be used for parent communication for an emergency, including any inclement weather days.

### **Field Trips**

Students are asked to ride the bus to and from the school for field trips. If a parent is wanting an exception to this, a prior written request must be approved by the teacher and office prior to each field trip. Permission forms for class field trips are done when you enroll your child in the school.

Siblings and non-enrolled children are not permitted to attend school field trips. Parent/adult volunteers are often needed to help chaperone field trips. Classroom teachers will communicate with parents the specifics of each field tri

### **Library**

Every class visits the library on a weekly basis. The library is open to anyone for research or free reading. Parents are always welcome to come visit our school library. Please remember that families are responsible for the replacement of lost or damaged books. Students (or parents) can check out additional books whenever the library is open to fit your child's reading ability.

### **Lost & Found**

We make every attempt to put all items in a common Lost & Found area in the building. Please remind your child to check the Lost & Found area regularly and to put your child's name on items. On the last day of school, items will be donated to a local thrift store.

### **PTA**

We are proud to have a supportive Parent Teacher Association, PTA. This child advocacy group sponsors school activities, programs, and events to enhance our children's educational experience. Volunteer opportunities are available. If you would like more information about how to become involved in this organization, please check out the PTA website link on our main homepage and consider following them on Facebook.

### **Recess**

Recess is an important part of each day. All grade levels have scheduled recess time(s) in addition to any 'recess' time he/she might have before the 8:05 morning bell. Specific times are scheduled annually for each grade level.

- **Kindergarten:** 20 minutes in morning, 20 minutes at lunch, 20 minutes in afternoon.
- **1<sup>st</sup> Grade:** 20 minutes in morning, 20 minutes at lunch, 15 minutes in afternoon.
- **2<sup>nd</sup> Grade:** 20 minutes in morning, 20 minutes at lunch, 15 minutes in afternoon.
- **3<sup>rd</sup> Grade:** 15 minutes in morning, 20 minutes at lunch, 15 minutes in afternoon.
- **4<sup>th</sup> Grade:** 20 minutes at lunch, 15 minutes in afternoon.
- **5<sup>th</sup> Grade:** 20 minutes at lunch, 15 minutes in afternoon on Friday.

### **Report Cards**

Report cards are issued at the conclusion of each 9-week grading period. At the conclusion of the first grading period, a conference will be scheduled for you. The teacher will give the first report card to you. You are encouraged to

keep in close contact with your child's teacher. If you desire a conference at any time, please send a note or email to the teacher or phone the school to schedule an appointment. Report cards are sent home with students in the 2<sup>nd</sup> and 3<sup>rd</sup> quarters. The final, 4<sup>th</sup> quarter report card is mailed after school is out.

PowerSchool is the program/app we use to collect and communicate grades. If you need help adding this free app to your smart device or creating your online account, contact our office for support.

### **Technology Use**

Technology use is a privilege for our students. Any improper use may result in the loss of the privilege permanently.

### **iPad/Laptop/Desktop Expectations**

- Leave settings alone
- Appropriate searches only
- Downloading is not permitted
- Passwords cannot be added. Keep logins, usernames, and passwords private.
- Do not set things on the iPad
- Report any issues immediately to your teacher or a staff member
- Keep all food and drinks away from iPad
- Keep fully charged
- Keep fingers clean

### **Telephone**

Students will not be called out of class to make or take a call unless it is an emergency. Students should know how to get home daily and are only permitted to use the phone on a rare occasion to call home.

### **Toys/Sports Equipment/Personal Electronics/Valuables**

We do our best to provide necessary toys and sport equipment to play with outside at recess. Students are not to bring personal items to school as they could get lost, stolen, damaged, or cause hard feelings. If you have ideas of equipment you'd like to see the school purchase, let us know.

Personal electronics/cell phones are only allowed if the parent is in support of this and recognize the school is not responsible for lost, stolen, or damaged devices. Devices must be left off (silenced) and in backpacks throughout the school day unless a teacher invites students to use a personal device.

Students should not bring money or valuables to school. Lunch money should be sent in a sealed, labeled envelope, check, or paid on line with “My School Bucks.” Students are responsible for anything brought to school and the school cannot accept responsibility for lost or stolen articles. The office will secure/store large items for the day in the office (ie. skis, snowboards, scooters, skateboards, if needed).

### **Visitors & Volunteers**

Visitors and volunteers must check in each time in the school office. Visitors will receive a pass for a short visit. Volunteers will sign in to log the hours in the volunteer book and get a pass for the duration of the pre-arranged volunteer time. Toddlers and non-enrolled students can only be in the school if approval was granted by the classroom teacher and/or school personnel. All volunteers must pass background checks by staff.

# BRMES

## Parent Involvement Plan

**Parent Involvement** means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including and ensuring:

1. that parents play an integral role in assisting their child's learning;
2. that parents are encouraged to be actively involved in their child's education at school;
3. that parents are full partners in their child's education and are included, in decision-making and on advisory committees as appropriate to assist in the education of their child;
4. that parents are involved in identifying barriers to greater participation by parents in parent involvement activities.

**Purpose:** The purpose of parent involvement is to increase each parent's capacity to help their child(ren) be successful in school.

### **To facilitate meaningful parent involvement in our school we will:**

1. **Develop a Parent Group:** The school has established a Parent Teacher Association or **PTA**, to assist in the review of their parent compact, parent involvement plan, use of parent involvement funds, and the annual review and evaluation of our school Title I program as well as the review and plan for school improvement.
2. **Annually review our Parent Involvement Plan:** The school will, with consultation and input from their parents, annually review and when necessary revise this parent involvement plan.
3. **Annually review our Parent /School Compact:** The school will, with consultation and input from their parents, annually review their Parent/School compact.
4. **Annually establish how Title I Parent Involvement Funds will be used:** The school will, with consultation and input from their parents, annually develop a plan for use of any and all Title I parent involvement funds.
5. **Annually review the use of Title I funds and evaluation of the use of these funds:** The school will, with consultation and input from their parents, annually review how Title I funds will be used throughout the school year.
6. **Facilitate regular, meaningful two-way communication:** The school will hold an annual meeting for parents to explain Title I and what it means to them as a parent and to their student(s) and to explain the right of parents to be involved in the school and in their child(ren)'s education. This will be done at Back to School Night, early in the fall. The school will also offer this information at meetings held at flexible and convenient times for parents.
7. **Build the capacity of parents to support their child(ren)'s learning:** The school will provide materials and training to help parents to work with their children to improve their children's achievement.
8. **Build the capacity of school staff to work with parents:** The school will work with the district Title I and LEP programs to train and educate staff in how to reach out to, communicate with, work with parents as equal partners, and build ties between the parent and the school.

# Barbara R. Morgan

## 2018-19 Staff

Principal	Valerie Berg	Psychologist	Cynthia Jepsen
Secretary	Jodi Frederick	OT	Stephen Keaveny
Registrar	Donna Geibel	PT	Kathy Dardis
Nurse	Lewann Ball	SLP	Ricki Drabek
Counselor	Yuri Davydov	Resource	Sara Anderegg
		Extended Resource	Jennifer Stone
Kindergarten	Stacey Barcas		
	Abby Standar	Gifted & Talented	Andrew Cochran
	Sarah Warner		
First Grade	Crystal Blackman	Intervention	Michelle Blank
	Lesley Doane	Specialists	Carissa Hill
	Chelsey Lamm		
Second Grade	Alice Brown	EL	Sarah Covault
	Kim Hamilton		
	Felicity Steers	Extended Res.	TBD
Third Grade	Ryan Aronson	Intervention Team	Karen Borg
	Tenaya Wave	Extended Res.	Ali Hass
	Sara Wolf/Jamie	Resource	TBD
	VanMiddendorp	Extended Res.	Dina Loraas .5
Fourth Grade	Brandi Davydov	Extended Res.	Casey Masters
	Carrie LaFay	General	Michelle Mooney .5
	Holly Pedrow	Intervention Team	Julia Newman
		Intervention Team	Christine Polney
Fifth Grade	Anne Baldrica	General	TBD .5
	Kaycie Winn	Resource	Janna Sylvia
	Natalie Young	General	Peggy Riches
Librarian/Lab	Evonne Loper	General	Melissa Wilfonger .5
PE Teacher	Sean Jeffries	CBRS	TBD
Music Teacher	Traci Stanley	Custodians	Chris Howes
Spanish			Cory Phipps
Art <i>(Grant)</i>			Juan Alvarez
Positive Action	Maria Woras	Kitchen	Anna Clark
<i>Grant</i>	Sara Walker		Shanna Rickert
	Meg Henderson		TBD