

McCandless
Elementary
School



**Parent and Student Handbook
2007-2008**

Mission Statement

McCandless Elementary staff is committed to providing a stimulating learning community for our students. We challenge our students to reach their full potential. Excellence will be accomplished in a trusting, caring, cooperative environment.

McCandless Elementary

700 N. Baker
Hutchinson, KS 67501
Phone: 665-4660 Fax: 665-4695

Principal: Glenn Owen
Assistant Principal: Bruce Bingham

Hutchinson Public Schools Information
USD 308 Administration Center
1520 N. Plum
Hutchinson, KS 67501
Phone: 665-4400

McCandless Daily Schedule

- 7:00 Administrators and Office staff on duty
- 7:10 Baker Street (Front) Door Opens for Breakfast
- 7:30 Breakfast Serving Line Closes
- 7:25 McCandless Staff arrives and is on duty
- 7:40 Students are escorted from the gym by their classroom teacher
- 7:45 Final bell rings and class begins

Students arriving after the bell rings are tardy and must report to the office.

- 8:45 Students arriving after this time will be counted absent for the morning session
- 11:00 Morning Pre-K dismissed
- 11:45 Afternoon Pre-K begins
- 3:00 School is dismissed
- 3:20 McCandless Staff off duty
- 3:30 Baker Street door is locked for the evening
- 4:00 Office is closed for the day

Parents are responsible for the supervision of their students before 7:10 a.m. and after 3:00 p.m. Students should not arrive before 7:10 a.m. and must leave the school grounds, including the playground, immediately after school.

Animals in School

The only time an animal may be brought to school is for educational purposes. Approval by the building principal is required. (Board policy)

Directory Information

The directory information is information that is generally not considered harmful or an invasion of privacy. The information from your child's education record is used in certain school publications such as music programs, end of year videos, and yearbooks. If you do not want your child's information disclosed, you must notify the district. Refer to the district handbook for more information.

Discipline and Student Conduct

McCandless Lifeskills

In order for students to learn and teachers to teach a safe, orderly environment must be maintained. McCandless Elementary has adopted McCandless Lifeskills as our code of conduct. McCandless Lifeskills are directly taught throughout the school in every situation. Students are expected to practice these Lifeskills in their daily behavior. Students who fail to use Lifeskills or who misbehave in anyway participate in corrective teaching. This is a one-on-one brief discussion of the misbehavior, the cause of the misbehavior, why what they did was wrong and is asked to think of alternatives for the misbehavior.

Dismissal at the End of the Day

School dismisses at 3:00 p.m. Students are to leave the building and playground promptly. Students should go straight home, board the bus, or wait on the benches by the flagpole. Students who are required to stay after school must contact a parent before school is dismissed. Please be prompt when picking your child up after school.

Doors

For safety and security reasons, all entrances to the school, except the front entrance on Baker Street are locked for outside entrance. All persons inside the building will be able to leave the building through any door by pushing on it. Once outside, readmittance will be possible only by those school personnel having keys or through the front door. **Visitors must report to the office, sign-in and receive a visitor's pass.**

Dress Code for Students

Clothing must be appropriate for the season, physical education and recess. Students whose grooming or clothing appears to be in violation of the dress code will be asked to leave the classroom and call a parent to bring appropriate attire. Classrooms in McCandless are air conditioned during the warm

months. Students are advised to dress for moderate room temperatures. Students should plan to play outside during the day and need to dress accordingly.

Clothing and shoes which are hazardous to the health and safety of students or disruptive or distracting in the school environment are deemed inappropriate. The following guidelines provide for safety and modesty while at school:

- Shorts and skirts should be mid-thigh length. This applies to males as well as females. Shorts and skirts should be as long as the arm and hand with fingers extended. Shorts should not be worn during the winter months. Girls may wear skirts during the winter months but will not be excused from recess due to cold temperatures.
- Tank tops with straps narrower than three fingers, spaghetti straps, crop tops that show the midriff at any time, may only be worn with another shirt over or underneath. Fish net or see-through shirts may not be worn.
- High heeled shoes or shoe skates may not be worn. Students are encouraged to wear tennis shoes on days they attend PE.
- Head coverings including bandannas may not be worn in the building unless the head covering is part of an educational event or needed due to health reasons. Students will be asked to remove all head covering while in the building.
- Coats and jackets must be removed while in the building. They should be hung up in the classroom upon entering. If a child is cold in the classroom it is suggested that heavier clothing be worn in the classroom.
- Jeans or pants that sag, show bare skin between the waist and thigh or that drag the ground may not be worn.
- Clothing that advertises drugs, tobacco and alcohol or displays inappropriate language, suggestive language or pictures may not be worn. Clothing that displays violent imagery may not be worn. Clothing that has group/gang affiliation may not be worn.
- Any dress or grooming that is disruptive or distracting is inappropriate at school. This includes hairstyle or abnormal color.

Homework

Homework is related to curricular objectives and given to assist with student learning. There are times when homework for make-up work, reinforcement, or enrichment is given. The following suggestions may be helpful:

- Determine a suitable plan for work or study
- Provide access to any encyclopedia, dictionary or other resource materials
- Assist with drill and routine work
- Exercise patience in helping your child
- Give encouragement to your child
- Be positive
- Assist and encourage but do not do the work for your child

Lost and Found

A container for found items is located in the foyer of the north playground door near the basement stairs. Encourage your child to check the lost and found periodically to claim lost items.

Parent Visitation and Involvement

Parents are cordially invited to visit school any time. **Please sign in the office and obtain a visitor's badge.** If you plan to eat a hot lunch with your child, please notify the office before 8:30 a.m. so a lunch can be ordered for you. If you have questions or concerns, feel free to contact the appropriate staff person.

McCandless PTO

The McCandless Parent Teacher Organization is an active and vital support group for our school. PTO organizes fundraising events and school picture days and assisting in a variety of school activities. All parents at McCandless Elementary are PTO members. You are encouraged to attend the monthly meetings and help support McCandless School and your student.

McCandless Site Council

Each school in the state of Kansas has a council of representatives from the school and its community to serve in the interest of the education of its students. The group represents parents, patrons and school employees. The council is advisory in nature. Advice and recommendations come from them. Adoption of policy and procedures remains the direct responsibility of the superintendent and the Board of Education. Regularly scheduled meetings will be held during the school year.

Personal Property

Students must leave personal items at home. Skateboards, scooters, and skates of any type are not allowed at school during the school day. Any toys, trinkets, radios, computer games or other items that distract from the educational process will be kept in the office or classroom until the end of the instructional day. Students who continually violate this policy must have a parent/guardian claim the item from the teacher or principal.

Snacks

Each teacher has an individual policy regarding snacks and drinks in the classroom. Please consult with your child's teacher before sending snacks to school.

General Playground Rules

Students will not:

- hit, pinch, scratch, bite, or kick
- throw rocks, sticks, dirt, clods, or foreign objects
- possess toys, guns, knives, make-up, paper airplanes or straws
- sit on window or auditorium ledges
- play football, do karate kicks, wrestle, and/or throw snowballs
- kick playground balls around the equipment
- bounce playground balls off the building
- spit
- consume or carry food items to the playground from the lunchroom
- perform cartwheels or somersaults

Students will:

- play away from windows
- use the blacktop for jump rope, dodge ball, 4 square, basketball
- stay off neighborhood lawns
- obtain permission from playground supervisor before retrieving playground balls or other equipment that leaves the playground

Teeter - Totter Rules:

- Only one student may sit on each seat. Two students may be on the teeter-totter at any time. Students should face each other.
- The student who dismounts first should hang onto the end of the board until the other child's feet are on the ground.
- Any student deliberately hard bouncing the teeter-totter board will lose playground privileges.

Swings: Students will:

- Stay away from the swings when they are in motion. This includes pushing another child on the swings.
- Allow feet to touch the ground before getting out of the swing. Bailing out is not permitted.
- Not twist swing chains
- Swing in a sitting position.
- Swing back and forth straight.
- Not climb to unwrap swings.
- Sit one student to a swing. Two students may use the tire swing at a time.

Slides/Tornado Toy: Students will:

- Sit down, feet first, and when the person in front is off the slide, slide down as soon as possible.
- Leave the area at the bottom immediately.

- Stay away from the bottom of the slide.
- Have both hands free when playing on the slide.
- Slide with knees straight.
- Do not play with toys or rocks on the slide.

Exercise Ladder and Chinning Bars:

- Exercise ladder and bars should be used only when adult supervision is in the area of play.

Hallway Expectations

- Walk on the right side of the hall.
- Walk in a single file line(one in front of the other).
- Keep hands, feet and objects to yourself at all times.

Bathroom Expectations

- Walk into the bathroom
- Stay quiet
- Use facility
- Wash and dry hands
- Walk back to class

Lunchroom Expectations

- Walk into the lunchroom in alphabetical order with your teacher.
- Go through the food line and get everything you need for your lunch.
- Sit at your assigned table – fill the right side and then the left.
- Eat your lunch.
- Talk quietly with the person next to you.
- Stay seated at the table until dismissed.
- If you need something, raise your hand and wait for an adult to help you.
- At dismissal time an adult will dismiss one side at a time to dump your tray. Stay in a single file line and use the spatula to scrape your tray and stack it on the cart.
- Walk to the dismissal door
- Line up by class in a single file line.
- Wait quietly for a teacher to dismiss you back to class or recess

Beginning of School Day

- Enter the building through the front (west) doors (Baker Street).
- Enter the gym.
- Either go through the breakfast line or sit at your classroom's assigned area.
- Stay in the gym until the beginning of the school day.

End of the School Day

- Walk with your class in a single file line out the front doors.
- All students will exit through the front (west) doors.
- Stay on the sidewalk.
- Wait for patrol to help you safely cross the street.