

McAdenville ELEMENTARY SCHOOL
Student/Parent Handbook
2023-2024



Dawn Lavinder, Principal

ddlavinder@gaston.k12.nc.us

Dear Parents and Students,

Welcome to the 2023-2024 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- McAdenville Wildcats PTO.

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 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

7:35 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

The s of McAdenville Elementary School

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. Pets are not allowed inside our school building. People in the building might be allergic or afraid of animals so we ask that you not bring your pet inside. 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 7:35 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 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 7:25am who wish to eat breakfast will grab a breakfast to take with them to their classrooms.
- When the tardy bell rings at 7:35am, students should be in their classes and ready to learn so students should arrive at school prior to 7:35am.

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. We can unload 3 cars at a time.
- 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.
- Staff/safety patrol will go inside at 7:34am. If you arrive at school and we are inside, your child is tardy. You will need to come in to sign your child in.

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.
- 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.

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 be fever, diarrhea, and vomit free for at least 24 hours before attending school.

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. 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.
- 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.

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.

Breakfast is served each morning. Students who arrive at school tardy will be offered breakfast, but the options will be limited after 7:35am. In the event of a one or two hour delay, breakfast will still be available.

Breakfast -A complete school breakfast consists of:

- An entrée made with grain and /or protein.
- Fat free or 1% milk, and
- Fruit and/ or juice (limit of one juice per meal)

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 at established meal price.

The maximum amount of food a student can select is one entrée, one milk, and one fruit and /or juice.

If a student does not select a complete school lunch, as outlined above, they will have to pay individually for the items they choose.

Lunch - A complete school Lunch consists of:

- An entrée made with protein and/or grain
- Fat free or 1% milk,
- A vegetable and a fruit

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 at established meal price.

A lunch entrée may count as two items. At a minimum, a student must select an entrée and a fruit or vegetable OR they must select two fruits or vegetables and two additional items to have the meal count as a lunch.

The maximum amount of food a student can select is one entrée, one milk, two vegetables, and two fruits.

If a student does not select a complete school lunch, as outlined above, they will have to pay individually for the items they choose.

Meal Prices

Breakfast:

- Paid students (all grade levels) \$1.40
- Reduced price students (all grade levels) \$0.00
- Adults (staff and visitors) \$2.00

Lunch:

- Paid students (grades K – 5) \$2.90
- Reduced price students (all grade levels) \$0.00
- Adults (staff and visitors) \$4.00

Charged Meals

Students who do not have money may charge a meal if their account has not exceeded \$21.50. Elementary school students who do not have money and who have exceeded the charge limit may receive a complimentary alternate meal upon request.

Students who apply for free and reduced price meal benefits are responsible for all charges incurred before their Free and Reduced Meal Applications are received by the School Nutrition Department.

Students who have exceeded the charged meal limit may not purchase a la carte items with the exception of milk, fruit juice, or water.

Student Accounts

Checks, Cash, or Money Orders can be accepted in the school cafeterias.

Parents/Guardians may utilize Family Portal Link <https://family.titank12.com> to pay with their credit or debit card.

Parents requesting a refund must contact the School Nutrition Free and Reduced Specialist at 704 836-9110 ext. 1.

Positive balances remaining at the end of the school year will remain on students' accounts for the following school year unless a refund is requested.

Free and Reduced Meal Application

Paper applications are available at the school office, the school cafeteria, and at the School Nutrition Center in Lowell.

Online applications are available on the Gaston County Schools website. Links can be found on the School Nutrition department tab.

Only **one application** is required **per household**.

Paper applications should be returned to the school Cafeteria Manager or the School Nutrition Center - 500 Reid Street Lowell, NC 28098.

Special Nutrition Needs

All Students with unique meal time needs are required to have 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 School Nutrition page on Gaston County School website (www.gaston.k12.nc.us)

The Diet Order form must be signed by a recognized medical authority and returned to the school nurse to submit electronically to the School Nutrition Dietitian mhcameron@gaston.k12.nc.us.

Celebrations

If you wish to send in a small birthday treat, it **MUST BE ARRANGED** with the teacher **AHEAD** of time. 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.

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. This includes arrival and dismissal time as well as time on the bus. 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 below).

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.
- 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.

Communication

Both the Gaston County Schools' web site 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. 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.

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 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.**

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 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. If your child needs assistance with this, we ask that you wait until 2:20 to pick up your child when the car line is small.
- Cars wishing to head south to Wilkinson Blvd. after loading children are asked to use the traffic roundabout. You can only make a right turn out of the parking lot.
- 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 escort the students 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, 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

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.**

Field Trips (Only approved volunteers may chaperone 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. 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 16, 2022** (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.

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.

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.

PBIS

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

What is Positive Behavior Interventions and Support?

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. Rather than a prescribed program, **PBIS** provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. **PBIS** includes school-wide procedures and processes intended for all students and all staff in all settings. **PBIS** is not a program or curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and **all** students can learn.

What is PBIS at our school?

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. Wildcat Cash will be entered into a weekly drawing. There will be one winner per grade level.

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. 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 of students in grades K-2 should check Schoology weekly for their student’s most up to date progress. Parents in grades 3-5 should check their child’s PowerSchool account weekly for their student’s most up to date progress.

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. Standards-based assessments give teachers more information about each student’s progress in meeting the level of proficiency required by each academic standard.

Grading Scales

Grades K-2

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 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 counselor, school nurse, school social worker, school resource officer, and mental health clinician.

School Nurse provides basic care and education and is on campus daily. (different than a doctor's office)

School Social Worker assists parents in improving student attendance, connects families to community resources, and investigates residency matters. The social worker is on campus 1 day per week.

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.

Mental Health Clinician meets with students after approval by parents. They are provided through a partnership with a local mental health agency. He/she is on campus 2-3 days a week.

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.

At 7:34 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 7:35am. If students are in their cars at this time, PARENTS MUST COME TO THE DOOR TO SIGN IN THEIR CHILD.

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

Safety is a top priority at our school! Therefore, 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.

Please remember that we all want our children to feel safe and secure in our building. Unauthorized visitors will be asked to immediately leave the campus or face the penalty of trespassing. It is important to keep our school safe and secure, therefore, all visitors are subject to metal detection.

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.

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 _____