

Morgan Kincaid



Parent-Student Handbook 2015-2016

*Morgan Kincaid Preparatory School
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Accelerated Reader

Accelerated Reader (AR) is a mandatory school wide reading program which assesses students' comprehension of leveled reading books. Yearly goals are set for each grade level, which is then divided into trimester goals. Students may take AR tests in the library or in the classroom; each teacher has a schedule for AR testing. Students may be eligible for AR Rewards based on their attainment of trimester goals, including lunch with the principal. Lunch with the principal is a lunch given at the end of each trimester to celebrate students who have made their yearly AR goal. Students who make their yearly goal at first trimester may double or triple their yearly goal in order to attend the lunch celebration during the second and third trimesters. The end of the year goal for K is 5 points, 1st -15 points, 2nd -25 points, 3rd - 40 points, 4th - 50 points, 5th - 60 points, 6th - 70 points. Families may access AR book titles on line at www.renlearn.com.

Attendance

Regular on-time attendance is a must for children to make academic progress. Whenever a child is absent from school, he/she not only misses important instructional time but also the District experiences a loss of revenue. The state acknowledges only the following as excused absences: student illness, bereavement, student medical or dental appointment. ALL OTHER REASONS FOR ABSENCES ARE IN DIRECT CONFLICT WITH CALIFORNIA LAW AND ARE CONSIDERED UNEXCUSED.

If a student is going to be absent from school a parent/guardian MUST contact the school office or email between 6:30 and 8:00 a.m. Please state the name of the child that will be absent; the name of the person calling, as well as relationship to the child; the child's grade and teacher and the exact reason for the absence. Absences not cleared within 3 days of the absence will be recorded as unexcused; this is a County wide computerized process and can not be reversed. The office phone number is 760.530.7656 and the email to report absences is cynthia.faris@aesd.net.

Students are considered tardy if they arrive after 7:20 a.m. Students **must** be in their seats and ready to work when the bell rings. Students arriving after 7:20 a.m. must report to the office with an adult to sign the child in before going to class. Tardiness is recorded on attendance documents. Students who have three or more tardies over thirty minutes will be referred for SARB A. Three tardies over thirty minutes are equal to a school absence.

Perfect attendance awards will be given to students who attend school every day, report to school on time and remain in school for the entire day.

In addition to the 30 minute or more tardy regulations, all students who are tardy, regardless of it being less than 30 minutes, will receive the following consequences:

Tardy Policy

3 TARDIES= 1 Recess detention

6 TARDIES= 2 Recess detentions & parent contact

9 TARDIES= 1 after-school detention & parent contact

12 TARDIES= Attendance SST and behavior contract

15 TARDIES= Saturday School and phone call home

Birthday Celebrations

In an effort to maximize instructional time, we do not allow birthday parties during the school day. A parent/guardian may bring in a treat to celebrate, but would need to make those arrangements at least two days in advance with the classroom teacher. Treats should be passed out right before recess or the end of the day to minimize the loss of instructional time. If food items are to be consumed for any type of celebration, all items must be commercially prepared. There will be no exceptions to this State of California legislative mandate.

Campus Cleanliness

The school is our shared environment. Keeping our campus clean is the responsibility of all students. Students must eat within designated areas and are expected to place all trash and recycling in the proper containers. In an effort to help keep our campus clean, gum is not permitted on campus.

Celebrations

Celebrations will be conducted at the discretion of the teacher based on Morgan Kincaid's policy. All food items brought to school for consumption by students must either be commercially prepared or prepared at the school site. There will be no exceptions to this State of California legislative mandate.

Cell Phones

The law states that children may have cell phones with them during the school day; however, the cell phone must be turned off when the child enters school property and must remain off, and in a backpack, until the child leaves school property. A student MAY NOT check messages, take pictures, text message etc. during the school day. The phone must remain OFF and in a backpack for the entire school day. If a student chooses to use his/her cell phone during the day it will be taken away and will be returned to a parent/guardian only. Morgan Kincaid is not responsible for any lost cell phones and will not use instructional time to investigate any loss or allegations of theft.

Change of Address or Telephone Number

If you move during the school year, please notify the office of your new address and/or phone number. It is crucial that the school have the most current emergency information. Additionally, informational phone calls are made home through our automated call system on a regular basis. An updated phone number is necessary to ensure all calls are received.

Communication

It is very important for parents to know what is going on at school. Please read the school newsletters and special flyers which are sent home regularly. When talking with your child about his/her day at school, ask if any notes were sent home. Please review all communication with your child. Parents are expected to sign and return each communication form received. Parents are also encouraged to visit Morgan Kincaid's web site at www.mkp.aesd.net. Information can also be obtained through PTSA on Facebook.

Concerns

Parents/guardians facing concerns about their child should first discuss the issue with the student's teacher. If the parent/guardian remains dissatisfied with the situation he/she may request to meet with the assistant principal. If at that time a resolution has not been reached he/she may put his/her complaint in writing and meet with the principal.

Discipline Policy

All students have the right to learn in a safe environment. Therefore, teachers have the right to expect each child to behave appropriately. When students make inappropriate choices, any authorized adult on campus can speak to the student about the problem. Behavior problems can result in various levels of discipline as defined in our school wide Model Gryphon Behavior Plan. A summary of our school wide discipline plan will be sent home the first week of school; it is anticipated that parents/guardians will review the discipline expectations with their children.

Serious Offenses

There are a group of behaviors, listed in Education Code 48900, which require an administrator to become involved immediately. These are serious offenses and can lead to suspension from school and, in severe cases, expulsion. They will be strictly enforced at Morgan Kincaid.

- Causing, attempting to cause, or threatening physical injury
- Possessing or furnishing a weapon (including toy weapons)

- Possessing, selling, or furnishing controlled substances or paraphernalia
- Selling look-a-like controlled substances
- Damaging or attempting to damage school or private property
- Robbery, theft, or extortion
- Possession of stolen property
- Hate crimes
- Cyber-bullying over the internet (social networking), in text messaging, or by other electronic means
- Sexual Harassment includes, but is not limited to verbal, visual, or physical conduct of a sexual nature:
 1. Unwelcome leering, sexual flirtations, or propositions.
 2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
 3. Graphic verbal comments about an individual's body or overly personal conversation.
 4. Sexual jokes, stories, drawings, pictures, or gestures.
 5. Spreading sexual rumors.
 6. Touching an individual's body or clothes in a sexual way.
 7. Cornering or blocking of normal movements.
 8. Displaying sexually suggestive objects in the educational or work environment.
 9. Any act or retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a harassment complaint.

Suspension: an official consequence requiring a student to remain at home for one to five school days. The student may not enter campus or participate in any school sponsored activity during this time. Parent communication is required for this consequence. It is hoped that parents will become partners with the school in this serious consequence by pursuing home discipline during the period of the school suspension.

Expulsion: an official consequence removing the student from school for a given period of time, usually one semester to one year. The principal of the school can recommend an expulsion to the board of trustees for the most serious of offenses or when a student has reached a threshold of five suspendable offenses. Recommendation for expulsion is required by law in certain circumstances: weapons, serious school violence, harassment, or drugs. The Adelanto School Board is responsible for final decisions in expulsion cases.

Due Process:

The staff and administration of Morgan Kincaid are dedicated to fair and equal treatment for all students. A serious effort will be made to investigate claims of student misbehavior. Discipline and consequences will be consistent with law, school expectations, and age. Parents are welcome to discuss consequences and evidence of wrong-doing at any time. All concerns of this nature should be referred to the school administration.

As mandated by state confidentiality laws information regarding a student will be discussed with and released only to the child's parent and or guardian.

Dismissal and Release of Students

Because our primary concern is student safety and well-being, **NO STUDENT WILL BE RELEASED TO ANY PERSON UNDER THE AGE OF 18 AND/OR NOT LISTED ON THE EMERGENCY CARD.** Office personnel reserve the right to require government issued identification in order to release a child. This policy applies to routine as well as disaster situations.

District Disaster Policy

The Adelanto School District disaster plan outlines the procedures that will be used to protect children should a disaster take place while they are at school. In the event of a natural disaster or civil disruption, the principal shall keep students when:

1. The District Office specifically advises the principal by telephone not to release students.
2. The reports generated over the radio on the Emergency Broadcast System indicate, in the principal's analysis, that it is unsafe to release children.
3. It is apparent to an ordinary, reasonably prudent person using common sense that fallen electrical wires, uprooted trees, damaged streets, broken gas lines or water mains, or any other damage exists that would impede the ability of an average adult to safely traverse a route home, when it is unsafe to leave the building.

Students will be released only to an adult listed on the emergency card or who is in possession of a student pick-up pass.

Early Pick-Up

If a parent/guardian must pick up his/her child early from school please report to the office and your student will be called from class. Please do not call ahead and request that your student be waiting in the office. To maximize instructional time, Morgan Kincaid's policy is to call students out of class only after the parent/guardian is in the office. Only students whose parents have made prior arrangements with the office and/or teacher will be released from class during the last hour of the school day. Early pick-ups effect your child's attendance record and may become a variable in a referral to SARB. Additionally, early pick up may negatively impact a student's academic development and cause an instructional disturbance to the entire class.

General School Expectations

A. School Grounds:

1. Students are not to be on the school grounds before 7:10 a.m.
2. Upon arriving at school, students are to go directly to their designated areas.
3. Once on campus, students may not leave unless permission has been granted by the school administration or designee.
4. Students will not enter "staff only" areas (lounge, lunchroom, bathrooms) without specific permission from a staff member.
5. Students must remain on blacktop or grassy areas during all recesses and lunches; students are never permitted to play or loiter around classrooms.
6. Running is allowed on the grass area only. Students are expected to walk on all other areas of campus.
7. First and second grade students are NOT permitted to play on the climbing apparatus in the playground area.
8. Toys and valuable items (ipods, mp3 players, tablets, electronic games, trading cards, etc.) are not allowed at school. Valuable jewelry and large sums of money should not be brought to school. There is no insurance provision for valuables that are lost at school and instructional time will not be used to investigate loss or allegations of theft.
9. Food and drinks in designated areas only.

B. Restrooms:

1. Follow expectations in restroom.
2. Students are to assist in keeping the restrooms clean.
3. In an effort to maximize the use of instructional minutes students will use the restroom during his/her lunch and recess. A student will be permitted to use the restroom during class time, on an emergency basis only. When a student leaves the classroom they MUST sign in and out on the restroom log. If there is a chronic medical issue that requires frequent use of the bathroom please notify your child's teacher.

C. Cafeteria:

1. Students are to walk in an orderly fashion with their teachers to the cafeteria.
2. Students will sit with their class at a designated table.
3. Students will clean up their area and get help for spills.
4. While sitting at the lunch tables, students are permitted to speak quietly with students sitting in their immediate area. During lunch time the multipurpose room is a designated whisper zone; students must use their inside voices.
5. Students will use reasonable table manners. They will eat only their own food.
6. Students may request dismissal by raising their hands. The cafeteria aides will determine when students may leave.
7. Once students leave the cafeteria after eating, they may not return.
8. Lunches must be prepaid. Students may pay for lunches using envelopes in the front office or online.
9. All food and drink must be consumed in the multipurpose room.

Homework

Homework is an essential part of the educational program. It may consist of the completion of class work and/or special assignments appropriate to the grade level at which the child is working.

Teachers are expected to:

Assign homework to reinforce, extend or enrich the educational process. Explain the homework assignment. Monitor and/or evaluate the completion of homework.

Parents are expected to:

Check with their child on a daily basis to see what homework is due. Provide a quiet place at home to do homework. Monitor the completion of homework and the return of homework to school.

Students are expected to:

Take homework home. Do homework to the best of his/her ability. Complete homework neatly. Return homework to school on time.

Home-School Communication

In an effort to increase school-home communication we will be send notes and flyers home from the office. Please take some time with your children and review the notes and information. Information can also be found on our school web page. Additionally, all-calls will be made home throughout the year. Please update the front office with any changes in phone numbers to ensure you are receiving all phone calls home.

Illness and First Aid at School

When a student becomes ill or needs first aid at school, he/she is sent to the office. If the illness or injury is serious, a call is made to emergency services and then to the parents. If the condition is not serious enough for emergency services, only the parents will be contacted. Please do not send your child to school if he/she is sick. **If your child has a fever of 100 degrees or higher, has diarrhea, has open or unidentified rash or is vomiting, please keep them at home.** State law mandates that a child must be kept home "fever free" for 24 hours. At Morgan Kincaid we will follow Board adopted policy and regulations to respond to emergency concerns. It is essential that emergency contacts are continuously updated and that contacts are capable of responding in the event of an emergency.

Independent Study

Occasionally, situations may arise when parents must be away from home and therefore students away from school. Students can be given full credit for missed days of school as long as parents request an Independent Study packet a minimum of one week before the planned absence. An Independent Study is given to students missing school for no less than five days and no longer than ten school days. Examples of reasons used for Independent Study may include family business, family emergency or bereavement. Students must return the completed Independent Study packet for full credit. Please contact Cynthia Faris at 760.956.9006 for an Independent Study application.

Items Dropped Off at School

Instructional time will not be interrupted to deliver items forgotten by a student at home. Students will be notified, via teachers, and will be able to pick up items at recess or lunch time. Please plan ahead for homework, lunches, jackets etc.; part of a student's responsibility in school is to come fully prepared each day. Although all efforts will be made, Morgan Kincaid staff will not be responsible for ensuring that the student receives the item in time.

Late Pick Up

If parents/guardians are late picking up their child, the student must be signed out from the office by a person 18 years of age or older who is listed on the child's emergency card. All late pick ups are documented and become part of the reporting procedure to SARB. If parents are more than 30 minutes late without having contacted the office, the police department will be notified. Notification to the office, while appreciated, does not reverse the reporting on a student's attendance record. Repeated occasions of this kind will result in Child Protective Services being notified. Our primary concern is the safety of our children. Please make certain that you have a secondary plan in case of any circumstances that would prevent you from picking up your child.

Lost and Found

Children will be able to view lost and found articles at lunch time and recess times. These items will be kept in a box in the Multi-Purpose Room. Items will be displayed prior to each vacation period. At the end of the school year all unclaimed clothing and items will be donated to a local charity. Parents are welcome to check the lost and found area periodically throughout the school year. Please label all items with your child's name.

Medications

If your child needs to take medication at school, the law requires that you have a **Physician's Recommendation for Medication** on file. The medication must come with a prescription which includes the student's name, the type of medication, correct dosage, and the time of administration. We do not give aspirin, cough medicine, stomach-ache remedies or any other over-the-counter medicines. By law all medication must be brought to school **by an adult** and must be kept in the school office.

Parking Lot Rules of Safety

Your Awareness and Courtesy Keep Our Students Safe

- * Load and unload students in designated areas ONLY – students must exit nearest the curb
- * Park in marked spaces in the parking lot – please do not move any cones as they are meant to assist with the flow of traffic
- * Do not double park or park in any loading zone
- * Never leave your car unattended in any undesignated parking area
- * Parking in the handicapped space is by special permit only
- * Children must be escorted across parking lots, driveways, and to cars parked on the street.
- * Follow the direction of all arrows and traffic signs on the campus

- * Make a family plan to determine where you will meet your child each day.
- * Be courteous and cooperative with other drivers and school staff – all requests made by the school staff are done so with students' safety in mind
- * To reduce traffic congestion, have your child/children meet you at a designated spot other than directly in front of the dismissal gate. If you live within a mile of the school, consider walking to meet your children.

Kindergarten, first and second grade students dismiss through the front parking lot; the only entrance to this parking lot is on Luna. Third, fourth, fifth and sixth grade students will dismiss through the parking lot on Mesa Linda.

Student safety is of paramount importance. Those that consistently violate parking lot rules of safety will be referred to the Victorville Police.

Personal Belongings

Items of value, including, but not limited to, toys, electronic games, ipods, excess money, trading cards, jewelry and makeup must be left at home. Problems often arise when articles are brought to school that are expensive or disruptive to the educational environment. "Sharing time" items may be brought to school with teacher and parent permission. Morgan Kincaid is not responsible for broken or stolen personal items brought to school and will not use instructional time to investigate loss or any allegations of theft.

Playground Games - Guidelines

1. Balls or other playground equipment may not be brought from home.
2. All students can participate in any game on the playground. Games cannot be locked or restricted from any student by other students.
3. Play only school games. Wrestling, tackling, karate, play-fighting, chasing, and tag are not allowed.
4. Stay within boundaries.
5. Walk to and from playground.
6. Leave woodchips on the ground.
7. Use playground equipment appropriately.
8. Freeze when the bell rings, then line up promptly after the whistle.

Basketball:

1. 12 players maximum for full court game.
2. Use half court when others want to play.
3. General basketball rules will apply for games.

Handball:

1. The line forms at the side of the court, and the last person in line is the judge.
2. There can be two or four players.
3. Interference (other students walking through the court, student getting hurt, or hit with the ball) - play over
4. If the ball hits the line or outside of the court, it is considered "out."
5. "Catchies" are for first graders only.
6. The ball must bounce once on the ground before it hits the wall.
7. There are no special rules at any time on any handball court.
8. Rainbows are not allowed.

Swing:

1. Swing facing the buildings.
2. Swing sitting down.
3. Only one person (at a time) on each swing.
4. Swing straight.

5. If a waiting person counts to 30 slowly, you must let them swing.
6. Choose a different swing to count back on.
7. "Bailing Out" - jumping out of swings is not allowed.
8. Pushing other students on the swings is not allowed.

Climbing Apparatus and Equipment:

1. First grade students are NOT permitted to play on the climbing bars.
2. Climb carefully.
3. Keep hands to yourself.
4. Always have both hands on the bar (No "Death Drops").
5. Stay off of the top of the equipment.
6. Always have both hands on the bar.
7. Climb or slide down, don't jump.

Four Square:

1. Special rules are not allowed, including "wars, hardies, or do overs".
2. Bounce once in square.
3. Overhand hits are not allowed.
4. Two hands only.
5. Game moves clockwise.
6. "Babies" and "Corners" (announced by servers).
7. Underhand must be two hands.
8. "Do Backs" are acceptable.

Football, soccer, and kickball will only be allowed if there is direct supervision by a staff member. Rules of the game are set by supervising staff.

Failure to follow the above guidelines may result in limiting student participation, disciplinary consequences, and loss of playground privileges.

Report Cards

Three report cards will be sent home during the year, one at the end of each trimester. If a student is performing below grade level in any academic area, a progress report will be sent home between the sixth and ninth week of each trimester.

School Hours

The school office is open Monday-Friday from 7:00 a.m. – 3:00 p.m.

School Hours are as follows:

Monday, Wednesday, Thursday and Friday

Kindergarten 7:20 – 1:10

Grades 1 through 6 7:20 – 1:25

Tuesday

Kindergarten 7:20 – 12:25

Grades 1 through 6 7:20 – 12:40

EVERY TUESDAY IS AN EARLY OUT - PLEASE PLAN ACCORDINGLY

School Meals

School breakfast for the 2014-2015 school year will be free to all students. Breakfast will be served in the classroom. School lunch is available for purchase for \$2.36 and reduced price lunch is \$.40. Milk and juice are also sold for \$.35. Lactaid and Soy milk is \$.75.

In accordance with our District Wellness Policy and an effort to minimize students' interaction with germs, it is advised that the handling of money be kept to a minimum during serving times. Morgan Kincaid will no longer accept cash from students in the lunch line. You may use the on-line system for

payment, weekly and/or monthly payments may be made through the office or your student may go to the cafeteria and pay before school or at first recess.

Free and reduced lunch applications must be filled out each year. Benefits DO NOT roll over to the next school year. A grace period is allowed; however, it is requested that you fill out all necessary paperwork as soon as possible. The grace period applies only to those students previously enrolled in the Adelanto School District.

Our menu is posted on the District website at www.aesd.net. There is a link available on the website for on-line payments. You may choose to set an email reminder to be sent to you if your child's account goes below a specified dollar amount.

Please be advised that after the first week of school, credits will not be given. Students who do not have money will receive an alternate lunch.

Student Dress Code

As a part of Morgan Kincaid's effort to maintain an environment in which all students can learn, we have instituted a dress code. The purpose of the dress code is to ensure that a student's clothing and grooming will allow the student and others to learn and play safely without distractions.

General Rules: The Governing Board of the Adelanto School District believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Student's clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

1. All students are expected to comply with the District dress code.
2. Students and parents share primary responsibility for student compliance with the dress code.
3. School personnel are responsible for enforcing the dress code with ALL students.
4. A student who violates the dress code may not remain at school or at a school function unless the violation is corrected. For example, the student may be asked to:
 - a. remove the accessory; or
 - b. turn the clothing inside out; or
 - c. have other clothing brought from home; or
 - d. change into loaner clothing.

Specific Rules:

1. Clothing must not display obscene or sexual content, profanity, drug, alcohol, or tobacco related content. Clothing may not be gang related. The inappropriateness will be determined by school administration.
2. Clothing must not display illustrations and/or language degrading a race, religion, or gender.
3. Clothing must not be revealing
 - a. no short shorts (shorts must be fingertip length when arms are placed at side of body)
 - b. no short skirts or dresses (skirts and dresses must be fingertip length when arms are placed at side of body)
 - c. no low-cut tops
 - d. no short tops; midriff must be covered when arms are raised overhead
 - e. no halter tops, tube tops, strapless, or backless tops
 - f. no spaghetti strap tops
 - g. tank-style tops are allowed; strap must measure two inches wide and arm holes must not reveal any body parts
 - h. no undergarments may show
 - i. no see-through clothing
 - j. no excessively tight clothing
 - k. ensure that the waist of the pants is high enough to cover all undergarments when seated.
 - l. no excessive holes in jeans (appropriateness determined by administration)
4. Clothing must not be baggy.
 - a. pants and shorts must be worn at the waist

- b. pants, shirts and shorts must be size appropriate; size appropriate clothing does not fall off without a belt, and is not too long or too large to impede movement
 - c. shirts must not be longer than the length of a student's fingertip when arms are placed at side of body
- 5. Belts must be threaded through all belt loops
 - a. no belt ends hanging down from the buckle
 - b. no chain belts
 - c. no wallet chains
 - d. belt buckles must not exceed 2 inches in length and 2 inches in width
- 6. Shoes must meet safety standards. They must be closed-toed, closed-heel, or have a strap across the back
 - a. no sandals
 - b. no combat style boots
 - c. no untied or unfastened shoes or boots
 - d. no high heels
 - e. HEELY'S MAY NOT BE WORN, WITH OR WITHOUT THE WHEELS
- 7. Accessories and jewelry must not substantially disrupt or materially interfere with student safety and instruction. Hoop and dangling earrings are not allowed.
- 8. Fifth and sixth grade girls are required to keep makeup to a minimum; application of makeup is not permitted on the school campus.
- 9. Temporary/permanent hair color, colored weaves, spray tints, or gels are not allowed. The only exception to this is those hair colors that are naturally occurring hair colors. Hair styles must not disturb the learning process by creating a distraction on the school campus; distractions will be determined by administration. Students with Mohawk styles will be required to flatten the Mohawk during school hours.
- 10. Any body piercing which presents a safety hazard or a classroom distraction is not permitted: distraction will be determined by administration.
- 11. Hats are allowed to be worn at school in an effort to protect children from cancer and other hazards related to exposure to the sun (SB 310). The Morgan Kincaid hat policy is intended for outdoor use only as sun protection. Hats are to be worn properly, forward facing, and need to be removed when entering a building. Hats must meet all other dress policy and requirements regarding displays or appropriate illustrations, language, and symbols.

Student Safety to and from School

As required by law, students must wear helmets if they ride a bike, skateboard, or scooter to school. It is strongly advised that only students in grades 4, 5 and 6 ride a bike to school. It is not considered safe for younger students to do so. If your child rides his/her bike to school without a helmet, the student will not be permitted to ride the bike home. A parent will be called to retrieve the items. Students may not ride skateboards, roller blades or skates, including Heely's, to school. All bicycles must be walked on campus.

Please stress these safety rules with your child:

- * Look both ways before crossing the street
- * Obey traffic signals and crossing guards
- * Walk facing the traffic when there are no sidewalks
- * Cross streets in the crosswalks
- * Walk, don't run across streets
- * Do not talk to strangers.

Students are expected to go directly home from school. Students are considered under the jurisdiction of the school until they have arrived and entered their home, or until they are under the supervision of their parents and/or guardians.

Student Supervision

There is no school/playground supervision before 7:10 a.m. STUDENTS SHALL NOT ARRIVE BEFORE 7:10 a.m., AND MUST BE PICKED UP PROMPTLY AT THE TIME CLASSES ARE DISMISSED. Dismissal is 1:10 for Kindergarten and 1:25 for grades 1-6 on Monday, Wednesday, Thursday, and Friday and 12:25 for Kindergarten and 12:40 for grades 1-6 on Tuesday.

Telephone

A student must have permission from a staff member to use the phone in the office. The telephone is for emergency use only. Arrangements for transportation to and from school, sports activities, visiting a friend's house, etc., need to be made in advance. Classrooms will not be interrupted by outside calls during class time, nor will students be allowed to use classroom telephones to call home during the day.

Transfer of Students

If a parent/guardian requests the transfer of a student from one classroom to another, the following procedure will be followed:

1. The parent must voice his/her concerns to the teacher in either a phone call or meeting.
2. If after step 1 there is no resolution the parent may speak with the assistant principal and teacher to work to resolve the matter.
3. If after step 2 there is no resolution the parent may speak with the principal and teacher to work to resolve the matter.
4. If the parent is still dissatisfied, the parent shall formally request, in writing, a transfer of the student to another classroom. The principal will then take the written request under consideration. A SST (Student Study Team) Meeting may be called at this time.
5. If the move is approved, the principal will inform the receiving teacher before the student is moved. The receiving teacher will be provided with information necessary to avoid a similar problem.

Visitors Stickers and Sign-In

Anytime you visit or volunteer on campus you must sign in at the office and obtain a visitor sticker – all staff and students will be looking for this identification. If the sticker is not visible to staff and students you will be asked to return to the office for this important item. This is for the protection and safety of our students.

Volunteers

Morgan Kincaid has an active program for interested parents and community members eighteen and over who wish to volunteer at the school. After attending a short training session, volunteers may work in classrooms and at the school to provide teacher/student support. A completed volunteer application, a TB Test, finger prints, and a copy of driver's license, along with Board approval must be turned in prior to volunteering. Board approved volunteers will be issued an identification badge and lanyard to be worn on campus. Interested volunteers may call the school office at 956-9006. You must be a Board approved volunteer to chaperone a field trip and/ or work at a school sponsored event.

Students not enrolled in the academic program at Morgan Kincaid will not be permitted on campus during school hours.