

McAdenville ELEMENTARY SCHOOL  
Student/Parent Handbook  
2021-2022



Dawn Lavinder, Principal

[ddlavinder@gaston.k12.nc.us](mailto:ddlavinder@gaston.k12.nc.us)

Dear Parents and Students,

Welcome to the 2021-2022 school year at McAdenville Elementary School. Our teachers and staff are excited to be working with you this year and are committed to helping your child reach his or her full potential!

To ensure an optimal school environment where students excel academically and behaviorally, we will be helping students develop strategies to foster their success individually and in learning teams. Clear expectations and consistent practice at school and home will help our children achieve at high levels.

Part of our commitment to having a great school year requires an understanding and support of some basic information, rules, and procedures. The cooperation of students, parents, and all staff will ensure the effectiveness of these guidelines and provide a safe environment for students to engage in learning.

Please take time to read the Student/Parent Handbook, sit down with your child to discuss the expectations, and then check his/her understanding of the role he or she will take in having a great year at McAdenville Elementary School. Many questions can be answered by reading our handbook and by looking at our school and teacher webpages.

You are encouraged to contact the school anytime you have questions or concerns. The school will make every effort to answer any questions relating to your child's education and will be happy to assist you in scheduling a conference, when needed. Email is probably the best way to communicate with our staff, and email addresses can be found on our school website.

Our school has a very active PTO (Parent Teacher Organization) and becoming a member is a great way to get involved in supporting our students and teachers. Information about PTO events will be sent home and posted on the school and PTO Facebook pages.

Thank you in advance for supporting our school by actively partnering with McAdenville Elementary School! We look forward to a great year.

Sincerely,

*Dawn Lavinder*

Principal, McAdenville Elementary

# McAdenville Elementary

## **OUR MISSION:**

At McAdenville Elementary School, we strive to educate the whole child: mentally, physically, emotionally and socially.

## **OUR BELIEFS:**

- We believe that collaboration among parents, community, and staff is a necessary part of the success of all students.
- All students can become “lifelong learners” when parents, teachers, and students work together to create a safe, structured, and positive learning environment.

## **OUR MISSION:**

- Deliver rigorous, relevant, and standards-based curricula
- Model professionalism and the love of learning
- Inspire students with possibilities and new directions
- Nurture the development of character, skills, talents, and goals
- Prepare students for post elementary school and beyond

## **OUR MOTTO:**

*McAdenville Elementary...  
“Have Only Positive Expectations!”  
H. O. P. E.*

## **DAILY SCHEDULE:**

- 7:05 a.m. Doors open; Breakfast is served
- 7:35 a.m. Tardy Bell Rings; Instructional Day begins
- 2:05 p.m. Instructional Day ends; Dismissal of students
- 2:50 p.m. Teachers’ Day Ends

## Arrival

The school day is from 7:35 a.m. - 2:05 p.m.

We encourage students to arrive by 7:25 a.m. so that they may have time to get their breakfast, get to class on time, unpack, and be ready for the day.

Upon arrival:

- Students in grades K-2 and those wishing to eat breakfast will enter the front door.
- Students in grades 3-5 who do not wish to eat breakfast will go up the front steps to the second floor door.
- Students not eating breakfast will wait in the hallway, 6 feet away from each other until the bell rings at 7:25.
- Students eating breakfast will eat in the cafeteria. Once they have finished eating, they will report to the hallway outside of their classroom.
- Students who arrive after 7:20am who wish to eat breakfast will grab a breakfast to take with them to their classrooms.

Car Riders:

- Do not drop students off before the doors open at 7:05.
- All car riders will need to stay in the car line. There will not be parking in front of the school or the teacher parking lot.
- To keep the traffic moving, please have students ready to exit the car.
- Remember that the bus has priority to load/unload in the circular driveway.
- Do not go around the bus while it is loading or unloading. This is considered passing a stopped school bus and is punishable by law.
- Only make a right turn out of the parking lot.

## Asbestos Management Plan

All Gaston County schools are required to file an Asbestos Management Plan. This plan outlines areas at school sites where asbestos is located. The Asbestos Management Plan for McAdenville Elementary School is available for your inspection in the front office, should you wish to review it.

## Attendance

Going to school is a student's job. We feel that a day missed in school is comparable to a parent missing a day of work. It is logical to assume that academic material covered in a school day would never again be re-taught in as much detail.

According to the Gaston County School Attendance Policy, after 12 absences, a student does not meet the 94% attendance requirement for promotion to the next grade level. Students must be in attendance at least 168 days. **Only 12 absences, including excused and unexcused absences, are permitted each school year.**

We will use the "Parent Link" calling program to contact parents when absences occur. Please contact the school if your phone numbers change, so that we may contact you. Please observe the following procedures regarding necessary absences:

- All absences are coded unexcused until a note is brought to school.
- A note/e-mail must be sent to the teacher WITHIN 3 days of absence stating: child's name, date(s) & reason for absence.
- Excused absences: personal illness, family illness, quarantine, death in the family, court, doctor's appointment, and religious holidays.

Our School Social Worker will be in contact with families if student attendance declines.

### **Should my child come to school if he/she is sick?**

- Students must remain at home if they are symptomatic. Please contact the school to speak to the nurse if your child has COVID-19 symptoms. COVID-19 Symptoms include, but are not limited to the following:
  - Fever (temperature of 100.4 degrees Fahrenheit or higher)
  - Sore Throat
  - Cough (for people with chronic cough due to allergies or asthma, a change in their cough from baseline)
  - Difficulty breathing (for people with asthma, a change from their baseline breathing)
  - New loss of taste or smell
  - Diarrhea or vomiting
  - New onset of severe headache, especially with a fever
- If a student has been diagnosed with COVID-19, please contact the school. We will need to complete contact tracing and can provide you with a return to school date for your child.
- If a student has been in contact with someone who has been diagnosed with COVID-19, do not send your student to school. Please contact the school and our school nurse will advise you on when he/she can return to school.

### **Board Policy**

Information regarding specific school system policies can be found on the GCS website ([www.gaston.k12.nc.us](http://www.gaston.k12.nc.us)).

### **Buses**

Bus service for McAdenville Elementary will be provided by Stuart Cramer High School. Students living 1½ miles or more away from the school within our attendance zone are eligible for bus service. Stuart Cramer High School is responsible for setting bus routes and student stops. New students will need to allow 1 full school day after enrollment before beginning bus service so that the stop can be added to the route, and the bus driver made aware of a new rider.

### **To ensure that students are safe on the bus, students must -**

- Enter and exit the bus one at a time.
- Keep a mask on at all times. While masks are optional at school, they still must be worn on the bus.
- Remain in their assigned seats at all times.
- Refrain from putting their head or limbs out of the windows.
- Refrain from eating and drinking on the bus.
- Always follow the directions of the driver.

- Talk quietly on the bus.
- Stay off of the roadway while waiting for the bus.
- Keep hands, feet, and objects to themselves.

### **Consequences for Inappropriate Bus Behavior**

1. First Offense - a warning and phone call home by the principal.
2. Second Offense - Loss of bus riding privileges for 1 day and a conference with the student, parent, and administrator.
3. Third Offense - Loss of bus riding privilege for 3 days.
4. Fourth Offense - Loss of bus riding privilege for 5 days or possibly for the remainder of the year.

For offenses that seriously hinder safety of self or the safety of others such as fighting and moving throughout the bus while it is in motion, an immediate bus suspension may be given without warning.

Riding a bus is a privilege. Improper behavior on the bus will result in loss of that privilege.

### **Cafeteria**

The cafeteria operates independently from our school in that any questions about your child's lunch account or meals served should be directed to the Cafeteria Manager. Only the manager has access to lunch accounts.

Due to limited space in the cafeteria and the need to social distance, family members will not be allowed to have lunch with their child. We will plan special Lunch and Learn events during which parents will be invited to eat with their child.

Breakfast is served each morning between 7:05 a.m. - 7:35 a.m. In the event of a one or two hour delay, breakfast will still be available.

All students are encouraged to eat a hot lunch provided by Gaston County School Nutrition.

### **Free and Reduced Meal Applications**

- Applications are available in the school office, cafeteria and at Gaston County School Nutrition in Lowell.
- Only one application is required per family and will be sent home in students' back to school packets.
- Applications should be returned to the cafeteria manager at the school or to Gaston County Schools Nutrition 500 Reid St., Lowell, NC 28098.
- All households must submit a new application and be processed each year for benefits to continue after the first 30 calendar days of the new school year.

### **Special Dietary Needs**

Students with medical conditions such as allergies and diabetes may request modifications to school meals by completing a "Diet Order" form.

"Diet Order" forms may be obtained from the Cafeteria Manager, the School Nurse, the School Nutrition Center in Lowell, or on the School Nutrition page on the Gaston County Schools' website ([www.gaston.k12.nc.us](http://www.gaston.k12.nc.us)).

## **Celebrations**

Parents may send pre-packaged snacks or birthday treats to school. We will honor birthdays on the announcements each morning. Parents can also choose to pay \$10 for their child's name to appear on the birthday marquee out front. A separate paper has been sent home regarding this school fundraiser.

Birthday invitations should be passed out at home. Teachers will not be responsible for handing out birthday invitations, and students should not bring them to school to hand out.

## **Changing Pick Up Routine**

**We will not take change requests over the phone. A written note, fax, or an email to the teacher is required to change how your child goes home.** Please do not wait until the last minute to make these changes as your message may not be delivered. Thank you for understanding our need to maintain student safety.

**Please do not check your child out after 1:40 p.m. While all minutes of instruction are important, teachers are summarizing learning, assigning homework, and getting students ready to finish their day. Adding early dismissals is disruptive to this procedure.**

## **Checks**

Your check is welcome (made payable to McAdenville Elementary School). Gaston County Schools recognizes that occasionally parents may inadvertently overdraw a checking account and a check (NSF) may be returned by their bank. To recover these funds in a professional manner, the school system has contracted with a company to handle these instances.

## **Chromebooks**

- All students will have a chromebook assigned to them on the first day of school.
- Students should bring their charged chromebook to school with them daily. The charger should stay at home.
- Students are responsible for their chromebook while at school and at home.

## **Communication**

Both the Gaston County Schools' web site [www.gaston.k12.nc.us](http://www.gaston.k12.nc.us), GCS Facebook Page, and Time Warner Cable Channel 21 provide updated information about events happening in our school system. These are important resources for inclement weather reporting (weather delays).

## **Student Planners (Grades 2-5)**

The student planner will be used not only to keep up with assignments, but also to inform you about student behavior and as a tool to build responsibility and self-reliance as students learn organizational skills and time management. Teachers will be using the planners as a way to communicate between home and school. Please check these daily for messages from your child's teacher.

## **Parent Link**

We typically send a weekly call to our entire student body on Sunday evenings to communicate reminders about upcoming events.

Please furnish the office with a **current, working phone number, & email** so that we may communicate

with you. All school newsletters will be sent via email. Make sure we have your email to receive updated school news!

## **Family Engagement Activities**

We will be hosting Family Engagement Activities designed to inform parents about curriculum and instruction at McAdenville Elementary. These will be announced via ParentLink phone calls, our school website, our school Facebook page, and flyers sent home with students. We hope you will make every effort to attend these events as the relationship between home and school is of utmost importance to us.

## **Website**

Please check out our website: [www.gaston.k12.nc.us/McAdenville](http://www.gaston.k12.nc.us/McAdenville). The best means of contacting our staff members is via email listed there. You can find many informative documents on our website as well.

## **Computers**

Use of the Internet and computers is a privilege, not a right. Students must conduct themselves in a responsible, ethical, and legal manner. Unauthorized or inappropriate use may result in the cancellation of this privilege.

Students will be assigned a Chromebook this year and be given the opportunity to take their Chromebook home. As part of the back to school packet, parents will be asked to complete the "Gaston County Schools Chromebook Agreement." On this form, parents have the choice to opt out of their child bringing their Chromebook home if they have a device available for their child to use while at home.

In the Student Information Packet: **Simply sign as the parent and your child will be allowed computer access.** Otherwise, if you choose Option 1 in the Student Information Packet you are, in essence, **not** allowing your child to use a computer. Option 2 states that your child is not permitted to be assigned a Gaston County Schools' email address.

## **Custody**

Parents who have custody issues should inform the school. We ask that you send a copy of any court documents so that we may enforce any judgment. Sometimes court documents can be difficult to interpret, so we may ask local law enforcement agencies to help with this effort. **Only court documents with a judge's order can indicate child custody.**

**We will only discuss a child's educational matters with those who have legal custody or those deemed permissible by the legal guardian.**

We would remind parents that schools are for learning, and we will not tolerate parents using school as a forum for domestic issues. If these issues arise, we will call the police and have the parties removed from the school campus.

## **Deliveries to Students**

Balloons, flowers, and other gifts should not be delivered to the school but rather to your home. Such deliveries interrupt the instructional day and cannot be taken home on the bus.



## Discipline

Gaston County Schools has developed a *Student Code of Conduct* to ensure that our schools are safe learning environments. Students will be furnished with a copy of these rules and are expected to abide by them. Teachers will model and revisit rules frequently so that students understand our expectations.

Teachers will make every effort to provide positive interventions to help students learn desired school behavior. Ensuring that a classroom is optimal for student learning is the main goal of the teacher. Parents will be notified of student behavioral issues using telephone calls, emails, notes, and conferences.

## Dismissal/Pick Up

On the first day of school, teachers will need to know how your child will be getting home that day as well as for the rest of the year. If changes need to be made regarding how your child will be getting home from school, those changes need to be made in writing. **We will not accept phone calls to change how your child goes home.**

### **Walkers**

- Walkers will be dismissed starting at 2:05 p.m. Any students walking will need to be picked up at the end doors. Family members should wait on the sidewalk for your child as they exit the building. A staff member will walk your child to the end doors so they can be picked up prior to the traffic moving. For safety purposes, the doors will remain closed.
- Cramerton Police Crossing Guard will escort the parent and student across the road.
- This procedure is for walkers only. If you are in a vehicle, you will be asked to get in the car line. No one is to park and pick up a student as a walker.

### **Car Loading**

- Car riders will be dismissed right after the walkers starting at around 2:10 p.m. All car riders will exit the building from the back of the school.
- We will be loading 10 cars at a time. Cramerton police and McAdenville Elementary School staff will dismiss cars when loaded, with traffic flowing in a northerly direction.
- Cars should line up at the back of the school.
- Families will be provided 2 car tags at the beginning of the year. Families who need more than 2 car tags are asked to see the office for additional tags. This car tag is to be displayed on the rearview mirror each day. A child will not be dismissed in the car circle without the proper identification. If you do not have your tag, you will be asked to present a picture ID. This is for the safety of our students.
- School staff will escort your children to the passenger side of the vehicle
- Cars wishing to head south on Wilkinson Blvd. after loading children are asked to use the traffic roundabout. You can only make a right turn out of the parking lot.
- Parents are asked to send a note to their child's teacher if there is a change in who is picking up the child. **This MUST be in writing.**
- No children will be dismissed from the office after 1:40 p.m.
- There is no parking in front of the school between 1:30 p.m.-2:45 p.m.

### **Daycare Pickup**

- Students who are cared for after school hours by local daycare establishments will be subject to the expectations that company holds for using their transportation.
- While waiting for the daycare to pick them up, students are expected to wait in their classroom.
- A staff member will pick students up from the classrooms and walk with them to the daycare vans.

## **Disruptive Items**

**We ask that the following items be left at home** as they may prove to be disruptive to the learning environment and may be “tempting items” for other students to take - **Electronic devices, cell phones, game cards (like Pokemon), and toys (like fidget spinners).**

Individual teachers may allow these items under certain circumstances such as field trips, special game days, or other reward days.

## **Dress Code**

Students are expected to maintain an appearance that is neither distracting to other students nor disruptive to the educational environment or the safe and healthy climate of schools.

Students must wear **tennis shoes** to participate in **recess or P.E.**

Students shall not wear -

- Flip-flops or sandals during physical education
- Hats, bandannas, or other types of headgear or sunglasses in the building
- Clothing with indecent language or pictures (sex, alcohol, drugs, tobacco, etc.)
- Clothing that exposes undergarments
- Shirts that fail to cover the stomach completely
- Shoes with wheels

## **Early Check-outs**

Parents are urged to leave their children at school all day. When possible, please schedule appointments for your student after school hours or on Teacher Workdays. If a student needs to be dismissed early, please send a written note to the teacher including -

- Student name and date
- Reason and time for early dismissal
- Name of the person picking up the child

This note needs to be given to the teacher at the start of the day. As a reminder, there are no checkouts after 1:40 p.m.

To sign out a student, Gaston County Schools’ policy requires that the adult have a **photo identification**. There can be **no exceptions** to this policy, and we thank you for understanding that we are protecting the children. **For student safety, no child will be released to someone not listed in their enrollment paperwork as a responsible party by the custodial parent.**

## **Field Trips (Only approved volunteers may chaperone trips)**

At this time, field trips will be limited. However, we hope to be able to include some field trips for our students this year.

Field trips are an important part of the curriculum as they provide students with real-life extensions of the area of study. Parents will be notified in advance so that written permission can be granted for the child to attend

the trip. Students may not participate in field trips without a signed permission slip. Trip eligibility requirements will be stated prior to taking the trip.

- ***Due to space limitations of our groups, only parents who will be acting as chaperones on the trip may partake in our field trips.***
- ***A chaperone is expected to be with the students who are assigned to them at all times. The chaperone will assist them as needed and help to ensure that the students are following the established rules of the class as well as the field trip location. Please let your child's teacher know if you would like to be a group chaperone.***

### **Homework**

Work done at home is an opportunity to practice and extend that which has been taught or introduced in school. The amount and kind is determined by grade levels. As a parent, you should expect the following:

- Independent reading
- Parent to child read aloud
- Reading/math assignments as needed
- *Schoology* assignments

### **Lost and Found**

Unidentified items are placed in the lost and found which is located on the wall in the cafeteria. All items not claimed by the end of the year will be donated to charity. To avoid losing items, please label your student's belongings with his/her name in permanent ink.

### **Immunizations**

Upon entry into public school, students must be fully immunized. **All immunizations must be up to date by September 23, 2021** (30<sup>th</sup> calendar day) or students will be suspended from school until shots are current. State law requires students to be sent home until proof of immunization can be provided to the school.

### **Media Center**

Our Media Center offers a wide variety of information and materials. Our school is a school of readers; therefore, students will have access to the materials in the library via an online checkout system. To allow all students access to the resources in the Media Center, students are required to take care of the books they check out and promptly return them once they are read. Books that are damaged or lost are the financial responsibility of the student's family.

### **Medication**

McAdenville Elementary School strictly enforces the Gaston County School policy concerning medication.

- It is against School Board policy for students to carry medication, prescription or non-prescription at school. (EpiPen & asthma inhaler are exceptions)
- **All prescribed and over the counter medications (ex. Tylenol) must have a signed authorization by a physician and parent.**

- Controlled substances (certain ADHD medications) must be counted by a staff member in the presence of a parent.
- If your child needs to take medicine or medication, please complete an "Authorization for Medication" form.

### **Promotion/Retention**

Promotion policies for students attending Gaston County Schools are set by the Gaston County Board of Education and the State Accountability Laws of North Carolina. Decisions regarding promotion and retention are always based on student performance data collected throughout the school year and what is in the best interest of the student in adherence with state and local guidelines. Parents are involved in this decision making process. Parents are notified mid-year if there are concerns on the part of the school that students are not making the necessary progress to be ready for the next grade level. Several conversations will be held in the following months regarding student progress. The principal reserves the right to make the final determination in promotion or retention.

### **Report Cards/Interims**

As a means to measure your child's academic success, interim reports and report cards are sent home quarterly. Each 4½ weeks interim reports show areas of growth and areas for improvement. Report cards measure cumulative grades and behavior each 9 weeks. Parents in grades 3-5 should check their child's PowerSchool account weekly for their student's most up to date progress.

### **Grading Scales**

#### ***Grades K-2***

*Standards Based Performance Levels:*

M: Met

P: Progressing

N: Needs Improvement

*Behaviors that promote learning levels:*

S: Satisfactory

P: Progressing

N: Needs Improvement

#### ***Grades 3-5***

|   |              |                |
|---|--------------|----------------|
| A | 90-100       | Excellent      |
| B | 80-89        | Very Good      |
| C | 70-79        | Satisfactory   |
| D | 60-69        | Inconsistent   |
| F | 59 and Below | Unsatisfactory |

### **Safety Drills**

As a part of the Gaston County Schools Safe Schools Initiative, random metal detection is conducted during the school year. In addition, McAdenville Elementary School holds safety drills: fire, evacuation, tornado, and lockdown. These drills are practiced so that our students may know how to respond in the event of an

emergency.

## **Support Services**

Our support services department is composed of our school guidance counselor, school nurse, school social worker, school resource officer, and mental health clinician. The Social Worker is at McAdenville one day per week. This year, a nurse will be on campus everyday.

**School Nurse** provides basic care and education. (different than a doctor's office)

**School Social Worker** assists parents in improving student attendance and investigates residency matters.

**School Guidance Counselor** teaches guidance lessons, as well as meets with students/parents to develop appropriate strategies to increase student success.

**School Resource Officer** assists the entire McAdenville community in keeping our school safe. He is the one to whom you can report a safety problem if you see it.

**Mental Health Clinician** meets with students only after approval by parents. They are provided through a partnership with a local mental health agency.

## **Tardies**

**Students are expected to be in class and working at 7:35 a.m.** Tardies will be coded unexcused unless a doctor's note is presented. Traffic can be particularly congested in the morning, so please plan to leave home early enough so that your child can arrive at school on time. A student's job is school. **Let's help them develop a good work ethic at a young age.** Appointments need to be scheduled so that students do not miss instruction.

## **Telephone**

Office staff will contact parents in the event that a child is hurt or sick. Please provide the school with current phone numbers so we can reach you. It is also good practice to teach your child his or her phone number and street address for safety purposes.

## **Tobacco Free Policy**

Tobacco is not permitted on any Gaston County Schools campus, including vehicles. Parents, students, and staff may not use any tobacco products at any time on school premises. Vaping is included in this rule. Rules are in effect at any function or school sponsored event both indoor and outdoor.

## **Visitors and Volunteers**

Due to the need to social distance, visitors and volunteers will be limited this year. If you wish to visit or volunteer, please contact Mrs. Lavinder prior to coming to school. I will do my best to accommodate your request while keeping students safe.

Visitors and volunteers must check in at the front office upon entering the school and receive a "Visitor" badge. Please plan to show your Driver's License and to scan it into our visitor system. We ask that the visitor sticker be worn at all times and that guests sign out in the office before leaving campus.

If you are a trained volunteer, please be reminded that you need to renew your volunteer application on the GCS website each year.

## **Withdrawal of Students**

If families find that during the school year it becomes necessary to move out of the McAdenville School district, the school respectfully requests at least two days' notice in advance of the student's withdrawal. This will allow the school to properly prepare the student's materials for transfer as well as collect library books and other school-based materials as well as notify parents of any fees that may be applicable.

We all have a part to play in a successful school year - students, teachers, and parents. The McAdenville Staff looks forward to working with you this year as a partner in helping your child succeed!

Dear Parents,

Please read and review the Student/Parent Handbook as well as the *Gaston County Code of Student Conduct* with your child and discuss it with him or her. All students, regardless of their age, should have some age appropriate knowledge of our school expectations after discussing the handbook content.

Please complete the following below and return it to your child's teacher tomorrow. Thank you for your help.

Sincerely,

*Dawn Lavinder*

McAdenville Elementary Principal



**I have read and discussed the McAdenville Student/Parent Handbook and the *Gaston County Code of Student Conduct* with my child.**

**Parent/Guardian Signature** \_\_\_\_\_

**Student Name** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Teacher Name** \_\_\_\_\_