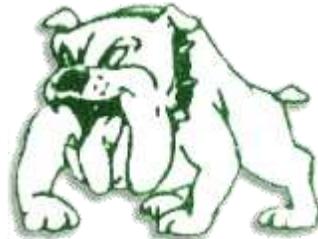


# McCandless Elementary School



## Parent and Student Handbook 2017-18

**McCandless Elementary**  
700 N. Baker, Hutchinson, KS 67501  
Phone: 615-5150                      Fax: 615-5162

## Daily Schedule

- 7:00 Office opens
- 7:05 Baker Street (Front) Door Opens for Breakfast
- 7:30 Breakfast Serving Line Closes
- 7:40 Final bell rings and class begins  
Students arriving after the bell rings are considered tardy and should report to the office.
- 8:40 Students arriving after this time will be counted absent for the morning session.
- 3:00 School is dismissed
- 3:30 Baker Street door is locked for the evening
- 4:00 Office is closed for the day

Parents are responsible for the supervision of their students before 7:05 a.m. and after 3:00 p.m. Students should not arrive before 7:05 a.m. Students must leave the school grounds, including the playground, immediately after school. **Before 4:30 p.m., a parent/guardian must supervise their student(s) in order for the student(s) to be on the playground after school.**

## Student Expectations

One of our goals at McCandless Elementary is to help students develop the skills of responsible behavior and self-discipline. Students are often faced with situations in which they must choose their behavior and be responsible for their actions. In order to provide the best possible learning environment for all students, the administration, teachers, and staff will assist students in learning to make appropriate choices and provide consequences as needed. School expectations will be communicated to the students by teaching and modeling the appropriate behaviors. A point system may be introduced to the student and parents if a student is repeatedly disrupting the school process.

## Student Conduct

The expectation at McCandless is that students follow two basic principles: students are to be where they are supposed to be, and do what they are asked to do. Students are expected to exhibit behavior that enhances teaching and learning. Expectations for behavior in hallways, restrooms, lunch room, library, nurse's office, assemblies and playground will be taught and reinforced by all adults at the school.

## Dismissal at the End of the Day

School dismisses at 3:00 p.m. Students are to leave the building and playground promptly unless working with an adult during a prearranged time. Students should go straight home, board the bus, or wait on the benches by the flagpole for their transportation. Thank you for being prompt when picking your child up after school. Parents and students need to cross the street at the corner with crossing guards. It is essential that our parents and adults model safety for our students by using the cross walk and driving appropriately.

## Security and Visitation

For safety and security reasons, all entrances to the school, except the front entrance on Baker Street are locked. All persons inside the building will be able to leave the building through any door. Once outside, re-admittance will be possible only by school personnel having keys or through the front door. Visitors must report to the office, sign-in and receive a visitor's pass. If parents/guardians arrive prior to dismissal we ask that they wait in front of the school until dismissal.

## Dress Code for Students

The following are guidelines for student dress:

Is the manner of dress decent?

Does the manner of dress distract from the educational process?

Does the manner of dress create a concern for the safety and health of the individual or others?

Does the manner of dress cause classroom disruption?

Clothing must be appropriate for the season, physical education and recess. Classrooms are air conditioned during the warm months. Students are advised to dress for moderate room temperatures. Students should plan to play outside during the day and need to dress accordingly.

- Clothing and shoes which are hazardous to the health and safety of students, disruptive or distracting in the school environment are deemed inappropriate. Shoes with wheels are not allowed. Flip-flop shoes are not appropriate for recess or P.E.
- Tank tops with spaghetti straps may only be worn with another shirt over or underneath. Fish net or see-through shirts may not be worn.
- Students should wear tennis shoes on days they attend PE.
- Head coverings including hoods and bandannas may not be worn in the building unless the head covering is part of an educational event or needed due to health or religious reasons.
- Jeans or pants that sag, show either bare skin or undergarments may not be worn.
- Clothing that advertises drugs, tobacco and alcohol or displays inappropriate language, suggestive language or pictures may not be worn. Clothing that displays violent imagery or suggests gang affiliation may not be worn.
- Any dress or grooming that is disruptive or distracting is inappropriate at school.

## School Safety

Students are expected to use the crosswalks before and after school. Adults who want to drop off their students from their vehicle should do so on the south side of the building. Parents are asked to use crosswalks when walking their children to the building. Loading and unloading in the bus zone is unsafe and prohibited. Behavior at school that impedes safety to self or others is prohibited.

## Emergency Dismissal

In the event that school is dismissed prior to its regular time, students may be kept either in the gym or in the classrooms. Parents are to go to the designated area and check out their student from the classroom teacher. A student may go home with someone else if a parent has given permission to the office.

## Lost and Found

There will be a designated area for found items. Parents are encouraged to label students' hats, gloves, mittens, and coats. Items not claimed will eventually be donated to a charitable organization.

## Parent Visitation and Involvement

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

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

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

the Board of Education. You are encouraged to attend the bi-monthly meetings that precede PTO meetings.

## **Personal Property**

Students should leave personal items at home. Any toys, cards, trinkets, electronic devices, computer games or other items that distract from the educational process could be kept in the office or classroom until the end of the instructional day. Situations will be handled on a case-by-case basis. The school is not responsible for lost or stolen items.

Students may not bring living creatures to share with class/teachers.

If students choose to bring cell phones to school, the expectation is that they are turned off and not visible while on school property. The school is not responsible for lost cell phones or electronics as students are discouraged from bringing items from home to school. If students do not follow this expectation they will be asked to relinquish the phone for the remainder of the school day. Unauthorized photographs, audio, or videotaping is not allowed at any time.

Items that represent weapons, either real or facsimiles, are prohibited.

## **Snacks/Treats**

The Kansas State Department of Education has a policy regarding healthy snacks, treats and drinks in the classroom. Please consult with your child's teacher in advance before sending snacks to school.

## **Birthday Parties**

Instead of individual parties where parents bring cupcakes/treats for their student(s), every month all students with a birthday that month will receive a special celebration at lunch that includes a special treat that day. Parents are also invited to eat lunch with their student that particular month. Students who have June birthdays will celebrate in May. Students who have July birthdays will celebrate in August. By celebrating birthdays during a special luncheon, instruction time during the day will not be interrupted by individual birthdays celebrated in the classroom, and our school will be practicing habits in line with our wellness policy. This practice replaces the practice of bringing treats to the school for birthday parties. This will begin on the 3<sup>rd</sup> Tuesday of August and take place on the 3<sup>rd</sup> Tuesday of the month after that.

## **Telephone Calls**

Students may not make phone calls home at the end of the day to make special arrangements with a friend. These arrangements should be scheduled prior to the day of the event.

If parents or guardians make a call for arrangements with their child, please call before 2:30. The office does their best to give the message to the students.