



*Student Centered. Community Strong.*

## **Morse Elementary School**

Parent/Student Handbook

2022 – 2023

(913) 239-6800

(913) 239-6848 FAX

115201 Monrovia

Overland Park KS 66221

[www.bluevalleyk12.org/mor](http://www.bluevalleyk12.org/mor)

# School Hours

## 8:40 am to 3:45 pm

The front doors are locked and will be opened at 8:25 am for the arrival of students. Any students who need to be dropped off before 8:25 need to make arrangements with Y-Care at 913-345-9622. The bell rings at 8:40 and students will be counted as tardy if they are not in their classrooms by that time.

Our school has a front door buzz in entry system. All the doors to the school are locked at all times and you must enter the school through the front door buzz in entry anytime during the day. You must have a government issued ID in order to be buzzed in to the school. If you do not have an ID you will not be let in. This is for the safety and security of all students and staff. Once you have been buzzed in you must report directly through the front office and sign in and receive a visitor's sticker to enter the rest of the building, or you must sign out your student and we will call them down to the office from their classroom.

## Arrival and Dismissal

### Bicycle Riders

Please exercise parental discretion about letting your children ride their bicycles to school. Carefully consider if your children are mature enough to exercise good judgment and if they have the physical skills needed to handle a bicycle safely. **All** bike riders must wear helmets.

- Bike racks are located outside the front door and by the sidewalk by the prairie. Bike riders must **stop** riding when they reach school property and walk their bikes to the bike racks. When going home students will walk their bikes until they are off school grounds and through all crosswalks.
- Bicycles are the responsibility of the owner. Bicycles should be locked.
- Skateboards, roller blades, motorized vehicles and scooters are not to be ridden on school property.

### Bus Riders

Bus service is provided by Durham School Services. They may be contacted for additional information at (913) 681-2492. Busses will park to unload and load students in the bus loop NORTH of the main circle drive. All students will be supervised for bus loading and unloading. Bus riders should obey all bus and safety rules.

# CAR POOL PROCEDURES

- Enter the carpool line by heading NORTH on Monrovia and turning right into the first entrance to the parking lot (south end). **There is a NO LEFT TURN sign with specific hours posted as you head south on Monrovia. Please obey this sign.**
- When dropping off or picking up, **please pull up as far as possible.** This means you may wind up at the top of the circle drive. This allows us to unload or load more students at a time.
- If you feel your child needs extra help getting in and out of the car, park in the parking lot and walk them to/from your car using the designated crossing area. It holds up the carpool line if we have parents getting out and walking around the car to help children in and out of cars.
- Only unload or load students on the **curb** side of your vehicle.
- Please use extreme caution when pulling out from the carpool line. Watch out for students in the crosswalk as well as other moving cars.
- If you choose to park on side streets, **please walk your child across all streets and use the crosswalk at the top of the circle drive.** Please note the NO PARKING signs on Monrovia and 152<sup>nd</sup> Street. There is usually a crossing guard posted at this crossing to help.
- Please remind your child to be looking for your car during pick-up; students can get pre-occupied and not see you. This slows down the carpool line.
- **Doors remain locked and students may not be dropped off prior to 8:25 am.** If you need to drop them off earlier than 8:25, please contact Y-Care (913-345-9622) for childcare arrangements. After 8:25 students may enter the building and will be supervised in the front hall until 8:25, when they will be dismissed to class. School begins promptly at 8:40 am. If a student is not in their classroom by then, they will be marked tardy. If you arrive after the door is locked, you must show your ID at the door and walk your student in the office to sign them in.
- All students, including kindergarten should use the carpool line. **Do not use the bus circle for drop off or pick up of students.** The bus circle must be kept clear at all times. It is only for bus use, no car drop-off please.
- Please pick students up on time; school is dismissed at 3:45. ***When you pull up, please have your family number visible so we can keep the carpool line moving quickly.*** **If you are picking up other students, please have their number visible as well.**
- Staff is not able to stay with students after hours. Y-Care is available if you cannot pick them up on time.

*We appreciate your cooperation in making the carpool safe and efficient for everyone.*

## **Parking**

Please make sure to park in the front larger school parking lot when you are visiting the school. If you are dropping off or picking up students, please use the front lot and not any “non parking” designated areas (such as the loading dock or curbs). Students **MUST** be walked in and walked out to the parking lot by an adult.

The back parking lot is for staff members only. Please do not park in the back lot for any reason as the staff needs to be able to have this area available throughout the day.

## **Y-Care**

The YMCA offers a before and after school childcare program in our cafeteria for parents who need to have their child(ren) at school before 8:25 a.m. and/or after 3:45p.m. For more information and rates, contact the Johnson County YMCA at 913-345-9622.

## **Change in Transportation at Dismissal**

For the safety of your children, if there is a change in the regular mode of transportation, parents must inform the school in writing through a note. If the route home includes riding the bus, each student will need a note from their parents for the bus driver. **Please try not to change transportation after 3:00 pm.** The office is very busy at the end of the day and sometimes the messages can't be delivered to the student in a prompt manner.

# **Attendance**

School attendance is essential to good classroom performance. However, for the welfare of your child and others, please keep your child at home if signs of illness are evident. A student may not return to school until their fever free or vomiting free (without help from medication) for 24 hours.

## **Late Arrival or Absences**

If your child is going to be absent or late to school, **call the school absence line at 239-6805 or go to their Parent Vue to enter absence before 9:00 a.m.** Parents will be contacted regarding students who are absent from school and have not left a message stating the reason for their absence. **Please let the office know of your child's absence, even if you have notified the teacher of the absence.** Sometimes teachers are absent themselves or do not have time to read their emails during the day.

## **Tardiness**

Students are considered tardy if not in their classrooms by 8:40 a.m. If your child arrives late, the doors will be locked, and you must push the buzzer and show ID and come into the office and sign your child in. It is not necessary to escort your child to the classroom after you have signed them in.

It is very important for your child to be here on time each day as the structure of the school day begins at 8:40. Excessive tardiness will result in a scheduled parent conference with the principal. An intervention plan may be written to assist the family.

### **Excused vs Unexcused**

Absences are coded **excused** after the school is notified by the parent and given an approved reason for the absence. Otherwise, the absence is coded as **unexcused**. Students are not permitted to call in their own absences.

For more information, please refer to the Blue Valley School District Absence Policy at: <https://go.boarddocs.com/ks/usd229/Board.nsf/Public?open&id=policies#>

If it appears that absences are becoming excessive, the principal shall schedule a parent conference to determine the nature of the concern. A plan may be designed to help improve attendance. \*\*\* The law in Kansas (K.S.A. 72-1113) states that students are truant when they have three (3) unexcused absences in a row, five (5) unexcused absences in a semester or seven (7) unexcused absences in a school year.

If a child is absent, they may not participate in any school activities that day without administrator approval.

### **Make-Up Work**

Normally, missed work will be made up when the student returns to school. With the consent of the classroom teacher, special arrangements may be made for make-up work during the absence. Please request work by 9:00 am and make arrangements to pick it up in the school office or designate another student to retrieve the work in the afternoon.

### **Release of Students During School Hours**

If your child needs to leave school before the end of the school day, you must come into the office and sign your child out. The office will call the teacher to send the student to the office. Please do not go directly to your child's classroom to pick him or her up. Please send a note or email your child's teacher before the school day to inform them of the time so the teacher can be prepared to dismiss your child with needed papers and information.

If someone other than a parent is sent to pick up a child, we **must** have a note or email in advance from the parent. This is for the safety of your child.

If your child returns to school, the doors are locked, and you must accompany your child to the office and sign them back in for the day.

# Inclement Weather Procedures

## **Cancellation of School**

Should school need to be canceled due to inclement weather or an emergency, announcements will be made on all major television and radio stations. School closing announcements are usually made before 6:30 a.m. In the rare case of severe weather or an emergency necessitating school closure midday, we will hold students for parent pick-up. You or the person you indicated as an alternate contact will be contacted at the number you provide. **Please be sure to keep all numbers updated through your ParentVue.**

Days canceled due to weather will be made up at the end of the school year (see District calendar). In case of any situation requiring evacuation of the building, we will move the students to Advent Lutheran Church across 151<sup>st</sup> St. for pick-up.

## **Dismissal Weather**

If the weather conditions are dangerous, i.e., severe lightning (within a 15-mile radius as noted on our lightning detector system), blizzard conditions, etc., at the 3:45 dismissal time, students will be held in the building until an all-clear is issued.

If there is a severe storm (or tornado) **warning**, all students will be held in the storm shelters until the warning has been lifted. Parents who come to pick up students during a **warning** will be asked to wait with us. \*Please note that due to the buzzer system **there may or may not be someone in the office** to check ID and open the door as we may be down in the cafeteria for safety. \*

## **District Heat/Cold Guidelines**

We consider it important for children to have an opportunity to play outdoors during the day. If a child is to remain inside for health reasons, we must have a note.

The following guidelines help us monitor student participation in outdoor activities:

- If the temperature/heat index reaches 100 degrees, recess and P.E. will be held inside. Temperatures upwards of 95 degrees will be monitored, i.e. recess may be shortened.
- If the temperature/wind chill is below 0, students will be kept inside. If the actual temperature is in the teens or below, recess will be shortened. Please dress children appropriately for the weather conditions.

# Visitor Guidelines

All employees of the school district are required to wear a badge when on duty in any building. Likewise, all visitors to Morse Elementary, including school volunteers, are expected to report to the building's main office, sign in on the visitor log, and receive a visitor's sticker, to be always worn in plain view. Upon leaving, all visitors should return to the main office and log their departure time.

## **Classroom Visits/Observations**

Providing and ensuring quality, uninterrupted instructional time for students and staff is very important at Morse Elementary.

1. Children not enrolled at Morse Elementary may visit a classroom only if accompanied by a parent or staff member. Children not enrolled at Morse Elementary will be unable to visit the school playground during school hours.
2. Classroom visits by parents/legal guardians are allowed under these circumstances:
  - a. To attend an event such as a party or a play.
  - b. To conference with the teacher in the classroom when other students are not present. Conferences during school day hours must be prearranged.
  - c. To be a classroom volunteer. The teacher must prearrange and approve the volunteer's tasks and schedule. Volunteers must follow all guidelines outlined by the principal.
3. To make classroom observations during instructional time, requests and approvals must be processed through the principal in advance. The principal reserves the right to accompany the parent to the classroom and to limit the observation to no more than one half hour per semester. Observations will not be scheduled during student assessments. We do not allow friends or relatives to visit and sit in classrooms with students, however, all are welcome at lunch when accompanied by an adult.

## Expected Student Behavior

Morse Elementary students are expected to practice the Blue Valley virtues: **Respect, Responsibility, Compassion, Honesty, Courage, Perseverance, and Self-discipline.** As children develop through the elementary years, they are learning how to treat others and how to meet their needs in positive ways. Sometimes they need guidance about expected behaviors. While students are expected to always honor school and classroom commitments, staff recognizes self-discipline is a lifelong learning task. When teachers, students, or parents report incidents contrary to expected behaviors, those incidents are investigated and documented by school staff. Typically, students reported as being involved in the incidents are interviewed by school staff individually. In addition, we feel it is very important that children problem-solved with school staff to promote the use of expected behavior in the future. Next, parents are contacted by school staff to inform them of the incident. To help all our students treat each other and school property safely and respectfully, consequences for actions that have hurt others or school property are given. Consequences will be developmentally appropriate and may include a loss of privileges, parent phone call, parent meeting, in-school suspension, out-of-school suspension.

## Student Health and Safety

### Illness or Injury

A school nurse is assigned to our students at Morse. If a child is injured or becomes ill at school, he/she will receive first aid and the parent will be notified if the child is to go home or requires medical attention. Our nurse phone number is 239-6813. **It is imperative that you keep all work, home and emergency phone numbers current at the school via ParentVue.** In the event the parent cannot be reached, we will call the emergency contact numbers you have provided. No child is sent home until the parent or designated person is notified and assumes the responsibility. The child must be signed out in the office.

\*\*\*\*A child must be fever free (less than 100 degrees) for 24 hours (without the help of medication) before returning to school. The same policy is required for a child that has vomited.

### Medications

If your child requires prescription medication while at school, we must have a physician's order to give that medication. A new physician's order is required if any changes are made in medication or dosage for each new school year. All medication to be taken at school must be left in the nurse's office and must be in the original prescription container.

Non-prescription medication from home must be in the original packaging, clearly showing the dosage by age, the ingredients, and the expiration date. A WRITTEN REQUEST with specific instructions from a parent/guardian must accompany the medication. This request must be renewed annually. Only FDA approved substances will be given and only for the purpose for which they are approved.



### **Hearing and Vision Screenings**

Screenings are conducted annually on kindergarten, 1<sup>st</sup>, 2<sup>nd</sup> and 5<sup>th</sup> grade students. 4<sup>th</sup> grade students will only have vision screening. Parents can request these screenings at any time if there is a concern.

### **Heat/Cold Guidelines**

We consider it important for children to have an opportunity to play outdoors during the day. If a child is to remain inside for health reasons, we must have a note. The following guidelines help us monitor student participation in outdoor activities: If the temperature/heat index reaches 100 degrees, recess will be held inside. Temperatures upwards of 95 will be monitored i.e. recess may be shortened. If the temperature/wind chill is below 0, students will be kept inside. If the actual temperature is in the teens or below, recess will be shortened; students will not be allowed outside without warm clothing/coats.

### **Nut Safer**

All treats brought to school for birthdays, snacks, or celebrations must be from the [District Approved Nut Safer snack list](#). You can refer to this list on our Morse homepage at any time. You'll find it contains a wide variety of choices. Non-food treats are welcome as well, such as pencils or stickers. Your child can still bring whatever they would like in their sack lunch; but anything they are sharing with others must be from the list. Non-approved items will not be served. We will also continue to provide nut-safer seating in the cafeteria for students with severe allergies. Using this list will help us ensure the safety and well-being of all our students, not just those with nut allergies. If your child has any sort of food allergy, please notify the nurse. If you have any questions, please contact our school nurse at 239-6813.

### **Emergency Safety Interventions**

District personnel may use seclusion and/or physical restraint when a student's behavior presents an immediate danger to self or others. Violent actions that are destructive of property may necessitate the use of ESI. For guidelines on the use of ESI, please see the district website <https://www.bluevalleyk12.org/Page/34409>

### **Safe Schools Plan**

A SAFE SCHOOLS PLAN is in place which follows district guidelines. All visitors must report to the office. If a potentially dangerous situation should occur, an emergency plan designed to keep children out of "harm's way" will be immediately implemented and the police will be called. All doors to the building are kept locked at all times. In the event we must evacuate the school, Morse students will be moved to Advent Lutheran Church located on the NE corner of 151<sup>st</sup> and Quivira. It may also be posted on Facebook. Any decision to relocate will be made based upon the safest resolution for students and staff. Parents will be notified by text, phone call, or email and kept informed of the situation.

### **Weapons/ Weapon-Like Devices**

Board Policy 35-16 addresses the possession of a “weapon” or a “weapon-like device” on school property. It is essential that both parents and student realize that this policy applies 24 hours a day, 7 days a week, 365 days per year, (even during the summer of other vacation times). Students who possess such items on district property at any time can suffer district expulsion or other appropriate school consequences. Depending on the issue law enforcement officials may also be involved. Per Board Policy 35-16, “weapon-like devices” include, but are not limited to: any facsimile weapon, pocketknife, box cutter, antique firearm, Class C common fireworks, etc. This does include pellet guns, b-b guns and paint guns.

## **Food Services**

### **Breakfast and Lunch**

Morse Elementary participates in the National School Lunch and Breakfast Programs. The district’s goal is to serve nutritionally adequate and moderately priced meals.

Breakfast is available in the cafeteria from 8:15 am until 8:35 am

Lunch periods are 30 minutes in length and are as follows:

10:30 – 11:00	Kindergarten Lunch
11:00 –11:30	1 <sup>st</sup> Grade Lunch
11:30 –12:00	2 <sup>nd</sup> Grade Lunch
12:00 –12:30	3 <sup>rd</sup> Grade Lunch
12:30 – 1:00	4 <sup>th</sup> Grade Lunch
1:00 – 1:30	5 <sup>th</sup> Grade Lunch

Lunch is available at school with the options of 2 hot entrees or 3 cold entrees. Fruit and vegetable selections vary daily. White and chocolate milk and 100% fruit juices are available as beverages. Menus can be found on the district website at:

<https://www.bluevalleyk12.org/domain/4484>.

### **Lunch Visitors**

Parents may join their child for lunch on any day. Parents may bring in lunch or purchase a lunch in the cafeteria. Visitors should sign in at the office and get a visitor’s sticker, then wait in the front hall to join your child when their class arrives to go to the cafeteria. Please do not go back to the classroom. Please do not bring lunch to share with any other students as there may be allergies to consider.

**Meal Payment Methods**

Lunches are paid for with a pre-paid account through the cafeteria. Parents are encouraged to pay for meals through the online Fee and Meal Payment System. This system allows parents to see the most recent meal account balance, receive email notifications when the balance falls below a chosen balance and to make payments into the account. To access the system please log into your Blue Valley ParentVue site at <https://bvpo.bluevalleyk12.org/> . Payments may also be sent to school in an envelope listing the student's first and last name, and the words LUNCH MONEY written on it. Checks should be made payable to Blue Valley Food and Nutrition Services or BVFNS. Purchases are deducted from the student's account each day a meal is purchased. Meal prices can be found online.

Applications for free and reduced price meals are available on the district website at <https://www.bluevalleyk12.org/Page/34303>

# Communication

## Respecting Learning Time

As you would expect, teachers are teaching, and students are learning at school. Unless it is urgent, teachers cannot be interrupted during instructional times. You may either email the teacher or call the office to have a message taken and the teacher will contact you at the earliest possible time. Teachers do not usually check email during the day so please don't expect rapid response to an email.

## Contact Information

During the registration process, all parents and guardians provide their contact information. If your contact information should change throughout the school year (home phone, work phone, cell phones, emergency contacts, etc.), please make updates in ParentVue or notify the office of these changes as soon as possible. If one or both parents move or are planning to move, please contact the office as soon as possible in case there needs to be transfer paperwork involved.

## Webpage

Our school web page is an excellent source of information about our school and upcoming events. You can access our web page at

<https://www.bluevalleyk12.org/site/Default.aspx?PageID=9162>

We are also on Facebook: [www.facebook.com/morseelementary](http://www.facebook.com/morseelementary)

## School Supply Drop Off Night

This night will be held in August before the first day of school. Parents and students will have the opportunity to drop-off supplies and meet their teacher for the new school year.

## Back to School Night

Back to School Night will be held in August after the start of school. Parents (**Parent only – No children**), as a group, attend a session to meet their child's teacher in their classroom to get an overview of the year and what is expected. Multiple sessions are held so parents with more than one child can meet all the teachers. This is also where parents will have the opportunity to sign up for classroom events during the school year, etc.

## Parent/Teacher Conferences

Parent/Teacher conferences are held twice per year, once in the fall and once in the spring. Sign-up links for conference times will be sent out as soon as they are open for sign-up.

## Grade Reporting

Our school year is divided into four quarterly reporting periods. Student quarterly report cards will be posted to ParentVue accounts near the end of each quarter; please check your Morse calendar for exact dates. Fall and spring conferences are scheduled for parents and teachers to jointly share and discuss student progress.

# Special Services and Programs

## **Strings**

This activity is available to 5<sup>th</sup> grade students. Students in 5<sup>th</sup> grade will bring home information concerning this program shortly after school begins.

## **Choir**

Students in the 4<sup>th</sup> & 5<sup>th</sup> grade may participate in the Morse Elementary choir. Students will bring home information about this shortly after the beginning

## **Counseling**

Morse Elementary has a full-time counselor who provides individual and group counseling, presents information to classrooms or other large groups, and consults and collaborates with teachers, staff, and parents. The counselor promotes effective communication between school, home, and the community about guidance lessons, virtue-related programs, and other special projects and initiatives. The counselor refers students and families to in-district and/or community resources and agencies if needed. The elementary counselor coordinates the delivery of the K-5 counseling curriculum which is comprised of personal, social, academic and career domains. The counseling curriculum focuses on such skills as acquiring and using self-knowledge, interpersonal skills, decision making, goal setting, personal safety, and career development.

## **Gifted Program**

Students identified as gifted, receive services based upon an Individualized Education Program. In addition to the individualized curriculum, there is a group curriculum where students work together to learn skills which will enhance their intellectual growth. These include process skills (problem solving, critical and creative thinking, research skills, and technology skills), social-emotional skills, and exploration and extension activities. The individual and group activities occur within the gifted education classroom. The gifted education teacher also consults with regular classroom teachers to assist with instructional ideas to enhance the general education curricula for gifted students.

## **Digital Media Center**

Our library is a digital media center that provides a variety of opportunities to foster literacy throughout all grade levels. The library media specialist works collaboratively with classroom and special area teachers to bring enrichment to the curriculum.

Students have the opportunity to check out books on a weekly basis with their classroom as well as on an individual basis. Check with your student's classroom teacher for their check out day.

**Special Education Programs (state mandated)**

Individualized Education Programs (IEPs) are established for students who require special education assistance. Parents who have concerns about their child's performance in school should first discuss those concerns with the classroom teacher or school counselor. The classroom teacher or school counselor can initiate school interventions as appropriate which may or may not lead to a special education referral.

**Occupational Therapy**

The services in this program are available for students who need assistance with fine motor coordination if these problems significantly impact academic performance.

**Resource Instruction**

This program is designed to offer extra instruction and support of students who need assistance in particular academic areas. Students qualify for this program through a testing process which identifies their ability level and achievement to qualify for this program.

**Speech Therapy**

A certified clinician provides services for students whose speech or language needs further development.

# General School Information

## **Dress Code**

Morse Elementary adheres to the Blue Valley School District's policies on appropriate clothing. Students are expected to dress neatly and appropriately in a manner that contributes to a positive, healthy learning environment. In instances where attire may be disruptive or distract from the goal of education, the principal or counselor may recommend modifications. Parents will be contacted in these instances. Specifically, we discourage students from wearing midriff tops, t-shirts with unacceptable logos or slogans; "off the shoulder" shirts, "spaghetti" strap tops, or clothing that is excessively torn or dirty. Generally, hats are for outdoor wear only. Tennis shoes are required for all students participating in physical education classes.

## **Field Day/Talent Share**

Field Day/Talent Share is a fun day held near the end of the school year for all students at Morse Elementary. Different types of physical games are held outside for K-2<sup>nd</sup> grade in the AM and 3-5<sup>th</sup> grade in the PM. The talent share portion will be held in the gym for the opposite students. Parents are responsible for putting sunscreen on their children and providing water bottles for this outdoor event.

## **Field Trips**

Classroom trips are in conjunction with curriculum units or activities and are designed to be fun and educational.

## **Lost and Found**

A box for lost articles is located in the front hall. Students or parents may check the box at any time for lost articles. Marking names in your child's clothes, lunch boxes, and personal items is the best way to assist in locating your child's items. All unclaimed items will be donated to charity at the end of the year.

## **Media Permission**

Upon a student's registration for the school year, parents will be asked about consent for their children's appearances (interviews, video depictions and still photographs) in district-sponsored media, and for interviews and photographs arranged by the district for publication by the public news media.

"District-sponsored media" shall include district and school print publications, district television programming and district or school Web sites, but shall not include "student publications" as defined by K.S.A. 72-1506. Pursuant to Kansas law, student editors of student publications are responsible for ensuring that appropriate consent has been given by persons who appear in student publications.

## **PTO**

The Morse Parent Teacher Organization is a volunteer group made up of parents and staff members whose common goal is to enhance the learning environment of the students at the school. Many different functions are sponsored by the PTO. All parents are encouraged to attend the PTO meetings and know that suggestions are welcome.

You can find out more about PTO by going to their website at [www.morsepto.com](http://www.morsepto.com)

## **Room Parents**

Each classroom has volunteer parent/parents that act as the coordinator of events between the teacher and the parents. The room parent(s) organizes the classroom parties including crafts, games, and snacks (from the nut safer approved snack list); the staff appreciation lunch for the grade, and any other parent-related effort that the teachers require. These positions are arranged by the PTO.

## **School Directory**

PTO distributes a directory to the families who join PTO. Permission to be included in the directory is given during online registration via your ParentVue.

## **School Parties**

There are three parties scheduled and arranged by the teacher and room parents: Halloween, Winter and Valentine's Day. At the Halloween party the students can dress in costume (changing at school into costume); non-violent themes are strongly encouraged; any weapons or weapon look-a-likes are prohibited.

## **School Supplies**

Pre-packaged school supplies may be purchased through the PTO in the spring before school starts. School supply lists are also available for each grade level on the Morse website if you choose to purchase them on your own.

## **Sending Money to School**

When sending money to school, please seal it in an envelope and on the front write to whom the money goes to, what it is for, and your child's name. Example: Mrs. Smith's Book Order Jane Doe. This way if the envelope is misplaced, it will be easy to determine where it needs to be delivered.



### **Spirit Wear**

Spirit wear are items that are available from the PTO for students and their families to Purchase to show their pride in being Morse Marksmen. Items vary from year to year with regard to interest.

### **Student Birthdays**

Birthdays are very special times for our children and as such, the school will celebrate by providing children with special recognition throughout the day and throughout the school. All treats brought to school for birthdays must be from the district approved nut-safer snack list. You can refer to this list on our Morse website at any time. Non-food treats are welcome as well, such as pencils or stickers. To preserve instructional time, birthday treats will be distributed at each teacher's time choice. Birthday invitations must be distributed outside of school as to not hurt other student's feelings. Student addresses can be found in the school directory.

### **Student Cell Phone and Personal Electronics Policy**

While families may wish students to have cell phones available before and after school, we ask all students to leave cell phones and other electronic devices (smart watches included) turned off in their backpack while on school property unless a teacher gives permission to have them out. Before coming to school, students should get permission from their parents for any after school activities. **Last minute changes in after-school plans may result in miscommunication.** If a student chooses to use their cell phone, or other electronic device, while at school without permission, they will be required to give their device to the principal, parents will be contacted, and the device may be picked up by the parent from the office at the parent's convenience.