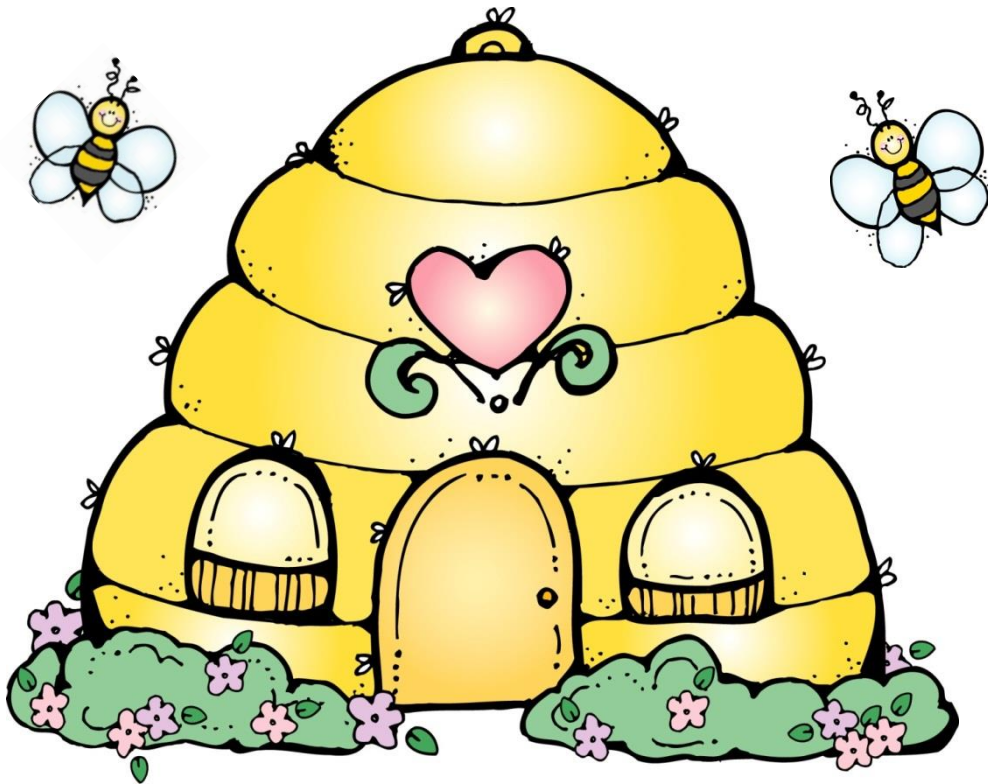


# Parent/Guardian Handbook McGaughey Elementary School

2020-2021

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
• 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.....	6
Volunteering at School.....	6
Recess.....	7
PBIS & Discipline.....	7-8
Community Club.....	8
Fundraising.....	8
Parties & Special Events.....	8
Snacks & Birthday Treats.....	9
Dress Code.....	9
Personal Property.....	9
BASAP.....	9
 <u>APPENDICES</u>	
Faculty & Staff List.....	Appendix A
McGaughey Elementary Return to Learning Plan .....	Appendix B
3 R's School-Wide Expectations.....	Appendix C
3 R's Common Language.....	Appendix D

## PURPOSE OF PARENT HANDBOOK

Welcome to McGaughy 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 McGaughy 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](http://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
- 11:30 – AM student arrival
- 2:00 – PM student dismissal

### Kindergarten & 1<sup>st</sup> Grade Schedule

- 8:00 – student supervision begins (classrooms)
- 8:40 – instruction begins
- 10:55-1:15 – lunch & recess
- 2:35 – student dismissal

## STUDENT TRANSPORTATION

\*\*\*Please note some changes to drop off procedures this school year.

### 1. Student Arrival and Departure Times

- No supervision of students is provided before 8:00 AM. Students may be dropped off between 8:00-8:40 AM.
- All students should be picked up no later than 2:45 PM.

### 2. Morning Drop-Off Procedures

- Pre-Kindergarten and kindergarten drop off occurs in the west drive in the front of the building.
  - Please pull forward to the farthest cone.
  - Drop off is only permitted along the sidewalk.
  - All students should exit the vehicle on the driver side only.
- All first grade drop off occurs at the northeast door of the gymnasium, at the back of the building, off of Westside Drive (same location as pick-up). Please do not turn around in driveways.
  - Please pull forward to the farthest cone.
  - Drop off is only permitted between cones for the safety of our students.
  - All students should exit the vehicle on the passenger side only.
- The east front entrance & driveway is for busses 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 using the west drive.
  - Parents are asked NOT to arrive for pickup before 2:20 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 your teacher. 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 8:40 AM should occur at the front entrance of the building.
  - Parents should park in the parking lot and walk their student to the front door to call to the office to check in after 8:40 AM.
    - i. Only the student will be allowed to enter the building. Please be sure to check the student in before leaving.
  - Students are considered tardy after 8:40 AM.
6. Early Departures
- If your child needs to be picked up early, please park in the parking lot and call in to the office using the intercom system found next to the front door.
  - Any person wishing to sign a student out early will need to provide a car rider sign or a driver's license/ID.
  - Your student will be called down to the office and an adult will walk your student out to you.
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 1:45PM 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

Please refer to our district COVID-19 Safety Plan ([mtzschools.org/domain/2615](https://mtzschools.org/domain/2615)) for additional information. It is imperative that students who are running a fever remain home until they are fever free for 24 hours. Please review the information found below as well as in the Safety Plan prior to the start of school.

#### 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 all things McGaughy. Please be sure to keep your email updated so you don't miss out!
  - The McGaughy webpage and Facebook page are valuable resources 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 all communication from the school and the school district.
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 McGaughy Elementary page is updated on a regular basis. You will find grade level information, upcoming events, photos, and much more on our website.
  - McGaughy Elementary also has a Facebook page to highlight the great things that are happening at McGaughy.

## VISITING SCHOOL

- McGaughy will strictly limit the access of visitors to the buildings with only essential visitors (substitute staff, service vendors) allowed to enter.
- All visitors will undergo a health screening and must wear a mask
- A drop box will be available outside of the school to allow for limited contact and for drop off of items.

## VOLUNTEERING AT SCHOOL

We greatly value the time you spend volunteering throughout the building. Unfortunately, we are unable to have any volunteers in our building. If you would like to assist the teachers in any way, please reach out to them to see if there any tasks that may be completed outside of the school building.

## RECESS

### Outside Recess

- Recess will occur during the students' lunch hour.
- Students will clean their hands before AND after recess.
- Playground equipment will be cleaned before and after recess.
- Students may remove their masks when they are maintaining social distancing.
- 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.
- Masks will need to be worn during inside recess.

## 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 McGaughy is focused on working with students and families to promote positive behavior in all school settings. We have adopted the McGaughy 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 McGaughy 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 McGaughy Elementary, Mt. Zion Grade School, and Mt. Zion Intermediate School. All parents with a child in PreK-6<sup>th</sup> 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 McGaughy Elementary School.

## FUNDRAISING

McGaughy 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. McGaughy 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 snack daily.
- To ensure all snacks meet IDPH requirements, snack money will be collected and used to purchase snacks through our food service department.
- Snacks will not contain any nut products due to allergies.
- Snacks will 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.

Birthday Treats-Birthday treats will be provided in place of the daily snack if a parent chooses to send one. Please ask if you are unsure if a treat would meet IDPH guidelines.

- All birthday treats must be PRE-PACKAGED & INDIVIDUALLY PACKAGED.
- Parents are asked to send treats that are fairly healthy and easily managed.
- No red drinks are allowed.

## 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 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 not 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 and all other school supplies.
- Keep all personal entertainment/electronic and other personal items at home unless specifically requested by your student's teacher.

## 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. Heather Ethell

SECRETARY: Mrs. Kaye Moran

PRE-KINDERGARTEN: Mrs. Taylor Larrison, Mrs. Courtney Barter, Mrs. Pam Schroeder, Mrs. Tonya Freeland, Mrs. Lovella Sarver

KINDERGARTEN: Mrs. Amy Bagley, Mrs. Mandi Ditty, Ms. Alyssa Doneske, Mrs. Angie Hamrick, Mrs. Rachel Orris, Ms. Dana Perry, Mrs. Brittany Reatherford, Mrs. Jessica Sergent

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

NURSE: Mrs. Pam Hilligoss

SOCIAL WORKER: Mrs. Marie Baker, Mrs. Jennifer Fultz

REMEDIAL READING: Mrs. Shelly Wheeler

MUSIC: Mrs. Jamie Sill

ART: Mrs. Heather Guasco

SPEECH: Mrs. Rachael Althoff, Mrs. Morgan Holst

RtI/SPECIAL EDUCATION: Mrs. Jill Driscoll, Mr. Derek Grove, Mrs. Trena Freeman  
Mrs. Colleen Scherer

PHYSICAL EDUCATION: Mr. Mike Patrick, Mrs. Jenny Moore

LIBRARY RESOURCE: Mrs. Amy Grove

BASAP DIRECTOR: Mrs. Lori Rutherford

CUSTODIANS: Cindy Underwood & Steve O'Brien

PLAYGROUND SUPERVISORS: Mrs. Michelle Huggins, Mrs. Carey Flesch, TBA

# APPENDIX B

## EVENTS CALENDAR

Date	Time	Event
August 6	12:00PM-6:00PM	Onsite Registration
August 17	All day	Teacher Inservice-No Student Attendance
August 18-19	All day	Remote Learning Planning Day-No Student Attendance
August 20	8:40AM-2:35PM	First Day of Student Attendance
August 19-21, 24	Assigned time	Pre-K home visits
August 25	Assigned time	PreK Virtual Orientation, 1 <sup>st</sup> day of PreK
September 7	All day	Labor Day-No School
September 15	All day	School Pictures
October 9	All day	Parent/Teacher Conferences-No Student Attendance
October 12	All day	Columbus Day-No School
October 16		End of 1 <sup>st</sup> Quarter
November 3	All day	Election Day-No School
November 4	All day	Picture Retakes
November 11	All day	Veteran's Day-No School
November 25	All day	Teacher Inservice-No Student Attendance
November 26-27	All day	Thanksgiving Vacation-No School
December 22	11:35AM	Early Dismissal-Teacher Workshop
December 22	All day	End of 2 <sup>nd</sup> Quarter
December 23- January 1		Winter Break, No School
January 4	All day	Teacher Inservice-No Student Attendance
January 18	All day	Martin Luther King's Birthday-No School
January 25- February 5	All day	Kid's Heart Challenge
February 15	All day	President's Day-No School
March 12	All day	End of 3 <sup>rd</sup> Quarter
March 29 <sup>th</sup> -April 2 <sup>nd</sup>		Spring Vacation, No School
April 5 <sup>th</sup>	All day	Teacher Inservice-No Student Attendance
May 21 <sup>st</sup>	Assigned times	Play Day
May 24 <sup>th</sup>		Tentative Last Day
June 4 <sup>th</sup>		Last day if all snow days used

# APPENDIX C

## McGaughey Elementary Return to Learning Plan

Due to the guidance provided by ISBE and IDPH, some of McGaughey's regular policies, procedures, and events have had to be rescheduled, redeveloped, or cancelled at this time. Please know that everything we are doing is in effort to keep all of our students and staff safe and healthy. We will continue to communicate as much as possible to make this school year as successful as possible. We ask that whenever you have any questions you reach out to your student's teacher or the office first and allow us the opportunity to assist you. Thank you for your support and patience as we navigate this school year. We are excited to get to know all of our students and families!

### Orientations

Due to the limited number of people we can have in the building, we will be offering our orientations through video links.

- Video links will be sent to family emails listed in Skyward at 5PM on Wednesday, August 19th
- Links will not be available prior to 5PM on Wednesday, August 19th
- An additional video link will be provided for building-wide orientation
- Information mailed home prior to online orientations will be reviewed in videos provided

Student Arrival Procedures-Changes have been made since last school year. Please review this section along with the map provided.

Student arrival will be from 8:00AM-8:40AM. When students arrive they will have two options: report to the cafeteria for a grab and go style breakfast, eat in the cafeteria, and then report to their classrooms; or report directly to their classroom.

In an effort to limit large amounts of students in one area of the building, two drop off locations will be used this year.

Pre-kindergarten and kindergarten student drop off will be on the west side parking lot outside of the library doors. Parents will enter off of Main Street and drive around to the southwest door of the building. Students should exit from the driver's side of the vehicle.

First grade drop off will be at the northeast door of the gymnasium at the back of the building off of Westside Drive. Please enter the parking lot and follow the counterclockwise traffic pattern. Students should exit from the passenger side of the vehicle.

*The southeast drive in front of the building is for bus drop off only prior to 8:40AM.*

If a student arrives late to school, after 8:40AM, the parent should walk the student up to the front door, buzz into the office, report the student's name and the reason they are late. The office will open the door, but only the student should enter the building.

## Lunch/Recess

There will be 4 lunch hours throughout the day with two classrooms eating in the cafeteria and two classrooms eating in the gym at the same time. Each classroom will be seated at three lunch tables, with no more than eight students per table.

Students will have the choice of bringing their lunch from home, or purchasing a sack lunch from the school cafeteria. Milk will also be available for purchase.

Classes will enter the cafeteria/gym at the south door and walk to fill the lunch tables starting at the back of the room. Those students who purchased lunch will follow the marked traffic patterns on the floor and then join their classroom at their assigned lunch table.

## Lunch times/Recess times:

KA Lunch: 10:55-11:15/11:15-11:45

KB Lunch: 11:25-11:45/11:45-12:15

1A Lunch: 11:55-12:15/12:15-12:45

1B Lunch: 12:25-12:45/12:45-1:15

Masks will need to be worn into the cafeteria and when walking back into the building from recess. The school will provide each student with a short lanyard for students to clip to masks as a way to hold masks when not being worn.

## Music

Music is a 45 minute class that meets one time per week. During music students will have an individual music kit that will allow them to learn various music standards without being required to sing. Students will remain socially distanced during music class and no sharing of materials will occur.

## Art

- Art will be held once per week for kindergarten and every other week for first grade.
- Art will take place in the art room with students as socially distanced as possible.
- Mrs. Guasco will develop a list of materials for students to bring with them from their classroom (crayons, glue sticks, scissors).
- Materials will be available for students that do not have any, and these materials will be kept in quarantine for several days before being returned to the regular supply bins.
- Shared materials, such as paintbrushes and paint trays, will be sanitized after each use.
- Students will sanitize their hands at the start and end of each class.

## PE

- Students will need to wash/sanitize their hands at the start and at the end of PE
- Any equipment that is used will need be cleaned between classes
- During lunch hours, PE will be held outside, however not on the playground
- During inclement weather PE classes will need to be held in the library, music room, and/or speech room to allow for additional space.

## Library

The library will need to be used as an additional classroom space for PE classes during lunch hours and inclement weather.

- The librarian will visit classrooms to provide a read aloud, lesson and/or activity, and student book selection.
- Book selection will occur on alternate weeks to allow time for books to remain quarantined and also allow Mrs. Grove the opportunity to check books in and select books for check-out.

#### Student Dismissal Procedures

- Kindergarten car riders will be dismissed at 2:30 to sit, socially distanced, in the library area.
- First grade car riders will be dismissed at 2:30 to sit, socially distanced, in the gym to wait to be picked up.

#### Face Coverings-Staff and Students

- One cloth face mask will be provided for each student by the state of Illinois.
- Please send at least one additional cloth mask or disposable mask to be kept in each student's backpack in case a mask is forgotten or lost, etc. Please refer to the district plan regarding when masks must be worn.
- The school will provide each student with a short lanyard for students to clip to masks as a way to hold masks when they are not being worn.

#### Restroom Use

In an effort to limit the number of students using various restrooms around the building, classrooms will be assigned to the restroom found in their wing.

- Pre-kindergarten classrooms will use their class bathroom and the bathroom found in the pre-kindergarten pod.
- West wing will utilize bathroom near cafeteria
- North wing will utilize restroom in north wing
- East wing will utilize restroom in east wing
- Only one classroom using the restroom at once time
- Social distancing and good hand washing will be modeled, taught and reinforced by staff

#### Drinking Fountain Use

There will be no access to drinking fountains during the school day. Students will have the option, however, to bring water bottles with them from home. Water bottles should meet the following criteria:

- Non-glass reusable and spill-proof water bottle
- 16-32 ounces in size
- Filled with unflavored, plain water
- Easily opened by student
- Feel free to send two water bottles, as refilling during the day will not be an option.

#### Helpful Tips for Parents

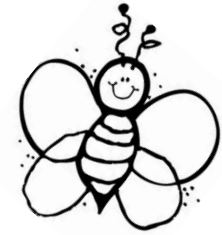
In an effort to maintain as much social distancing as possible, and also with limited time, there are a few things families can do to assist their student at school and limit contact time between students and staff.

1. If your student is not yet independent in tying shoes, please send them in the Velcro shoes.
2. Avoid the use of belts as these are often difficult for students to undo and close on their own.
3. Practice with buttons and zippers as much as possible. If your child is still unable to open/close buttons and zippers, please use easy on and off clothing as much as possible.
4. Practice opening and closing any containers that may be sent in student's lunch bags-fruit juice pouches, Ziploc baggies, cheese stick packages, yogurt containers, fruit snack pouches, etc.
5. Find a mask that your child is comfortable wearing, and practice wearing the mask, correctly, a little each day. Our students can do almost anything when we provide a little bit of guidance and a lot of positive reinforcement.



# McGaughey Elementary 3 R's

## Be Ready! Be Responsible! Be Respectful!



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



# 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