

McAdenville ELEMENTARY SCHOOL
Student/Parent Handbook
2024-2025



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An electronic version of this handbook is available on our website with links that can assist in finding further information.

McAdenville Elementary

Our Vision:

The vision of McAdenville Elementary School is to build a community of confident, successful, and responsible lifelong learners.

Our Mission:

We educate the children of our community to prepare them for future success in a safe, supportive and nurturing environment.

Strategies to reach our Vision and Mission:

- Deliver rigorous, relevant, and standards-based curricula
- Meet the needs of students through data analysis and differentiated instruction
- Build partnerships with parents, students, colleagues, and community
- Nurture the development of character, skills, talents, and goals
- Prepare students for post elementary school and beyond.
- Provide a healthy, safe, structured learning environment

Our motto:

Wildcats Climb! We Will:

Cooperate
Learn
Include Others
Make Good Choices
Be Present

Daily Schedule:

7:05 a.m. Doors open; Breakfast is served

7:30 a.m. Tardy Bell Rings; Instructional Day begins

2:30 p.m. Instructional Day ends; Dismissal of students

2:50 p.m. Teachers' Day Ends

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Animals

- Only service animals are allowed inside our school building.
- If you or your child have a service animal, please see the principal so a plan can be made to ensure all needs are met.
- If you bring your pet to the parking lot, they must be leashed and under your control and supervision at all times.

Arrival

The school day is from 7:30 a.m. - 2:30 p.m.

- Do not drop students off before the doors open at 7:05.
- Students wishing to eat breakfast must enter through the front door and go immediately to the cafeteria.
- Students not eating breakfast will wait in the hallway outside their classroom until the bell rings at 7:25.
- The tardy bell rings at 7:30. Students need to be in their classrooms ready to learn by 7:30.
- All car riders must be dropped off in the car circle. Please plan to arrive at the school no later than 7:25.
- To keep the traffic moving, please have students ready to exit the car. We can unload 3 cars at a time.
- Do not go around the bus while it is loading or unloading. Only make a right turn out of the parking lot.
- Staff/safety patrol will go inside at 7:29am. If you arrive at school and we are inside, your child is tardy. You will need to come inside to sign your child in.

Asbestos Management Plan

- All Gaston County schools are required to file an Asbestos Management Plan.
- 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.

- **Only 12 absences, including excused and unexcused absences, are permitted each school year.**
- Our school social worker will be in contact with families if student attendance declines.
- Students must be fever, diarrhea and vomit free for at least 24 hours before attending school.
- We will use the "Parent Link" calling program to contact parents when absences occur.
- Please observe the following procedures regarding necessary absences:
 - 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.
 - For an absence to be excused for an educational opportunity, the intent of the experience should have been educational from the outset and comparable to that which the student would have experienced in school. Family trips and vacations that were not designed, initially, to be educational will not be excused. If you intend to have absences excused for an educational opportunity, a form must be requested from and submitted to the principal 2 weeks prior.

Birthdays

- If you wish to send in a small birthday treat, it MUST BE ARRANGED with the teacher AHEAD of time.
- Instructional time will not be used for a party or celebration, birthday treats may be eaten at the end of the day or sent home with students in the class if time does not allow.
- Any treat brought to school to be shared with other students needs to be store bought and be accompanied by an ingredient list.
- **Birthday invitations should not be passed out at school.** Please find another way to distribute birthday party invitations.

Board Policy

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

Buses

- Bus service for McAdenville Elementary will be provided by Stuart Cramer High School.
- 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.
- Riding a bus is a privilege. Improper behavior on the bus will result in loss of that privilege.

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

- Enter and exit the bus one at a time.
- 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.
- Follow all school rules and the Gaston County Schools Code of Conduct.

Cafeteria

- Additional cafeteria information is linked above. A printed copy can be requested from the school office.
- 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.
- McAdenville Elementary will be a CEP school which means that breakfast and lunch will be free for all students.
- All students will be required to take at a minimum one serving of fruit or juice and an entree in order to receive a complete school breakfast.
- All students will be required to take a minimum one serving of vegetable or fruit and two additional items in order to receive a school lunch.
- If a student does not select a complete school lunch or breakfast, as outlined above, they will have to pay individually for the items they choose.
- Parents may wish to add money to student accounts for the purchase of extra snacks/drinks. The cafeteria can accept cash or checks. Parents wishing to pay with a credit or debit card may utilize Family Portal Link <https://linqconnect.com>
- All Students with unique meal time needs are required to have a Diet Order form. Forms can be obtained from the cafeteria manager or school nurse and must be signed by a doctor.

Meal Prices for adults:

- Breakfast- \$2.00
- Lunch- \$4.00
- Holiday Meal- \$5.00

Cellphones

- Students are discouraged from bringing cellphones to school.
- If parents allow students to bring cellphones to school, the cell phones must be turned off and put away in the student's book bag for the entire day.
- If an emergency arises, students can use the school phone to contact parents and parents can contact the school to pass along any information.
- Not following this rule can result in consequences (please see the Discipline section).

Changing Pick Up Routine

- **We will not take change requests over the phone. A written note or 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 your best to not check your child out after 1:40 p.m.**

Chromebooks

- All students will have a chromebook assigned to them on the first day of school.
- If students bring Chromebooks home, the Chromebooks should return fully **charged** for the day.
- Students are responsible for their chromebook while at school and at home.
- As part of the back to school packet, parents will be asked to complete the "Gaston County Schools Chromebook Agreement." The agreement states that parents will be responsible for paying charges incurred from lost or damaged Chromebooks.

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.

Contact Information- Make sure your child's teacher and the school have updated contact and address information at all times.

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.
- **Only court documents with a judge's order can indicate child custody.**
- 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.

Minor/Major Behavior Incidents

Minor Incidents- Teachers handle these in the classroom. Repeated minor incidents may require an office referral, parent/teacher conference, and/or behavior plan

- Horseplay- Tripping, non-aggressive poking, pinching, chasing, pushing, play fighting

- Disruptive Behavior- Intentional distractions: noise, pranks, yelling out answers, unnecessary talking, making noises (humming, tapping objects, whistling), throwing paper, unkind statements towards a peer
- Non-Compliance with Directions- Refusing to complete an assignment; refusing to follow the directions of a staff member
- Theft (Minor)- Taking things without permission (pencils, materials, etc.)
- Falsification of Information- Falsifying information, being dishonest, using classmates' materials without permission
- Cell Phone Use- Cell phone not off and put away; use of cell phone during school hours

Major Incidents- The teacher will complete an office referral and call the office. An administrator will address the misbehavior, assign consequences, and contact parents. Descriptions of these incidents can be found in the Gaston County Schools Code of Conduct provided to you.

- Fighting/Affray - Code of Conduct Rule 10 (It does not matter who started the fight/affray. Any student engaging in fighting on campus, on the bus or at the bus stop is subject to discipline.)
- Aggressive Behavior (with intent to harm) - Code of Conduct Rule 10
- Bullying - Code of Conduct Rule 6
- Harassment - Code of Conduct Rule 17 and Rule 25
- Disrespect to faculty/staff (major) - Code of Conduct Rule 1 and Rule 12
- Communicating Threats - Code of Conduct Rule 3 and Rule 4
- Tobacco possession - Code of Conduct Rule 15
- Property Damage - Code of Conduct Rule 8
- Inappropriate Items on School Property (ie weapons) - Code of Conduct Rule 13
- Theft - major (electronic device, purse/wallet) - Code of Conduct Rule 9
- Repeated School Violations (repeated above the line offenses)- Code of Conduct Rule 19

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.**

2:20- Students riding the bus home will be dismissed.

2:25- Walkers and daycare van riders will be dismissed

- Any students walking will need to be picked up at the end doors.
- Walkers are defined as students who walk from the school building to their home. If you are picking your child up in a vehicle, you will be asked to get in the car line.
- 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 parents and students across the road.

2:30- Car Loading

- 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 in the front window 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.
- Students need to be able to get in the car and buckle themselves. Parents should not exit their vehicle to assist students.

Disruptive Items

We ask that the following items be left at home

- Electronic devices
- Game cards (like Pokemon)
- Toys (like fidget spinners, action figures or cars)

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 shall not wear:

- Flip-flops or sandals on PE day (tennis shoes only)
- Hats, bandannas, or other types of headgear or sunglasses in the building
- Clothing with indecent or offensive language or pictures
- Clothing that exposes undergarments

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.

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.**

Family Engagement Activities

- We will be hosting Family Engagement Activities designed to inform parents about curriculum and instruction at McAdenville Elementary.
- We hope you will make every effort to attend these events as the relationship between home and school is of utmost importance to us.

Field Trips

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. If your child is struggling with his/her homework, please reach out to the teachers so they are aware of the students' needs.

Immunizations

- Upon entry into public school, students must be fully immunized.
- **All immunizations must be up to date by September 13, 2024** (30th calendar day).
- After the 30th day, state law requires students to be sent home until proof of immunization can be provided to the school.

Lost and Found

- Lost and found items can be found on the wall in the cafeteria.
- All items not claimed by winter break and 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.

Media Center

- Our Media Center offers a wide variety of information and materials.
- Students are given access to check out books weekly.
- 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.

Metal Detection/ Bag Searches

All students, staff, and visitors are subject to random metal detection and bag searches upon entrance to the building. This is for the safety of all stakeholders.

Parent Link

- The entire student body will receive a call and email on Sunday evenings to communicate reminders about upcoming events.
- Please furnish the office with a **current phone number, & email** so that we may communicate with you.
- Please do not block the school number.

PBIS

Our school is participating in an important initiative. It is called Positive Behavior Interventions and Support (**PBIS**).

- **PBIS** is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior for all students.
- We have adopted a unified set of school rules that define our expectations for behavior in our school. You will see these rules posted throughout the school and your child will be learning them during his or her first days of school. Our unified school rules follow our motto: **CLIMB**

Wildcats CLIMB! We will:

Cooperate

Learn

Include Others

Make Good Choices

Be Present

As part of our **PBIS** process, teachers and other staff members will use evidence-based practices to increase student learning and decrease classroom disruptions. Students will have the opportunity to earn individual and whole class rewards.

- *Individual Rewards*- Wildcat Cash- students can earn Wildcat Cash for going above and beyond in following the CLIMB expectations.
- *Whole Class Rewards*- Classes will work to earn WES awards by following the CLIMB expectations. Once the class earns a certain number of WES awards, they will receive a class reward.

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.
- The principal reserves the right to make the final determination in promotion or retention.

Parent Teacher Organization (PTO)

- McAdenville Elementary has a very active PTO.
- All parents are welcome and encouraged to join our PTO. Meeting dates and times will be advertised via flyers, school website, and Facebook.
- The PTO has it's own Facebook you can follow- McAdenville Wildcat PTO.

Report Cards/Interims

- Report cards are sent home quarterly.
- Each 4½ weeks interim reports show areas of growth and areas for improvement.
- Parents of students in grades K-3 should check Schoology weekly for their student's most up to date progress. Your child's teacher can provide you with the information needed to login to Schoology.
- Parents in grades 4-5 should check their child's PowerSchool account weekly for their student's most up to date progress. Ms. Wilson can provide you with information on how to login to you child's PowerSchool account.

Elementary schools across Gaston County will continue to focus on implementing standards-based learning and grading practices in all K-5 classrooms this school year. Knowing where students are in their progress toward meeting standards-based learning objectives is crucial for planning and delivering classroom instruction.

Grading Scales

Grades K-3 Standards Based Performance Levels:

Academic Standards	
NE	Not evaluated at this time
4	Exceeds requirements for grade-level work.
3.5	Meets requirements for level 3 and partially meets requirements for level 4.
3	Meets requirements for grade-level work.
2.5	Meets requirements for level 2 and partially meets requirements for level 3.
2	Approaching requirements for grade-level work.
1.5	With teacher support, partially meets requirements for level 2.
1	Not yet meets requirements for grade-level work.

Behaviors that promote learning levels:

Behavior Standards	
M	Most of the Time
P	Progressing
E	Emerging

Grades 4-5

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

Safety Drills

McAdenville Elementary School holds safety drills: fire, evacuation, severe weather, 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 counselor, school nurse, school social worker, and school resource officer

- **School Nurse** provides basic care and education and is on campus one day per week.
- **School Social Worker** assists parents in improving student attendance, connects families to community resources, and investigates residency matters.
- **School Counselor** teaches guidance lessons, as well as meets with students/parents to develop appropriate strategies to increase student success and is on campus everyday.
- **School Resource Officer** assists the entire McAdenville community in keeping our school safe. The Cramerton Police Department provides our School Resource Officers.

Tardies

- **Students are expected to be in class and working at 7:30 a.m.**
- Tardies will be coded unexcused unless a doctor's note is presented.
- **Let's help them develop a good work ethic at a young age.**
- **At 7:29 am staff members will come inside the building and the front door will be locked. Students are considered tardy if they are not in class and working at 7:30am. If students are in their cars at this time, PARENTS MUST COME TO THE DOOR TO SIGN IN THEIR CHILD.**

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

- Anyone not a member of the school staff or student body is considered a visitor.
- **All visitors 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.
- Stopping in to visit classrooms unannounced is sometimes disruptive to the class, please check with the teacher before scheduling a visit.

Volunteers

There are many ways that parents can be a part of their child's education and being a parent volunteer is one of them.

- All parents must be approved volunteers to assist in classrooms, **chaperone field trips**, or help with school activities.
- Approved volunteers must re-activate their application and update their information online each year.
- Becoming a volunteer is easy. Simply go to the GCS website at www.gaston.k12.nc.us. Click on the Communities tab to complete an online application and background check.
- A short orientation session will be required. Orientation sessions can be completed online.

Website

Please check out our website: 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.

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 and to make parents aware 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!