

Morgan Elementary Information

Phone ~ 462-5883 Fax ~ 462-4014

Jessica.Niebel@eastporter.k12.in.us

Principal

Lori.Epler@eastporter.k12.in.us

Secretary

School Hours

7:40 a.m. School Day Begins

7:45 a.m. Tardy Bell

2:40 p.m. Dismissal

Because there is no supervision available, elementary students are not allowed into the building before 7:30 a.m.

Early Release Wednesdays (often LAST Wednesday of the Month)

8/29, 9/26, 10/16 & 10/17, 11/28, 1/30, 2/27, 3/13, 4/24, 5/15

Lunch WILL BE served

12:45 p.m. Dismissal

Student Drop-Off & Pick-Up

Drop Off....

Car Rider Drop-off: 7:30 to 7:40.

Drop-off is at Door #7 on the east side of the building. If you arrive after the above drop-off times, you must park in a visitor spot and walk your child into the elementary office (Door #1). If your child arrives after 7:45 a.m., he or she will be considered tardy. **A parent or guardian must sign them in on the proper sign-in sheet in the Elementary Office**, or the student risks being marked absent for the entire day.

Middle School or High School Sibling:

Students with an older sibling may enter through Door #1 between 7:30 & 7:40.

Pick Up....

Bus Riders: If a child is not riding the bus home, he or she must present the **Change of Dismissal Form**, completed by the parent, to his/her teacher. **If the child does not have this form, he or she will be sent home on the bus.** The form may be found on the MTE website under the "Forms, Flyers, Letters" Section.

Car Riders: After school pickup will be at Door #7. Parents/guardians should park in an open spot in the parking lot. **At 2:40 p.m., when the gate by Door #7 is open, parents should walk up to Door #7 and retrieve their child or children.** School staff will be present. For safety reasons, we do not allow children to go unassisted into the school parking lot to meet parked cars.

Students with Older Siblings: Any elementary student can be picked-up by a middle/high school student in the **Elementary Office** at the end of the school day. These students will not be released until an older sibling has checked in with Mrs. Epler.

Y-Care (After School Care)

After school care is provided by the Valparaiso YMCA in our building. Y-Care arrangements should be made directly with the YMCA at 219-464-9543.

After-School Activities

If your child is staying for an after school activity, (Girl Scouts, Art Club, Spell Bowl, Math Bowl, special event, etc.) he or she must present the **Morgan Township Elementary Dismissal Form to his or her teacher for each day** he or she plans to attend the event. If your child does not have a form, he or she will be sent home on the bus.

Student Handbook

The East Porter County School Corporation has adopted a handbook to be used at all sites. The 2018-2019 Handbook may be found electronically on the East Porter County School Corporation website at www.eastporter.k12.in.us. Parents and students are responsible for becoming acquainted with the rules, policies, and procedures contained in the Student Handbook.

Communications

Morgan Elementary Website: Forms, general information and the latest school updates can be found on the Morgan Township Elementary section of the East Porter County Schools website (www.eastporter.k12.in.us).

The Morgan Minute: The Morgan Minute is emailed home on Friday afternoons and a link can also be found on the school website. This newsletter is designed to keep parents informed of events, policies, and procedures here at Morgan Township Elementary School. Taking time to read the weekly newsletter is a simple way for parents to stay informed.

MTE Facebook Page: Check out classroom happenings, event photos and school news.

Communicating with MTE Staff: All teachers, teaching assistants and other staff have e-mail accounts at the school. The quickest way to access that information is to go to the Morgan Township Elementary school page on the East Porter County School Corporation website and click on the "Staff" menu at the top. Phone extensions and email addresses are conveniently located there for you.

Reporting Absences

Please let us know (by 10 am) if your child is going to be absent from school by calling the school at 462-5883 (Extension #1300). You may call before the office opens and leave a voice mail message. If you prefer, you may notify the office via e-mail at Lori.Epler@eastporter.k12.in.us. Be sure to leave your child's name and reason for the absence. Absences that are not verified by a call or email are considered UNEXCUSED.

Lunch

School lunches start on the first day of school. Milk is served with every meal unless a doctor's note is provided. Students may buy milk with a sack lunch for 50 cents. Continue to read the monthly menu when planning your child's lunch needs. The menu can be found on the Morgan Elementary website.

Volunteering

We are glad when parents or grandparents volunteer to work in the classroom, chaperone a field trip, or help out in any way at the school. We must, however, have a background check on file at least **one week in advance** of the activity. "Intent to Volunteer" forms have been included with registration materials, are available in the Elementary Office, and on our website. If you are planning to volunteer at any time during the school year, be sure to submit a completed "Intent to Volunteer" form to the office at the beginning of the school year. **This procedure must be done annually.**