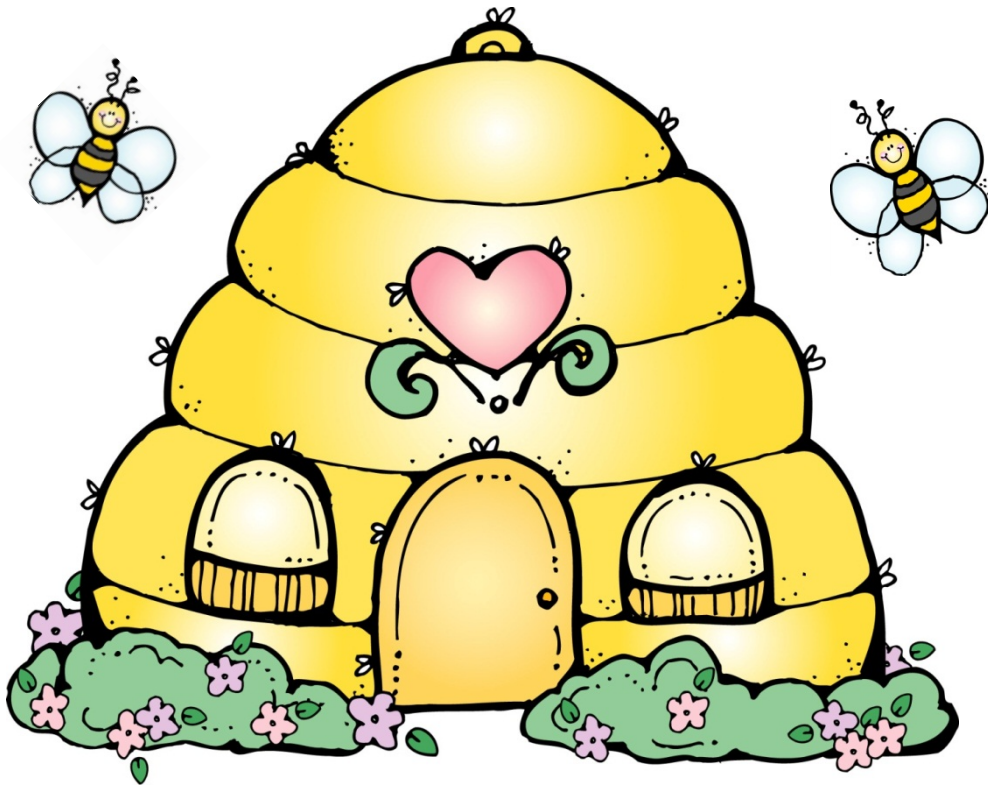


Parent/Guardian Handbook
McGaughey Elementary School
2018-2019

A Supplement to the
Mt. Zion District No. 3 Handbook/Calendar



McGaughey Elementary 3 R's
Be the best you can be!

Be Ready!
Be Responsible!
Be Respectful!

TABLE OF CONTENTS

| <u>TOPIC</u> | <u>PAGE(S)</u> |
|--|----------------|
| Purpose of Parent Handbook..... | 3 |
| School Day..... | 3 |
| Student Transportation..... | 3-4 |
| • Arrival & Departure Times | |
| • Morning Drop-Off Procedures | |
| • After School Pick-Up Procedures | |
| • Early Dismissal | |
| • Late Arrivals | |
| • Early Departures | |
| • Transportation Changes | |
| • Safety Regulations | |
| Absences..... | 5-6 |
| • When to Keep Your Child Home | |
| • Calling in Illness and Other Emergencies | |
| • Medical Excuses from Activity | |
| Communications..... | 6 |
| • Contacting Teachers | |
| • Green Notes | |
| • Principal Newsletter & Calendar | |
| • Emergency School Closings | |
| • Privacy of Family Information | |
| Visiting School..... | 7 |
| Volunteering at School..... | 7-8 |
| Recess..... | 8 |
| PBIS & Discipline..... | 8-9 |
| Community Club..... | 9-10 |
| Fundraising..... | 10 |
| Parties & Special Events..... | 10 |
| Snacks & Birthday Treats..... | 10-11 |
| Field Trips..... | 11 |
| Dress Code..... | 12 |
| Personal Property..... | 12 |
| BASAP..... | 12 |

APPENDICES

| | |
|-------------------------------------|------------|
| Faculty & Staff List..... | Appendix A |
| Events Calendar..... | Appendix B |
| 3 R's School-Wide Expectations..... | Appendix C |
| 3 R's Common Language..... | Appendix D |

PURPOSE OF PARENT HANDBOOK

Welcome to McGaughey Elementary School! We intend for each of our families to feel a full part of our school community. Part of our responsibility is to provide families with the information needed to smoothly interact with their school. Mt. Zion School District # 3 does an excellent job of providing pertinent information to our families in the Mt. Zion District No. 3 Handbook/Calendar. This information helps our new families transition into our district and helps our present families stay informed on district policies and events. The handbook in hand is not intended to replace that guide but merely to provide information that specifically relates to McGaughey Elementary School. Certain information not found in the district handbook may be found here. Likewise, information not found within this handbook may be accessed through the district handbook, located at www.mtzion.k12.il.us, or by calling our school office @ 864-2711.

SCHOOL DAY

Pre-Kindergarten Schedule

- 8:00 - AM student arrival
- 10:30 - AM student dismissal
- 12:00 - PM student arrival
- 2:30 - PM student dismissal

Kindergarten & 1st Grade Schedule

- 8:00 - student supervision begins (playground or gym)
- 8:20 - student transition to classrooms
- 8:30 - instruction begins
- 11:00-1:00 - lunch & recess
- 3:00 - student dismissal

STUDENT TRANSPORTATION

1. Student Arrival and Departure Times

- No supervision of students is provided before 8:00 AM. Students may be dropped off between 8:00-8:20 AM.
- All students should be picked up no later than 3:15 PM.

2. Morning Drop-Off Procedures

- All normal arrivals provided by parents or guardians occur in the west drive in the front of the building. The east front entrance & driveway is for busses only.
- Students should exit on the driver's side only.

3. After School Pick-Up Procedures

- First grade students are picked up at the northeast door of the gymnasium at the back of the building off of Westside Drive. Please do not turn around in driveways.
- Kindergarten & pre-kindergarten students are picked up at the southwest pick up/drop off door.
- Parents are asked NOT to arrive for pickup before 2:45 PM due to Pre-K dismissal.
- NO PARKING is allowed in either of the front driveways at any time.
- Parents/Guardians are asked to remain in their vehicles and wait their turn in line. **Parent pick up cards will be provided to you to place in your windshield. Any adult that will be picking up your child will need a pick up card displayed in his/her windshield. You may request additional pick up cards from the office. If an individual comes to pick up a child and does not have a pick up card, he/she will be asked to park and enter the office to confirm pick up of the child.**
- Vehicles should NEVER pass a line of vehicles while pickup or drop off is occurring.
- Students will only be released to the adults listed on the Parent Contact Form. All adults on the Parent Contact Form should have a pick up card to display in their windshield. Adults who are not authorized to pick up a student will not be allowed to leave with the student unless the office has received verbal or written confirmation from the parent/guardian.

4. Early Dismissal

- Early dismissal occurs at 11:35 AM.

5. Late Arrivals

- All arrivals occurring after 8:30 AM should occur at the front entrance of the building.
- Parents should park in the parking lot and walk into the office to check in after 8:30 AM.
- Students are considered tardy after 8:30 AM.

6. Early Departures

- If your child needs to be picked up early, please park in the parking lot and report to the office to sign your child out. Your child will be called down to the office.

7. Transportation changes

- All transportation changes should be given in note form to the teacher or by phone to the office. Please use the green "Note to School" notes provided by the school to provide details of the change. Phone calls should occur before 11:00 AM on early dismissal days or by 2:00 PM on regular school days.
- For safety reasons, our policy is "No note... No phone call... No change."

8. Safety Regulations

- Please be aware that it is illegal to use a handheld cell phone in a school zone during school hours.
- Please be aware that it is illegal to pass a bus that has its stop arm extended even if it is on school property.

ABSENCES

Attendance is vital to your child's social and academic development. However, there are times when your child may be too sick to attend school. Please review the updated attendance policies below regarding excused & unexcused absences, vacations, and illness.

Excused & Unexcused Absences (Including Vacations)

- Excused absences include illness, and anticipated absences such as appointments and vacations
- Whenever possible, parents should schedule appointments and vacations during non-school hours and days off
- Vacation days will be excused providing the student does not exceed 7 excused absences (illness, etc.) per semester
- An unexcused absence will occur if the child has been absent more than 7 days per semester and does not produce a medical excuse from a physician; medical excuses should be received in the school office within 48 hours of the student returning to school

Illness

When to Keep Your Child Home

- Fever 100 degrees or more (child must be fever free for 24 hours, without fever-reducing medication, before returning to school)
- Lethargy, irritability, persistent crying, difficulty breathing
- Diarrhea
- Mouth sores accompanied by drooling
- Pink eye and or a white/yellow discharge from the eye
- Impetigo (skin infection marked by weepy, scaly, or crusty rash until 24 hours after treatment)
- Strep throat until 24 hours after treatment
- Head lice until the child is free of nits (the school nurse will check the child before he/she can return to school)

Calling in Illness and Other Emergencies

- Please call the school office at 864-2711 prior to 9:00 AM when your child will be absent. You may leave a message prior to 7:30 AM.

- Please notify the office by 10:30 AM, if you wish to pick up your child's homework.

Medical Excuses from Activity

- Parent Request - Students may be kept inside for recess or held out of PE activities for 3 consecutive days with parent's written request.
- Doctor's Orders - Doctor's orders are followed until a medical release is submitted to the office. Students restricted from PE activities are restricted from physical recess activities.

COMMUNICATIONS

1. Contacting Teachers

- Classrooms will not be interrupted during instructional time by phone calls. The office will take a message or transfer your call to voice mail.
- School email is available to contact your child's teacher.

2. Green Notes

- Each family will receive a packet of green "Note to School" notes that are to be used for transportation changes or appointments.

3. Principal Newsletter & Calendar

- The office emails a monthly newsletter containing information about special events, holidays, and early dismissal times.
- The McGaughey webpage is a valuable resource for information. The principal newsletter & calendar is also available via the webpage.
- Individual classroom newsletters are also sent home with your child.

4. Emergency School Closings

- Mt. Zion School District uses an automated telephone system to inform all registered families of school closings. We also use several television and radio stations to notify families.
- Make sure to keep the school updated with any phone number changes to insure that you receive a call.

5. Privacy of Family Address and Phone

- To protect the privacy of our families, our staff will not release any parent/student information.

6. Website & Facebook

- Mt. Zion CUSD #3 maintains an informative website. The McGaughey Elementary page is updated on a regular basis. You will find grade level information, upcoming events, photos, and much more on our website.
- McGaughey Elementary also has a Facebook page to highlight the great things that are happening at McGaughey.

VISITING SCHOOL

We welcome you to attend all events and to visit our building. Please comply with the following procedures and policies to assist us in providing a safe and secure learning environment.

1. If you are visiting the building during school hours, you will be asked to buzz in using the system installed on the west brick wall of the school main entrance.
2. If your visit is anticipated and the office staff can easily identify you and are aware of the reason for your visit, you will be buzzed in. If your visit is not anticipated, you will be asked to identify yourself and the reason for your visit.
3. Once you are buzzed in, you will enter through the handicap door. Upon entry of the building, **please report directly to the office, sign in as a visitor, and put on a visitor sticker.**
4. Please coordinate with the teacher to schedule a visit to the classroom. When visiting, please enter the classroom without disruption to teaching.
 - Conversations with the teacher should occur during the teacher's prep time or a time that the teacher deems appropriate.
 - Conferences occur by appointment only.
 - Visitors during the school day, in particular during instructional time, are allowed to visit at the discretion of the administration.
 - When visiting, please do not bring younger siblings. This is a time to spend with your school age child.
 - Please refrain from using your cell phone while at school.
5. Discipline of students during school supervision should be handled by school staff.
6. Parents are encouraged to come eat lunch with their child at school. Please call the school office prior to 9:00 AM to order a school lunch. Students are also allowed to leave the building for lunch with the custodial parent/guardian.
7. When visiting the playground, please observe the following playground rules.
 - For the safety of all students on the playground, we ask that you stay with your child only.
 - Please do not bring food or drinks onto the playground.
 - Only McGaughey students are allowed on the playground during school hours.
 - Refrain from "underdogs" on swings.
 - Refrain from lifting children onto bars or equipment.
8. Our staff will not release any student without notification or prior approval from the office.

VOLUNTEERING AT SCHOOL

We greatly value the time you spend volunteering throughout the building. In order to make your volunteer time most valuable for students, teachers, and yourself, please follow the guidelines below.

1. Teachers will follow a sign-up procedure for volunteers in the classroom at their discretion. It is recommended that parent volunteers sign up for one to two hours per week on a consistent day.
2. Please report during your scheduled time as that is when the teacher has set aside time for you to complete particular duties.
3. Please contact the classroom teacher if you cannot come during your scheduled time.
4. Discipline of students during school supervision should be handled by school staff.
5. Parent volunteers are not allowed to assist during RtI Literacy Block time or other confidential times of the school day per classroom schedule.

RECESS

Outside Recess

- Recess occurs before school and during the lunch hour.
- Students will go outside except on days when the wind chill and/or temperature is below 25°.
- Students should dress appropriately for outside play and physical activity. Winter coats, hats, and gloves are needed.
- All students are expected to follow the playground rules at all times
 - Swinging on bottoms only
 - No jumping from bars or equipment
 - Children must slide down the slides on their bottoms, feet first
 - No climbing up the slides
 - No throwing wood chips or rocks
 - Kindergarten students must stay inside the fenced area

Inside Recess

- Students will be kept inside on days of inclement weather.
- Inside recess will occur in the classroom, and will be monitored by the playground supervisors.

PBIS (Positive Behavior Interventions and Support) & DISCIPLINE

PBIS is a proactive approach to school-wide discipline. This initiative is meant to reinforce the positive behaviors of students doing what is expected of them as well as support students who need extra assistance. Our PBIS mission statement is "Teach appropriate behavior before negative behavior occurs; be proactive rather than reactive. Use clear, consistent expectations, language, and routines. Teach behavior like we teach academics". The staff of McGaughey is focused on working with students and families to promote positive behavior in all school settings. We have adopted the McGaughey 3 R's as our school-wide expectations. All students will learn and practice the 3 R's: **Be Ready! Be Responsible! Be Respectful!**

PBIS focuses on acknowledging students for consistent positive behavior; it does not just focus on misbehavior. Routines and language with respect to appropriate school behavior are consistent throughout the school. **All** students are rewarded with school-wide celebrations after reaching predetermined goals.

Teachers have individual classroom management plans that manage student misbehavior. All staff issue warnings prior to any consequence. If inappropriate behavior continues, teachers may require that the student take a brief time out. In cases of severe/chronic misbehavior or disruption to the learning environment, students may need to serve a detention during recess or be referred to the principal and a discipline referral form will be completed. Parents are notified of all detentions and/or discipline referrals. The principal will determine appropriate consequences on a case-by-case basis. Please refer to the Mt. Zion District No. 3 Handbook/Calendar for more details on the district's discipline policies. Parents, teachers, and the principal will work together as a team to manage student behavior.

Family support plays a vital role in the safety and social development of our students. Please talk with your child often about how the McGaughey 3 R's can be displayed at school, home, and within the community. At the back of the handbook, see the school-wide 3 R's and the common language our staff uses to teach the 3 R's.

COMMUNITY CLUB

The Mt. Zion Elementary Schools Community Club is the parent/teacher organization for McGaughey Elementary, Mt. Zion Grade School, and Mt. Zion Intermediate School. All parents with a child in PreK-6th grade are considered valued members of the Community Club. The main purpose of this association is to provide the schools with the volunteer base for events, projects and fundraising; assist teachers and staff as needed; and make the schools an enriching family environment.

Specific details regarding Community Club can be found on the school website or by contacting McGaughey Elementary School.

FUNDRAISING

McGaughey Elementary will participate in fundraising throughout the year. A direct portion of fundraising efforts is given to each teacher to assist them in purchasing supplemental educational materials and supplies. The remaining amount is used for various special events and projects, such as school assemblies, beautification projects, family nights, and supplementing our professional development resource center for teachers. Family participation in fundraising efforts is greatly appreciated, but always optional. McGaughey may also participate in charitable fundraisers, such as Jump Rope for Heart, and United Way Penny Drive.

PARTIES & SPECIAL EVENTS

- Birthday celebrations are welcome in the form of treats provided for all classmates. Board policy prohibits the distribution of treats to all students that are not store/bakery bought. We must refuse any homemade treats and ask that they be taken home. In addition, food allergies may prohibit certain kinds of treats for a classroom.
- Classroom parties occur in December for the Holiday party and February for the Valentine's Day party.
- Deliveries of flowers, candy, balloons, etc. to students will not be accepted at any Mt. Zion School District building.

SNACKS & BIRTHDAY TREATS

PreKindergarten & Kindergarten Snacks

- PreKindergarten & Kindergarten students have a parent provided snack daily. Teachers will distribute a snack calendar. Kindergarten students purchase milk daily for snack.
- Only store bought snacks can be provided.
- Snacks should not contain any nut products due to allergies.
- Snacks should be healthy and be able to be managed easily with minimal mess.
- Snack time is an educational opportunity for students to practice table manners, cleaning up after themselves, and appropriate table talk.
- Please donate items from the approved snack list below. Snacks that are not approved will be sent home.
 - cereal
 - fruit snacks
 - crackers (Goldfish, Cheeze-Its, Wheat Thins, Ritz Bitz with cheese, etc.)
 - granola bars

- pretzels
- graham crackers (Teddy Grahams, etc.)
- string cheese/cheese cubes/cheese slices
- grapes
- apple slices
- strawberries
- animal crackers
- cereal bars
- bananas
- 100 calorie packs
- chex mix
- carrot/celery sticks
- raisins or dried fruit
- fig/fruit bars
- mini bagels

Birthday Treats

- Parents are asked to send treats that are fairly healthy and easily managed.
- No red drinks are allowed.
- Cupcakes are discouraged as we find most of our students have difficulty eating them or can only eat a small portion. If your child wants to bring cupcakes, we encourage the mini size for our young students.

FIELD TRIPS

- Each classroom takes field trips that enhance the learning experience.
- Written permission is required to attend any field trip outside the district boundaries.
- Students are required to ride the transportation provided by the district (to and from the field trip).
- Parent requests to transport your child must be provided to the principal in writing 24 hours prior to the trip. Permission for parent transportation can only be granted by the principal.

DRESS CODE

Students at McGaughey should wear clothing that will encourage play, safety, and comfortable learning. Please follow the guidelines below.

- Refrain from wearing items of clothing that reveal ~~bare shoulders~~, backs and midriffs.
- Shorts, skirts, and dresses should be fingertip length.
- Girls should wear skorts or shorts under a skirt/dress. Recess activities will be limited if a student is wearing a skirt/dress without shorts underneath.
- Tennis shoes must be worn for PE every day. Students will be asked to sit out due to safety risks if they do have tennis shoes.
- Avoid flip flops due to safety risks at recess. Students' recess activities will be limited if they are wearing flip flops.

PERSONAL PROPERTY

- Label your child's backpack and lunch box.
- Keep all personal entertainment items: Pokémon cards, recording devices, toys, sports equipment, electronics, etc. at home.

BASAP

The Mt. Zion School District provides the before and after school program, BASAP, to students in grades kindergarten through sixth grade. For details about the program, contact the BASAP Director, Mrs. Lori Rutherford, at 864-2814.

APPENDIX A

MCGAUGHEY FACULTY & STAFF

PRINCIPAL: Mrs. Brandi Kelly

SECRETARY: Mrs. Debi Hall

PRE-KINDERGARTEN: Mrs. Taylor Larrison, Mrs. Pam Schroeder

KINDERGARTEN: Mrs. Amy Bagley, Mrs. Mandi Ditty, Ms. Erwin, Mrs. Angie Hamrick, Mrs. Diane Jenkins, Ms. Mills, Mrs. Rachel Orris, Miss Dana Perry, Mrs. Brittany Reatherford

FIRST GRADE: Mrs. Jessica Buckley, Mrs. Rachel Cravatta, Ms. Lori Hanson, Mrs. Christine Koehn, Mrs. Sarah Nichols, Mrs. Katie Patrick, Mrs. Dianna Weirman

NURSE: Mrs. Pam Hilligoss

SOCIAL WORKER: Mrs. Marie Baker

REMEDIAL READING: Mrs. Shelly Wheeler

MUSIC: Mrs. Jamie Sill

ART: Mrs. Kimberley McSherry

SPEECH: Mrs. Rachael Althoff

R+I/SPECIAL EDUCATION: Mrs. Jill Driscoll, TBA, Mrs. Trena Freeman
Mrs. Tonya Freeland, Ms. Crystal Evans

PHYSICAL EDUCATION: Mr. Craig Koshinski, Mrs. Jenny Moore

LIBRARY RESOURCE: Mrs. Julia Moroney

BASAP DIRECTOR: Mrs. Lori Rutherford

CUSTODIANS: Donna Herrmann & Jeff Henry

PLAYGROUND SUPERVISORS: Mrs. Amy Cassell, Mrs. Christy Fyke,
Mrs. Kim Arthur, Mrs. Amber Shobe, TBA

APPENDIX B

EVENTS CALENDAR

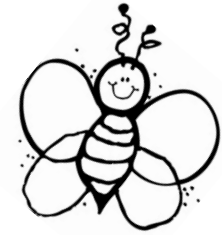
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| August 7 | 8 AM -noon & 1 PM - 6 PM | Registration |
| August 9 | 6:30 PM | BASAP Orientation |
| August 15 | Teacher Institute-No School | |
| August 15 | Assigned Time | Kindergarten Orientation |
| August 16 | Dismiss 11:35 AM | 1 st Day of School |
| August 16 | 6:00 PM | 1 st Grade Orientation |
| August 17-22 | Assigned Time | PreK Home Visits |
| August 23 | Assigned Time | PreK Orientation/1 st Day of School |
| Sept. 3 | Labor Day - No School | |
| Sept. 11 | 6:00-7:00 PM | Kindergarten Grandparents' Night |
| Sept. 13 | 6:00-7:00 PM | 1st Grade Grandparents' Night |
| Sept. 18 | | School Pictures |
| Sept. 21 | | McGaughey Hike for the Hive |
| Oct. 5 | Parent/Teacher Conferences - No School | |
| Oct. 8 | Columbus Day - No School | |
| Oct. 13 | | Community Club Fall Festival |
| Oct. 19 | | Quarter 1 Ends |
| Oct. 22-26 | | Red Ribbon Week |
| Nov. 11 | Veteran's Day | |
| Nov. 15 | 1:45-2:45 PM | Kindergarten A Parent Visitation |
| Nov. 15 | 6:00-8:00 PM | Family Reading Night & Book Fair |
| Nov. 16 | 1:45-2:45 PM | Kindergarten B Parent Visitation |
| Nov. 19 | 1:45-2:45 PM | 1st Grade A Parent Visitation |
| Nov. 20 | 1:45-2:45 PM | 1st Grade B Parent Visitation |
| Nov. 21 | Teacher's Institute Day | No School |
| Nov. 22-23 | Thanksgiving Vacation - No School | |
| Dec. 6-7 | | Community Club Holiday Shop |
| Dec. 10 | 6:30 PM@ HS Auditorium | 1st Grade Holiday Program |
| Dec. 20 | 1:30 - 2:30 PM | K-1 Holiday Parties |
| Dec. 21 | Dismiss 11:35 AM | Teacher Workshop |
| Dec. 21 | | Quarter 2 Ends |
| Dec. 24-Jan. 1 | Christmas Vacation - No School | |
| Jan. 2 | Teacher Institute - No School | |
| Jan. 21 | Martin Luther King's Birthday - No School | |
| Feb. 14 | 1:30-2:30 PM | K-1 Valentine Parties |
| Feb. 18 | Presidents Day | No School |

March 8.....Quarter 3 Ends
March 11-15.....Spring Vacation..... No School
April 8.....6:30 PM @ HS AuditoriumKindergarten Spring Concert
April 18.....Good Friday.....No School
April 22.....Teacher's Institute.....No School
April 25.....6:00-8:00 PM.....Spring Art Fair & Book Fair
May 17Play Day (Tentative)
May 20.....Tentative Last Day of School -Dismiss 11:35 AM
May 20.....Quarter 4 Ends (Tentative)

APPENDIX C



McGaughey Elementary 3 R's Be Ready! Be Responsible! Be Respectful!



| Expectations | Classroom | Cafeteria | Playground | Hallway | Bathroom | Bus |
|-----------------------|--|--|--|--|---|--|
| Be Ready | <ul style="list-style-type: none"> *Be on time *Eyes on speaker *Materials ready *Quiet mouth & body *Be seated | <ul style="list-style-type: none"> *Wait patiently *Be quick *Be seated | <ul style="list-style-type: none"> *Whistle, watch, walk *Line up by teacher *Wear appropriate clothing | <ul style="list-style-type: none"> *Face forward *Hallway hands *Walking feet *Wait patiently | <ul style="list-style-type: none"> *Be quick *Wait patiently | <ul style="list-style-type: none"> *Look & listen for your bus *Face forward *Be seated |
| Be Responsible | <ul style="list-style-type: none"> *Follow directions *Do your job *Try your best *Accept consequences *Clean up | <ul style="list-style-type: none"> *Follow directions *Accept consequences *Ask permission *Stay seated *Clean up | <ul style="list-style-type: none"> *Follow directions *Play safe *Use equipment properly | <ul style="list-style-type: none"> *Follow directions *Look & listen *Do your job | <ul style="list-style-type: none"> *Use paper properly *Flush toilet *Wash hands | <ul style="list-style-type: none"> *Walk to your seat *Stay seated *Keep the bus clean |
| Be Respectful | <ul style="list-style-type: none"> *Use inside voice *Raise your hand *Use kind words *Work as a team *Use tools properly | <ul style="list-style-type: none"> *Use inside voice *Raise your hand *Use table manners *Honor others' space and food | <ul style="list-style-type: none"> *Use kind words *Honor others' space & things *Be a good sport *Take turns *Include others | <ul style="list-style-type: none"> *Use inside voice *Walk on the right side *Honor others' space *Respect decorations | <ul style="list-style-type: none"> *Use inside voice *Honor others' space | <ul style="list-style-type: none"> *Use inside voice *Greet your Driver *Use kind words *Honor others' space |

APPENDIX D



McGaughey Elementary 3 R's Building-Wide Common Language & Routines Be Ready! Be Responsible! Be Respectful!



| Settings | |
|-----------------------|---|
| Bathroom | Go, Wash, Leave |
| Hallway | Watch and Walk, Hallway Hands, Voices Off |
| Cafeteria | Calm, Clean, Caring |
| Playground | Safe, Caring, Sharing |
| Bus & Bus Lines | Back, Bottom, Be Quiet |
| Classroom | Look, Listen, Learn |
| Routines | |
| Lining Up Outside | Whistle, Watch, Wait |
| Good Morning Greeting | Look, Greet, Smile |
| Ready to Learn | Cool, Calm, Quiet |
| Problem Solving | Stop, Think, Talk |
| Voice Volume | 0 (silent), 1 (whisper), 2 (talking) |

**The key is 3~ 3 R's, 3 key words/phrases,
3 fingers as a reminder**