

Monger Elementary

Parent Handbook 2019-2020

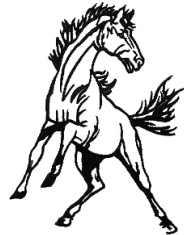
April Walker
Principal

1100 E. Hively Ave
Elkhart, IN 46517

School Phone Number: 295-4860 Voicemail: 295-4455

Transportation (BUS) Phone: 262-5695

Office Hours: 7:30 a.m. – 4:00 p.m.



Work hard. Be kind. Dream big.



Table of Contents	Page
Welcome	3
Student Schedule	4
Student Arrival	4
Student Dismissal	6
KidsCare	7
School Bus Conduct and Safety Rules	8
Transportation	9
Visiting the School	9
Student Dress	10
Electronic Devices	10
Cafeteria - Breakfasts & Lunches	11
Textbook Rental Fees	12
Textbook Assistance & Free/Reduced Lunch	12
Student Insurance	12
Student Medication Policy	13
Individuals with Disabilities Education Act	13
Attendance	14
Monger PTO	15
Newsletter Information	15
Athletics	16
Monger School Code of Conduct	

Welcome

August, 2019

Dear Parents & Students,

It is my pleasure to welcome you to Monger Elementary School. The teachers and staff join me in saying we are excited to have you as a part of the Monger School family. We hope this will be a successful and satisfying year for you.

This handbook is filled with information about our school. It should be useful for you when you have questions about various school policies and procedures. Please save this handbook for future reference.

If you have any questions or concerns with any of the information in this handbook, please feel free to ask your child's teacher or contact the office. We are happy to assist you!

Know that the staff at Monger has made the following commitments to our school community:

- We will provide a safe, welcoming & supportive environment for students & families.
- We will be consistent in our expectations for learning & behavior for ALL students & ALL staff.
 - PRIDE
 - Teaching essential grade level standards to mastery
- We will utilize teamwork, collaboration & best practices to ensure all students learn at high levels.
- We will communicate regularly with parents throughout the year regarding students' progress towards academic goals.
- We believe all students can learn. No excuses!

We are glad you are here!

Sincerely,

April Walker
Principal

Student Schedule

8:20-8:35 a.m. - - - - -Students may enter the building. Breakfast in the classroom

8:30 a.m. - - - - -Buses Arrive

8:35 a.m. - - - - -Tardy Bell Rings

3:30 p.m. - - - - -Begin Dismiss

3:35 p.m. - - - - -Dismissal

Monday Early Release

Students will be dismissed at 2:50 p.m. every Monday.

The school office closes at 4 p.m.



Student Arrival

There will be **NO student supervision** in the mornings before 8:20. Students should NOT arrive at school before 8:20 a.m.

Students arriving at school, earlier than 8:20 a.m. will be sent home.

- Take Hively Avenue to Sanders. Take Sanders Avenue to the point. The playground will be on your right. Follow Sanders until the farthest point of the playground and TURN RIGHT onto Monger Avenue.
- Follow Monger Avenue. Playground will be on your right
- There is a gate on the right before you get to the school building. You will enter the playground (in your car) through this gate.
- Once inside the gate, you will split into 2 lanes.

- **WAIT PATIENTLY.** Do NOT let your child out of the vehicle until school personnel unlock the gate and signal you to do so.

All bus riders will enter the building using Door #2. All other students will enter the building using Door #6.

All kindergarten and 1st grade students are to report directly to the cafeteria when they arrive. A breakfast will be provided for them. Kindergarten students will remain in the cafeteria until it is time for class to begin.

All students, in grades 2nd through 6th, who want a breakfast, are to report directly to their classroom. They will pick up their ID card to take to their assigned breakfast pick-up location. All students, in grades 2nd through 6th, who do not want a breakfast, are to report directly to their classroom.

NOTE: **ALL STUDENTS MAY EAT BREAKFAST FREE OF CHARGE!** Breakfast is the most important meal of the day. Please encourage your child to eat breakfast at school.

Students reporting to classrooms before 8:20 a.m. must have a pass from the staff member who will be supervising them.

Again, supervision for students will NOT be provided before the school bell rings at 8:20. If your student walks or rides a bike to school, it is important they do not come before 8:20.

Student Dismissal



Students are released at 3:35 p.m. to either walk home or be picked up. Parents who drive to pick up their students are to adhere to the following procedures:

- Take Hively Avenue to Sanders. Take Sanders Avenue to the point. Follow Sanders until the farthest point of the playground and TURN RIGHT onto Monger Avenue.
- Follow Monger Avenue. Playground will be on your right.
- There is a gate on the right before you get to the school building. You will enter the playground (in your car) through this gate.
- Once inside the gate, you will split into 2 lanes. Any parent with a Kindergarten or 1st grade student, you should try to stay in the left lane. All other cars should merge to the right.

These procedures are put into place for the safety of your children. Please do not try to park on the street and walk up to the building to pick up your student.

Students needing to re-enter the building after dismissal must first come to the office. Students will be allowed to return to their classroom only if the teacher is in the classroom.

KidsCare

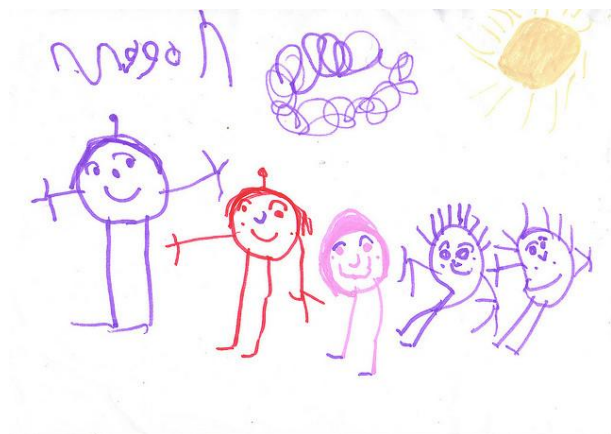
Need child care before or after school? Elkhart Community Schools' KidsCare Program is available for students in grades K-6th. Hours will be from 5:30 a.m. until the start of school, then after school until 5:30 p.m. Fees and registration forms are available on the KidsCare website at:

www.bgcelkhartcounty.org/kidscare/

Childcare is available from the first day of school and continues through the last day of school. It is only available when school is in session.

There are three options for child care:

1. Before school only
2. After school only
3. Both before and after school



Costs for Child Care:

Both Sessions (a.m. and p.m.)

First Child: \$45.00

Second Child: \$30.00

Additional children: \$20.00

One Session (a.m. or p.m.)

First child: \$25.00

One Additional Child: \$15.00

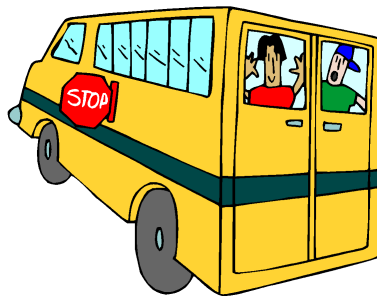
All other siblings: \$15.00

*****Kids Care Supervision for Monger students is at Hawthorne Elementary. You will drop your child off at Hawthorne and a bus will bring them to Monger for school. A bus will take your child to Hawthorne for after school care.*****

School Bus Conduct & Safety Rules

Parental support of these conduct and safety rules often avoids the possibility of student suspension from the bus.

1. The bus driver has the same relationship with the child as the child's school teacher. It is the duty of the driver to maintain order on the bus at all times.
2. Obey the driver promptly and cheerfully. The driver is working for your safety and is your friend. Realize that he or she has a big responsibility and that it is your job to help.
3. Be careful in approaching bus stops. Walk on the left facing the on-coming traffic where there are no sidewalks.
4. Avoid standing or playing on the road while waiting for the bus.
5. Do not destroy or damage surrounding property in any way while waiting for the bus. (Such damage results in the discontinuance of the bus "stops".)
6. Help keep the bus on schedule - ***Be on time. The child is to be waiting at the proper boarding station when the school bus arrives.***
7. No pupil will enter or leave the bus until it has come to a full stop and the door has been opened by the driver.



8. Take your seat quickly after getting on the bus...Three students to a seat...No saving seats for others...Do not block the aisle...Remain seated until the bus stops.
9. Take your turn when entering or leaving the bus. Avoid pushing others.
10. Classroom conduct is expected. Talking should be in normal conversational tones...No shouting...any loud noises...No unnecessary distractions of the driver that may result in a serious accident.
11. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet or body in any objectionable manner.
12. No windows or doors will be opened or closed except by permission of the driver.
13. Help keep the bus clean, sanitary and orderly. Put all trash in the containers at the front of the bus or in the school's wastebaskets. No food shall be eaten on the bus.
14. Only band instruments that can be carried by the student without taking up room of another student or blocking the center aisle may be carried on the bus. Where there is a difference in the point of view of the student, band director, and driver, the director of transportation shall make the determination.
15. No large objects will be carried on the bus (art projects, displays, science fair projects) that would take up room of another student or block the center aisle.
16. No animals (rodents, reptiles, insects, birds, etc.) will be allowed to be transported on the school bus.

Transportation

Supervisor – Terry Chomer
Transportation Number - 262-5695

Bus transportation will be provided beginning on August 15th, 2019. Bus routes remain basically the same as last school year. Children traveling by school bus should be at their proper stop. Questions concerning bus transportation can be referred to Transportation Services (262-5695) or Monger School.

Visiting the School

We welcome and encourage parent visits to the school. Please contact your child's teacher via email, a phone call, or a note to set up a time to visit the class or meet with your child's teacher. An appointment must be made by contacting the teacher or calling the school office.



All visitors must enter the building through the front door (Door #1) and check-in at the school's office. This includes visits to any part of the school campus, classroom, playground, cafeteria, etc. **All visitors must check in with a valid ID at the front office.** You will be given a visitors pass with your name and photo to wear while you are in the building.

Class Observations and visits are granted to persons other than school board and administrative personnel after consent is granted by the teacher and the building Principal.

Student Dress

Monger School will follow Elkhart Community Schools' guidelines for appropriate student appearance. During the school day, students with inappropriate attire or appearance will be sent to the office and may be sent home. If students attend school related activities or events while dressed inappropriately, they will be denied the opportunity to attend and/or participate in the activity or event.

The complete and detailed Monger School dress code is included in the **Mustang Code of Conduct**.

Electronic Devices (including cell phones)



Elkhart Community Schools Board Policy JFC (1) Guidelines for Good School Order state that electronic devices include, but are not limited to:

- Handheld electronic game
- Electronic paging device
- Personal digital assistant (PDA)
- MP3 player
- Camera
- Electronic tablet
- Handheld portable telephone
- Cell phone

At Monger School, once a student arrives on school grounds (this includes the playground and building), the electronic device must be shut off and stored away out of sight.

Students with electronic devices are to keep them shut off and stored away out of sight until the students are outside of the building after being dismissed from school.

Students who fail to comply with the policies regarding electronic devices will be subject to disciplinary action. If you need to get a hold of your child, please call the school and ask to give them a message. Students should not be texting or receiving text messages at school.

A complete and detailed Monger School Policy for Electronic Devices is included in the **Mustang Code of Conduct**.

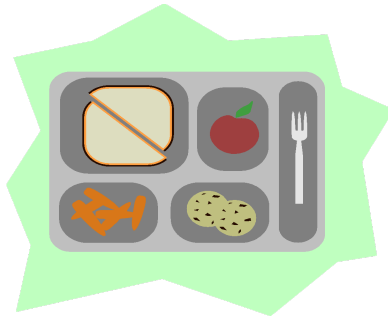
Cafeteria ~ Breakfasts & Lunches

WELCOME - Our cafeteria staff welcomes you back!

Student prices for breakfast and lunch:

Breakfast: **FREE for all students**
Lunch: \$2.65 (reduced price .40)
Milk: \$.75

The cafeteria will begin serving lunches and breakfast at Monger School on Thursday, August 15, 2019.



Students may either take advantage of the excellent school lunch program or bring a carry-in sack lunch. White, strawberry and chocolate milk will be available for a fee of .75 cents.

LUNCH MONEY PROCEDURES

1. A deposit slip must be filled out with your child's lunch money deposit.
2. All children are to be listed on one deposit slip using one check or cash. Loose money must be contained in an envelope from home, otherwise attach the deposit slip to the check.
3. Pay for at least one week at a time.
4. Account balances will be sent home with each child once every two weeks. Charging continues to be prohibited. Parents will be contacted to bring lunch or money.

Hint... Place an envelope in your child's book bag containing \$2.00 to be used as emergency money to avoid a telephone call from a hungry and distressed child.

You are welcome to visit and eat with your child during his/her scheduled lunch break. Please contact your child's teacher before doing this, by 9:00 a.m. especially if you will be eating a school lunch yourself.

FREE OR REDUCED LUNCH

Accompanying this handbook, are forms for applying for free or reduced lunch assistance. If you believe that your family qualifies for the free or reduced lunch program, please complete the forms and return them to the school immediately. Applicants will be notified within a few days if they have or have not qualified for the program. Until you have received notification that your family has qualified for assistance, you must be prepared to purchase your child's school lunch OR send your child to school with a carry-in sack lunch.

Extended Day Snack

Monger School participates in the Extended Day Snack program. Each day your child participates in an extended day activity they will receive a snack free of charge.

Textbook Rental Fees

Textbook rental fees are due October 1, 2019 for the first school semester. The second semester fees are due on January 6, 2020.



If payment of these fees in whole is a financial difficulty for you, please contact the school's secretary to make arrangements for a fee payment schedule. Elkhart Community Schools uses a collection agency to collect unpaid and late fees.

Textbook Assistance & Free/Reduced Lunch

Forms for textbook assistance and for free or reduced cost lunch are included with this handbook. Look over the forms. If you believe that you qualify for assistance, please fill out the form completely and return it to the school's office. Please notice you must sign two places, one for lunch assistance and one for textbook assistance. If you do not request both, you will not receive both. Textbook assistance has to be applied for before October 24, 2019.

Student Insurance

Student insurance is available for our school families. The cost for this insurance varies based on the plan you select. Please feel free to stop in the office and pick up the information or call and we will send the flier home with your child.

Student Medication Policy

The school system will administer all prescription and non-prescription medicines.

- All medications must be kept in the nurse's office.
- Only the school nurse and specially trained personnel shall be allowed to administer medicines.
- Medications **must be brought in by a PARENT** in the original labeled container. Please do NOT send medication to school with your child!
- A MEDICATION PERMISSION FORM must be on file in the nurse's office. Parents may fill this out when they bring medication.
- The permission form will be valid for the length of the prescription or for a maximum of the remaining school year.

Notes: This permission form can be obtained by contacting the school office. Most pharmacies will provide you with a labeled container upon your request.

Parents shall be responsible for making sure that medication is provided to the school as required and for properly notifying the school if there is a change.

The parent may be asked to have the doctor's office mail or fax the new instructions to the school nurse. The school system reserves the right to contact the physician if there are questions about dispensing the medicine.

If your student has special medication needs you are to contact the school nurse. Students with asthma, seizures, major allergies and diabetes need to be brought to the immediate attention of the school nurse.

Individuals with Disabilities Education Act

Parents suspecting that their child may have a disability which would qualify him/her for special education services under the Individuals with Disabilities Education Act (IDEA) or Indiana's Article Seven should contact the building principal regarding their concern. If special education is to be considered, parents must provide written consent for individual evaluation. Decisions regarding identification of a student as a child with a disability and eligibility for special education services are made by a case conference committee, which includes the parents.

A student who does not qualify as a student with a disability under IDEA/Article Seven may be eligible for services under Section 504 of the Vocational Rehabilitation Act of 1973 if he/she has a disability which substantially limits one or more major life activities. Parents suspecting that their child may have a disability which would qualify him/her for services under Section 504 should contact the building principal or the coordinator of Section 504 services regarding their concern. Elkhart

Community Schools does not discriminate in admission or access to its programs and activities on the basis of disability.

Student Attendance Policy

Students are expected to be in attendance every day that school is in session. The relationship between regular school attendance and a student's overall success in school is a well-established educational principle. Please be sure to get your child to school on time each day.

PARENTS' RESPONSIBILITIES - Parents or legal guardians are responsible for:

- Ensuring their child is at school
- Notifying the school in a timely manner of the reasons for a child's absences

EXCUSABLE ABSENCES

- Personal illness or injury
- Death of a member of the immediate family or relative living in the home
- Medical or dental appointments which cannot be cared for at any other time
- Special approved religious observances
- Court appointments
- Other reasons excused by the principal

GET AN EDUCATION



STAY IN SCHOOL

Absences of Concerns

A student who establishes a pattern of unexcused absences shall be considered to be a habitual truant and will be subject to laws of the State of Indiana regarding habitual trancies. Habitual truants will be referred to the appropriate local and state agencies. A pattern of habitual truancy will result in the student being placed on an attendance level through the district's administration office.

- **Level 1-** 4 absences of concern. Parent/Guardian will be issued a warning letter.
- **Level 2-** 7 absences of concern-parent guardian will be issued a Legal Notice, Department of Child Services and/or Juvenile Probation will be notified.
- **Level 3-** Additional absences of concern-Parent/Guardian must attend a hearing with school administrators. If parent fails to attend, student will advance to level 4.

- **Level 4-** Additional absences of concern-The parent/guardian will be notified of a mandatory meeting with the Department of Children Services and/or Juvenile Probation.
- **Level 5-**Any additional absences past Level 4, a court hearing will take place and will include a court fee of \$166.00.

Monger P.T.O.

The officers for Monger School's PTO for the 2019-2020 year are:

President	Lisa Baugh	lbaugh@elkhart.k12.in.us
Vice President	Molly Bails	mbails@elkhart.k12.in.us
Treasurer	Nikole Dinehart	ndinehart@elkhart.k12.in.us
Secretary	Angie Matthys	amatthys@elkhart.k12.in.us

P.T.O. means Parent/Teachers Organization. Please feel free to attend any and all meetings. General PTO Meetings will be held in the school library at 5:30 p.m. on the following dates: September 5, 2019, November 7, 2019, January 9, 2020, March 5, 2020, and May 7, 2020.

Parents are encouraged to attend PTO meetings and/or volunteer with PTO sponsored activities. Please watch for newsletters and notifications from the PTO.

Monger Newsletter

A newsletter will be sent home at the beginning of each month. This newsletter will help keep you informed about the activities at Monger School. If you do not receive the newsletter, first ask your child to check his/her desk and backpack before calling the school office.

The newsletter is prepared during the third week of the month. Information to be included must be turned in to the school office by the third Monday of each month.

Athletics/Clubs

5th & 6th grade boys and girls have the opportunity to participate in after school athletics this year. We offer boys' and girls' soccer, boys' and girls' volleyball, boys' football, boys' and girls' basketball and lacrosse.

Participation in athletics is a privilege, not a right. Students participating in athletics will be held accountable for good behavior and grades. Coaches are required to do weekly grade/behavior checks to ensure all participants are eligible and are being *student athletes*. Students must be passing all subjects in order to participate.

Parents are encouraged to attend all athletic events. It is our expectation that parents model good sportsmanlike behavior while attending school athletic events. Parents can show good sportsmanship in the following ways:

- Avoid criticizing coaches, players and referees
- Use encouraging words/comments during the games
- Avoid coaching from the sidelines
- Show unconditional support-win or lose

