

McKendree Elementary School



2016 - 2017

Student Agenda

1600 Riverside Parkway

Lawrenceville, Georgia 30043

Phone: 678-377-8933 Fax: 678-377-8915

Website:

<http://mckendreeeaglesgcps.weebly.com/>

This agenda belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

Student No. _____

WELCOME!

Welcome to McKendree Elementary! In this handbook you will find general information about our school. Please read through it carefully to become familiar with the information and refer to it as often as necessary. Cooperation and communication between home and school are vital to meeting the educational needs of students. Together, staff, parents, and students, will strive to make this year a successful school experience.

ATTENDANCE

- Punctual and regular attendance is crucial for academic success. Class begins promptly at 8:15 a.m.!
- **Students may not enter the building before 7:45 a.m. unless they are receiving previously arranged tutorial or club sessions with a teacher.**
- All absences will be classified as unexcused except those for reasons of personal illness, death in the immediate family, religious holidays, or instances when attendance would be hazardous. **Do not call the school to report an absence. To be considered present, a student must be in school a minimum of a half-day.**
- **Following a student's absence, parents are requested to send a note to the teacher stating the reason for the absence.**
- Students who are tardy *must be signed in by a parent/guardian at the front desk* where they will be given a student tardy slip. Tardiness disrupts learning for the entire class.
- **Perfect attendance is based on a student's attendance record. Students who are tardy or check out early more than five times during the school year will not receive perfect attendance recognition.**
- Students who need to check-out early should bring a note for the teacher in the morning indicating approximate check-out time. Students will be sent to the office at that time.
- In the event a student is leaving early, **they must be picked up prior to 2:15 p.m.** so as not to interfere with bus dismissal. When picking up a student, the parent must provide a picture ID and will be asked to sign the student out. **Cars are not allowed in the bus lane when buses are present during arrival or dismissal.**

Bus Riders

- Students are encouraged to ride the bus to and from school beginning the first day of school.
- Parents may not have students removed from the bus after bus dismissal has begun.
- Any request to ride another bus must be submitted in writing to the teacher and sent on the day of the change.
- **Students must have a bus tag on their book bag at all times with the current bus stop listed in order to ride.**
- **No faxes, telephone calls, or emails will be accepted for transportation changes.**

Car Riders

- Parents should obtain a car rider number and have it displayed in their front window.
- Children should only be dropped off in the designated car rider lane.
- Enter and exit using the driveway to the far right facing the building, make the full circle of the bottom parking lot to get in line.
- Car rider students must remain in their car until an employee signals for the child to get out of the car.
- Car doors will not be opened by school employees

unless requested by the parent.

- Car riders arriving at school after 8:15 a.m. (school time) must be accompanied by a parent to check-in at the front desk. They will be counted tardy.
- **Parents should be in the car rider line by 2:50 p.m. for dismissal.**
- **Students not picked up by 3:15 p.m. are considered a late pick up, and the county resource officer may be contacted.**

Walkers

- Any student who walks home must have written permission on file and is dismissed after Car Riders.
- In all cases of student arrival and dismissal, changes should be kept to a minimum to maintain a stable routine for students. The student's teacher must be notified **IN WRITING** of any change to the routine. It is the parent's responsibility to contact the daycare if students are absent or not going to the daycare as usual. **We will not change transportation arrangements by telephone, fax or email.**

CANCELLATION OF SCHOOL/INCLEMENT WEATHER

- In the event of severe weather, tune to radio station WSB 750 AM or WSB TV Channel 2 beginning at 6:00 a.m. If no announcement has been made pertaining to the cancellation or delay of school hours, school will be in session.
- Severe weather conditions also may necessitate early dismissal. Announcements will be made as stated above. Please **DO NOT CALL** the school as the telephone lines must be kept open.

CLINIC

- If your child needs to have medication while at school, a "Request for Medication" form needs to be completed. The medication must be delivered by an adult and in the original prescription bottle.
- **Students may not bring medication to school on the bus!**
- *No child is to remain in school that shows evidence of an acute illness, such as sudden rash, a temperature above 101° F, vomiting, diarrhea, or continuous spasms of coughing.*
- *Students may not return to school after an illness until they have been fever-free or vomit-free for 24 hours.*
- If a question of illness or an emergency should arise, the clinic worker will contact the names on the student's information card. Parents are expected to pick up their child immediately.
- In the event of an accident, every effort will be made to render emergency treatment.
- It is important that the school have a clinic card on file with current HOME, WORK, and EMERGENCY TELEPHONE NUMBERS. **Should this information change, it is the responsibility of the parent to notify the front office in writing.**
- If there is any medical situation that could be potentially dangerous, please notify the teacher and the clinic in writing immediately.

COMMUNICATION

- **Conferences:** McKendree provides two scheduled conference dates--September and February. However, parents are encouraged to contact teachers for an appointment anytime for additional meetings.
- **School/Home Communications:** School, PTA

news, weekly e-blasts, C&I tool, monthly e-newsletter, and scheduled events are sent home with your students. Please review the materials and return necessary papers and/or folders each week.

- **Progress Reports/Report Cards:** Progress Reports are sent home each nine weeks. Interim reports are sent home at the midpoint of each nine weeks. The Parent Portal is updated daily.
- **McKendree Web Page:** McKendree maintains a school web page which contains information such as the school calendar, upcoming events, school updates, forms, staff list, class web pages and links to helpful sites.
- **C&I tool:** Teachers have class information and/or web pages for their students and parents accessible through the C&I tool.
- **Email:** Parents may email teachers through the Parent Portal.
 - **Email, phone, or any other electronic communication may not be used to change a child's transportation.**
 - Teachers are given 48 hours to reply to an email. Please do not expect an immediate response as faculty members are busy with students during the day.
 - Please use email as a professional tool for communication between home and school.
 - Contact an administrator or your teacher if you have any questions.

DISCIPLINE

- Our school is committed to providing a school program that allows all students to achieve; therefore, no student will interfere with the learning process or with the rights of other students to learn.
- **We are a PBIS School! Our students are Successful, On Task, Accountable and Respectful.**
- Each student is expected to be respectful to the teacher and fellow students.
- It is the child's responsibility to follow established school and class rules at all times.
- The Gwinnett County Board of Education provides information on discipline to each student. All GCPS policies are available from your local school and can be found on the GCPS web site: www.gwinnett.k12.ga.us.
- Cell phones must be turned off and remain in the student's book bag until they are needed for instructional purposes. Students should refrain from calling and/or texting during the school day. Any emergencies occurring during the school day warranting the use of a cell phone should first be discussed with a staff member whenever possible.

DRESS

- **Headgear:** Headgear is prohibited and must be kept out of sight in the building. This includes, but is not limited to: caps, hats, hoods, bandanas, wave caps, sunglasses, sweatbands, or any other head covering. No combs, rakes, curlers or picks can be worn in hair. *Exceptions for religious or medical reasons to be granted by the principal or specified Hat Days.
- **Hair:** Any hairstyle or hair color that is disruptive to the mission of learning at McKendree is prohibited.
- **Shirts/ Blouses/ Tops/ T-Shirts:** Blouses/shirts must cover the tops of shoulders. No halter tops, strapless

tops, spaghetti straps, or bare shoulder tops of any type will be allowed. Tank tops are allowed as long as the straps are as wide as two (2) of the students fingers side by side. Blouses/ shirts that expose any portion of the waist, hips or midriff are not allowed. If the student's stomach shows when the arms are raised above the head, the top is unacceptable. Low-cut, backless, see through, or tube tops, are not acceptable for school.

- **Shorts/ Skirts/ Pants:** All shorts and skirts must be no shorter than finger-tip length. Slits in skirts cannot be above finger-tip length. If shorts or a skirt is shorter than finger-tip length it must be worn with leggings, shorts or jeans. Leggings should not be see-through. Waistline of all pants, shorts and skirts must be on or above the hips with no underwear showing. Holes in clothing above mid thigh are prohibited.
- **Shoes:** Health regulations and safety factors require that shoes be worn at all times. Bedroom shoes (slippers), flip-flops, beachwear and athletic sandals are prohibited except on specified days.
- **Undergarments:** Undergarments should not be visible at any time. No questions asked!
- **Sleepwear:** Pajamas or sleepwear of any kind are not allowed to be worn in school except on specified pajama days.
- **Overalls:** Overalls must fit and be fastened appropriately. A shirt of proper length and style must be worn under the overalls at all times.
- **Wording/ Symbols:** No student clothing that displays words or symbols that advocate or depict violence, smoking, drugs, alcohol, weaponry, sex, illegal gang affiliation or other illegal activity expressed or implied. No student clothing or accessories shall be disruptive or have caused past disruption to the school environment.
- **Gang Related Attire:** Students are not allowed to display clothing or symbols that have been identified by the Gwinnett County Police Gang Taskforce as being commonly identified with gangs.
- **Exceptions** to the McKendree Elementary School dress code may be made by the Principal or his/her designee for specific reasons.
- **All clothing must be worn in the way it was designed to be worn!**

FAMILY AND EDUCATIONAL RIGHTS ACT (FERPA)

- "Under the Family and Educational Rights and Privacy Act of 1974, parents have several rights. These include: the right to inspect and review educational records of their child, the right to challenge the content of those records, the right to control the release of the educational records of their child, the right to complain to the Family Educational Rights and Privacy Office about the school's failure to comply with the law, and the right to be informed of these rights just listed. To obtain a copy of Gwinnett County Public School's policies on their compliance with the law, or to request the opportunity to inspect and review your child's records, contact your child's school."

FOOD and NUTRITION

Breakfast Program

- McKendree offers an optional Breakfast Program which is served from 7:45 a.m. - 8:10 a.m. **The serving line will close at 8:10 a.m. allowing time for students**

to get their breakfast and be in their classrooms on time.

- Car Rider students will need to be at school on time in order to go through the breakfast line.
- If your child qualifies for free/reduced lunch, he/she also qualifies for free/reduced breakfast.

Lunch

- Students are offered a variety of healthy lunches. The students have the opportunity to purchase one of two different hot lunches or a peanut butter and jelly sandwich each day. Fruits, vegetables, and desserts are added to either choice.
- Tables are provided for parents to eat lunch with their child. However, students may not invite other students to eat with them at the parent tables.
- Due to possible food allergies, parents please do not purchase ice cream for other students.
 - Students may pay cash daily or purchase lunches on a weekly or monthly basis. Please make checks payable to “McKendree Elementary Cafeteria”, and separate checks for each child are encouraged.
 - **Parents may also monitor and pay for their child's lunches online through the MealPay website: <http://www.mealpay.com>.**
 - We ask that you eat the food prepared by the lunchroom staff and not bring food from outside establishments into the lunchroom when joining us for lunch. Soft drink products are discouraged from the lunchroom.
 - Free and reduced cost lunches are available. Please contact the lunchroom manager to obtain a form if you feel your child may qualify.

Breakfast	Lunch
Full Pay: \$1.50	Full Pay: \$2.25
Reduced Pay: \$0.30	Reduced pay: \$0.40
Adults: \$1.75	Adult: \$3.00
Extra Milk: \$0.40	Extra Milk: \$0.40

Healthy Snacks

- Healthy snacks could include the following: crackers, cheese crackers, vegetables and dip, string cheese, granola, cereal, popcorn, raisins, sandwiches, fruit, grapes, or pretzels.
- If the student’s snack is brought to the school by the parent, the teacher will be notified by email.
- Please do not send chips, candy, cookies, or other sweets.
- Students may bring water bottles; however, **soft drinks or other colored drinks are not allowed.**

GRADING SCALE/REPORT CARDS

- All first grade subjects are graded with the E, S, N, and U grading scale.
- Second through fifth grade use the same grading scale for Conduct, Specials, and Health. All other subjects are assessed using the grades A, B, C, D, and U.

S= Satisfactory	Conduct/Health	A = 90-100
N= Needs to Improve	E = 90-100	B = 80-89
U= Unsatisfactory	S = 74-89	C = 74-79
	N = 70-73	D = 70-73
	U = Below 69	U = 69 and below

HOMELESS EDUCATION PROGRAM

- The Stewart B. McKinney/Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness.
- In accordance with this law, Gwinnett County Public Schools affords homeless children and youth equal access to the same free, appropriate public education, including a public preschool education such as Head Start, Even Start, State Pre-K, and Title I Preschool Programs as provided to other students.
- Homeless children and youth will have access to education and other services that he/she needs to have an opportunity to meet the same challenging state student academic achievement standards to which all students are held.
- Please contact individual schools for further information.

HOMEWORK

- Homework provides students the opportunity for enrichment, extension, practice, and/or remediation of the Academic Knowledge and Skills. Other positive effects of homework include:
 - Increased student achievement
 - Encourage responsibility in the student
 - Communicate AKS to the parents
 - Provide for different rates and styles of learning
 - Review of daily activities.
- **Students may not return to the building after school hours to retrieve homework they forgot. They will be given the opportunity to complete the work the next morning.**
- **We have a 24 hour turn around for homework requests.**

MEDIA SERVICES AND TECHNOLOGY

- In addition to providing a wide variety of print material available for checkout, our students have access to several media and instructional technology tools to create and display student projects including online databases, computer labs, digital cameras, and projectors.
- A student with an overdue, lost, or damaged book must return the book or pay for its replacement.
- Students’ use of instructional media must be in support of mastery of grade appropriate Gwinnett County Public Schools’ Academic Knowledge and Skills (AKS) and Elementary Instructional Technology Competencies (EITC).
- With the privilege of use, comes the obligation to use the equipment responsibly. The following guidelines have been established for the use of instructional technology in our school:
 - Students are expected to use all instructional

Kindergarten	1st Grade Achievement/FOCUS/	Grades 2-5 Achievement
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- media in a manner which does not harm equipment or endanger people.
- Students are not allowed to move carts of equipment or large audiovisual equipment which could result in injury. Students are expected to treat all equipment well and report any misuse to school personnel.
- Students are expected to respect and not attempt to bypass security in place on computers. Changing or attempting to change a computer's settings is a violation of acceptable use of our equipment.
- Students are expected to respect the work and ownership rights of students and staff as well as people outside the school. This includes abiding by copyright laws.
- Consequences for a student's failure to comply with this policy will reside with the teacher, technology coordinator, or administrative staff.

PARENT ORGANIZATIONS

School Council

- The school council brings parents, community, teachers, and school administrators together in an effort to create a better understanding and mutual respect for school improvement.
 - The membership includes a minimum of two parents, two business partners, and two teachers who will serve a term of two years.
 - Meetings will be four times a year and dates will be posted in the newsletters at the beginning of each year.
 - All meetings will be open to the public.

PTA- Parent Teacher Association

- The PTA is comprised of many committees including (but not limited to) Volunteer, Hospitality, Spirit Wear, Fund Raising, Cultural Arts, Parent/Family Life, Legislation, and Environmental. Parents are encouraged to get involved in various activities such as fund raising or family-oriented projects. Fund raisers are provided to raise money to enhance designated programs at McKendree. More information including contact numbers will be sent home in a separate publication.

PARTIES

- Two class parties are held each year; Winter Holiday and End-of-Year.
- *Due to students with allergies, please do not send goodies, cupcakes, etc. to school for birthday celebrations.*
- Class sets of Ice Pops are available for purchase at fifty cents each if you want to celebrate your child's birthday. These must be ordered a week in advance.
- **Birthday party invitations may not be given out at school unless everyone in the class receives one.**

PICTURES

- School pictures will be taken twice during the school year, once in the fall and again in the spring. These are optional and are offered as a service to students and parents.
- The fall picture will be used in the yearbook.

STUDENT GRIEVANCE

- If any student believes he/she is being mistreated by school employees or another student on the basis of his/her race, color, religion, sex, age, national origin, or handicap, that student's complaint is entitled to be heard.
- Please tell any school employee in whom you have confidence that you have a complaint about the manner in which your child is being treated and why.
- You also may contact the school system's Title IX Coordinator for assistance by writing or calling:

Title IX Coordinator
Gwinnett County Public Schools
678-301-6000

STUDENT RECORDS

- Under the Family and Educational Rights and Privacy Act of 1974, parents have several rights. To obtain a copy of Gwinnett County's policies to inspect and review your child's records, contact the school.
- **We have a 72-hour turn around for records requests.**

TESTING PROGRAM

- Kindergarten: **Georgia Kindergarten Inventory of Developing Skills (GKIDS)**
- First, Second, and Fifth Grades: **Cognitive Abilities Test (CogAT)**
- Third through Fifth Grades: The **Georgia Milestones**. Students enrolled in grades three through five are required to take the **Georgia Milestones** in the content areas of reading, English/language arts, mathematics, science and social studies.
- Second and Fifth Grades: The **Iowa Test of Basic Skills**
- First through Fifth Grades: **District Developed Assessments.**

VISITORS AND CLASSROOM VISITATION

- For the protection of students, all visitors who enter any Gwinnett County school must enter using the front doors only and report to the main office to sign in and obtain a visitor's pass.
- Please do not go to your child's classroom **without checking in at the front desk.**
- *Visitations and appointments must be scheduled in advance. During these visits, the regular school program must continue without distractions or interruptions. This is not a time for a conference.*
- **Drop in meetings and lunch time meetings interfere with instruction and supervision and will not be honored.**
- **Visitation times should be limited to a reasonable amount of time.** If you wish to observe your child's classroom for **over an hour** at a time, we respectfully request that you divide your observation over multiple days.
- Please be sure that your child has all needed items before he/she leaves home each day. We will not interrupt class instruction to deliver late homework, snacks, lunches, etc.
- **Parents are reminded that everyone in the classroom is held accountable by FERPA/confidentiality for all students.**

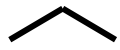
Please refer to the Student/Parent Discipline and Intervention Grades K-3 OR 4-12 Handbooks for more information on attendance policies, discipline procedures, and school bus guidelines.

*Expecting Excellence –
Making a Difference*



**Information accurate as of May 9, 2016.*

McKendree School Wide Editing Marks



Insert a word, letter, or phrase.



Indent or start a new paragraph



Delete



Capitalize



Change letter to lowercase



End punctuation needed



Spelling error



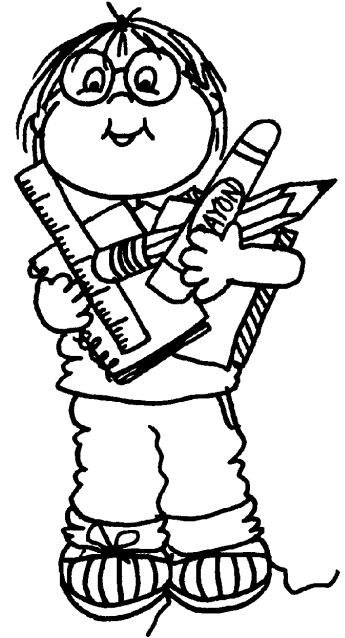
Bring words together



Move a word or phrase



Transpose (switch) words



Extended and Constructed Responses

R	Reword the question into a statement. Reread parts of the passage looking for evidence.
A	Answer all parts of the question. Circle key words in the question. Analyze your evidence.
C	Cite evidence from the passage in your constructed response. "This demonstrates..." "The author stated..." "The text also said..." "The article also included..."
E	Explain YOUR answer. Explain YOUR thinking. "This demonstrates..." "This shows..." "This means..." "Based on this information..."

I will SOAR

Welcome to McKendree Elementary School! We SOAR to reach positive behavior expectations at our school. By using the Positive Behavior Interventions and Supports (PBIS) approach, we will create a safer, more positive school environment.

This year, you will learn, practice, and teach others how to be **S**uccessful, **O**n task, **A**ccountable and **R**espectful during all school activities. You will be expected to follow our expectations at all times. Students who make good choices will be rewarded with Dojo points and/or “wings”. (Class Dojo is an app that will allow your teachers to give you points for positive behavior.) Other teachers and staff members (cafeteria staff, custodians, bus drivers, and administrators) will also give out wings to students who are showing positive behaviors. These wings should be given to your classroom teacher and you will receive 5 Dojo points! These points can be used in your classroom and/or at the end of the 9 weeks for a celebration.



McKendree's Matrix



I am	Classroom	Playground	Cafeteria	Hallway	Bathroom	Bus	Computer Lab	Media Center
Successful	<ul style="list-style-type: none"> *Stay positive *Be proactive *Participate *Cooperate 	<ul style="list-style-type: none"> * Use kind words/language * Include others * Play nicely 	<ul style="list-style-type: none"> *Place your trays gently into the trash can *Be a good table washer & sweeper 	<ul style="list-style-type: none"> *Be a leader & an example 	<ul style="list-style-type: none"> *Swift, silent, and squeaky clean 	<ul style="list-style-type: none"> *Stay seated & use an inside voice *Follow the safety rules & procedures at all times *Sit back to back, bottom to bottom 	<ul style="list-style-type: none"> *Focus on your learning *Stay on assigned activities or websites 	<ul style="list-style-type: none"> *Choose a just right book *Choose a book for your enjoyment
On Task	<ul style="list-style-type: none"> *Complete assignments *Follow directions *Show effort *Stay focused 	<ul style="list-style-type: none"> *Play safely & have fun 	<ul style="list-style-type: none"> *Talk to your shoulder buddies *Respect red *Once seated, stay seated 	<ul style="list-style-type: none"> *Quiet feet, body & mouth 	<ul style="list-style-type: none"> *Quick in & quick out 	<ul style="list-style-type: none"> *Listen to your bus driver 	<ul style="list-style-type: none"> *Use your time wisely 	<ul style="list-style-type: none"> *Use the library sticks/paddles *Use media center computers appropriately *Use your time wisely
Accountable	<ul style="list-style-type: none"> *Double check your work *Ask questions *Do your personal best 	<ul style="list-style-type: none"> *Avoid puddles *Use equipment properly *Hands & body to self *Clean your shoes before coming inside *Line up when the signal is given 	<ul style="list-style-type: none"> *Raise your hand *Use inside voices *Keep your area clean 	<ul style="list-style-type: none"> *Respect personal space *Stay on the right side of the hall *Single, straight & silent 	<ul style="list-style-type: none"> *Wash your hands *Place toilet paper in the toilet *Report issues to an adult *Keep devices in the classroom 	<ul style="list-style-type: none"> *Keep all food, drinks & electronics in your book bag *Watch for your stop tag is on your book bag 	<ul style="list-style-type: none"> *Use the equipment properly (headphones, microphones, mouse & keyboard) *Keep food & drinks outside the lab *When leaving, log off, push in your chair, & hang up your headphones 	<ul style="list-style-type: none"> *Return books on time *Turn pages carefully *Return the book the way you found it
Respectful	<ul style="list-style-type: none"> *Use inside voice *Respect self & others *Eyes on speaker 	<ul style="list-style-type: none"> *Respect the space/share the space *Keep nature where it belongs *Take turns 	<ul style="list-style-type: none"> *Use good manners *Be polite *Help others when needed *Allow your teachers to eat 	<ul style="list-style-type: none"> *Respectful of hallway work *Stay on task & get there 	<ul style="list-style-type: none"> *Use hand driers appropriately *Turn off the faucets *Respect others *Place trash in the garbage 	<ul style="list-style-type: none"> *Use good manners *Keep your hands & feet to yourself *Respect your bus driver & other students 	<ul style="list-style-type: none"> *Raise your hand if you need something *Follow directions carefully 	<ul style="list-style-type: none"> *Use a quiet voice *Walking feet