



August 11, 2021

Hello Morton Gingerwood Families,

I hope that you and your family had a great summer with family and friends. We have so many new, fun, and exciting things happening at Morton Gingerwood School. I am so excited to start a wonderful school year and I can't wait for you to see the new changes to the building on Move-In night.

Move-In night for MGS will happen **Monday 8-16-2021 from 6:00-7:30 PM**. Per the Governor's mandate all students, families and staff will wear masks regardless of vaccination status in the building. As you help your children "move-in" please be on the lookout for these updates to the building:

- Roof project and fascia on the front of the building are almost complete.
- MGS gym has been painted and new banners hung.
- Main entrance and stairwells were painted.
- Arbor's Media Center and Panda Land have been remodeled.
- New tech is in every homeroom.
- Art/Music room has new tile and was restructured for those classes.
- Mrs. Kuzel and her daughter, Ms. Kuzel, painted many areas in the main hallway and the MGS Library. We are very thankful that they share their talents with us and bring color and excitement to these spaces. We have more fun things planned in the future so be sure to look for updates when you are here for Parent-Teacher Conferences. 😊
- Bells have been scheduled to ring in specific rooms separate from APMS as needed.
- Courtyard playground project (AKA Central Park) is coming along nicely.

During Move-In night you can expect to:

- Walk the building to see the upgrades and to see where your children will be throughout the day at Morton Gingerwood School.
- Meet your child's teacher and see their classroom
- Drop off all required classroom supplies (i.e., paper towels, wipes, etc.).
- **Have fun and enjoy the time. I do ask that you look past anything that is not 100% complete or if you see a few boxes. We are still in the moving in process as well 😊.**

**General Information:**

**First day of school is August 18, 2021, and it is a full day of attendance with lunch.**

Please refer to the Morton Gingerwood Student and Parent Handbook for detailed information regarding our school and important procedures. Your child will have a math/science teacher and a reading/writing teacher. Students will stay together in a group and move across the hall or to the room next door after their lunch for their afternoon classes. Right before dismissal the students will go back to their homeroom to gather their materials and jackets before going to the bus lines.



**Schedule:**

Student schedules will be available in Alma starting on Wednesday 8-11-2021.

**Transportation Information:**

Bus stop information can be found on the district website under the transportation tab.

**Covid-19 Information:**

Per the Governor's mandate all students and staff will wear masks regardless of vaccination status. We will be following the Covid-19 protocols that can be found on the district website. Water fountains will be available to refill water bottles. Students must bring their own water bottles.

**Communication:**

There are three important apps that will help you stay informed during the school year: Parent Square, ALMA, and the Arbor Park School District app. Our tech department will send out information regarding log in and set up features. Please continue to check our website for information.

**Attendance:**

Regular attendance is important. Students need to be in class on time each day to make consistent progress. Student arrival is 9:00-9:10. Classes begin at 9:15 am. Please remember to call the school office (560-0092) before 9:00 am if your child will be absent. You may also use the Attendance Line (560-0092/Choose Option #1) to leave a message informing us of an absence at any time.

You may contact the office for homework on the second day of an absence. Homework will be sent down to the office at 3:30 pm. The office is open until 4:00 pm for parents to come and pick-up the assignments. If you would like homework sent home with another student, please contact the other parent, and then let the office know.

**Safety and Security:**

School Hours are 9:00-3:30. We ask that no students arrive before 9:00 am as there is no supervision available. Anyone needing childcare before or after school, please see information about Kids Club on the district website.

All visitors must report to the office to sign-in and receive a visitor's pass. Parents must make appointments to see classroom teachers to avoid conflicts with instructional time. All teachers have some time each day to return phone calls, respond to emails or schedule meetings. All teachers will respond to calls or emails within 24 hours.



For the children's safety, any parents who must drive or walk their children to and from school need to follow these guidelines:

- Do not arrive before 9:00 am
- Turn into the drop off lane (marked on Central) and drive around to the back of the school. Please drive around to door 4 where the students should exit from the passenger side of the vehicle if possible. Staff will be there until 9:15 when the doors will be locked. If you arrive after that time, you will need to drive around to door 1 and sign in at the main office.
- If your child is a car rider/walker or will be picked up every day, he/she will be dismissed from door 4 at 3:27pm.
- Parents, please remain in your vehicle. A sign will be given to the children that are car riders/walkers. Please place the sign in your window when picking up your student.

The office must have written permission from parents when there is a change in dismissal for students. If more than one student is involved, (going to a friend's house after school, etc.) notes are required from each student's parents. Students will be dismissed in the usual manner if the office does not receive appropriate documentation of the change before the end of the day. If you need to make a permanent change, please call the office and we will give you the necessary information regarding procedure.

**Please inform the office of any address or phone changes during the year so that we can reach you in case of an emergency.**

**Medication:**

We prefer that medication be administered at home, but if medication must be administered during the school day, please comply with the following regulations:

1. A form must be completed, signed by the physician and by the parent, and returned to our school nurse before medication can be administered. The form is available from the school nurse's office. This form must be newly completed each year that your child attends MGS. Call the school and ask to speak to the nurse.
2. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

**Birthdays:**

We announce student birthdays in the morning during announcements and call students down to receive a birthday pencil and a ribbon. Birthdays that fall on dates outside of the school year (most of June, July, and August) are announced in May on the corresponding date. Weekend birthdays are announced on Fridays. Currently, we are **NOT** able to distribute any treats or party favors.



**Lunch:**

We are not able to accommodate parents who would like to come to school to eat lunch with their child. You are welcome to come and pick up your child for lunch. If you would like to do so, please write a note and come to the office to sign your child out during the lunch period. **First graders eat lunch at 11:50 pm. Second graders eat lunch at 12:10 pm.** Lunch is provided free of charge the entire school year. Students will select a vegetarian lunch or regular lunch each morning. Please refer to the monthly menu we send home and choose the desired entrée.

**Personal Items:**

Personal items (i.e., games, toys, video games, balls, jewelry etc.) should not be brought to school without the teacher's permission. If the student has permission, these items should remain in student book bags while riding the bus. We supply toys, games, and sports equipment for our students to use during recess. We are not responsible for lost or stolen items.

**Proper Footwear:**

Our students will be outside either on the equipment, the field, or the blacktop every day, weather permitting. Because of safety concerns, students should not wear flip-flops or backless shoes. Students will have to miss the outside activity if proper footwear is not worn.

**School Spirit Days:**

Every Friday is School Spirit Day. We will wear our spirit wear, school colors (blue and white) or patriotic colors.

**Assignment Books:** Our 2<sup>nd</sup> Graders are required to purchase and use our MGS Assignment Book. These will be available for purchase once they arrive. There was a delay in delivery 😞. We will let parents know when they are available for sale. The price is \$5.00. Please send the exact amount in an envelope with your child's name and room number on the front.

Thank you,

Mr. Tom Flynn, Principal