



**Informational Handbook
2016-17**

Who was Margaret McKenny?

Margaret McKenny, a distinguished naturalist and author, was considered the authority on wild flowers and mushrooms. She founded the Olympia Audubon Society; served as official photographer for the Washington State Parks Commission; and developed slide packages for schools and lectured on topics relating to the natural beauty of this state.

Ms. McKenny served the City of Olympia as the official consultant on tree plantings and influenced others to retain the oak trees on Legion Way. She rallied support for keeping Sylvester Park as a public square and maintaining the old Olympia Watershed as a wilderness area. She worked diligently to save the Nisqually Delta as a natural reserve.

In 1966, Margaret McKenny was honored with a national conservation award. A site in the Capitol Forest was dedicated to her the following year. Until her death in 1969, she never stopped learning, teaching, or sharing her love of nature and writing with students of all ages throughout our community.

Time for School

School starts at 9:00am. Please do not arrive at school before 8:50am, no one is available to supervise students. Our school day ends at 3:22pm.

When students arrive, they can wait under the play shed with school supervision or wait with their parent in the hall by the gym or in the area just outside the main entrance.

Students who come to school after the bell rings need to stop in the office and pick up a tardy slip before going to class. Tardies are officially recorded in our Skyward attendance system.

**Be Safe. . . Be Kind. . .
Be Respectful. . . Be Responsible**

Punctual and Consistent Attendance

As public schools, we are required by law to follow the Becca Procedures (the process for maintaining consistent student attendance). Just as important, as partners in every child's education, we are always interested in finding ways to improve the success of students. An important effort parents can provide is to make sure students are at school, every day, on time. There are, of course, exceptions including significant health issues and doctor appointments.

The law states that if a student has 10 or more unexcused absences or 20 excused absences, we must report that information to the courts. If a student begins to accrue numerous absences, we will attempt to meet and problem solve the situation with parents before it becomes problematic and before we report to the courts.

It is important to understand how disruptive consistent tardiness is to a student and their classmates. Students who are frequently tardy miss the important start of the day. This can cause a sense of disconnect from their class and cause teachers to pause and catch students up while others wait. If this is or has been an issue for your family, we encourage you to call and set up a time with the

Principal, Counselor and/or Teacher. We are happy to sit down and support you and your children in developing these very important habits.

In short, we want students here, and we want them to be on time.

Leaving School Early

As a safety measure during the school day, parents or guardians must first come to the office and sign a student out before the student can leave early. **However, leaving school early is discouraged.** Teachers value every instructional minute of the day and when a student leaves early, it causes a distraction.

OSD Policy 3122 Excused and Unexcused Absences

Excused Absences:

Regular school attendance is necessary for mastery of the educational program provided to students of the District.

The following are valid excuses for excused absences:

1. Participation in a District or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
3. Family emergency, including but not limited to a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

Pre-Arranged Absences:

For an extended absence to be excused, a parent must make a request in writing to the principal prior to the absence. If the principal deems that the absence will be approved, it will be recorded as a pre-arranged excused absence. Any absence from class may affect a student's academic progress.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher. In participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. An absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult.

Unexcused Absences

- A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
- B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- C. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year.
- D. A conference with the parent or guardian will be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified that the student has unexcused absences. A conference with the parent and student will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the District has decided to take to reduce the student's absences.
- E. Not later than the student's fifth unexcused absence in a month the District will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
- F. If such action is not successful, the District will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the fifth unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.
- G. All suspensions and/or expulsions will be reported in writing to the Superintendent within 24 hours after imposition.

Sick

If a student is not coming to school, be sure an adult family member or guardian calls the school **by 9:10** at

(360) 596-8403

We worry if we do not hear from you and someone will call parents at work or at home. If a student is sick in the morning and comes to school with a fever, we will call parents and the student will be sent home.

**Students who vomit and/or have a fever,
should not come to school for 24 hours**

Bicycles, Skateboards, Scooters

Before and after school, bikes must be ridden directly to the bike racks and not around the school or parking lots. They need to be locked to the racks or fence. Everyone needs to wear a helmet if riding a bike. Please let our office know if purchasing a helmet would be a hardship for your family.

Skateboards are not allowed on school grounds!

School Crossing Guards are at the crosswalk to make sure students get across the street safely. Students should not cross unless the crossing guards tell them it is safe and they are in the street with their flags held out. We do not want our students hurt! Students should always follow the crossing guard's instructions and do what they say.

Buses

We have a limited parking and curb space to have everyone drive to school with their parents. We would appreciate it if all boys and girls would ride the bus or walk when possible. The buses will arrive at the right time for students to start school.

Bus Stops

When waiting for the bus, students need to stay at their assigned bus stop. Students are not allowed to change stops. If students are having difficulty getting along at the bus stop, parents should help out with the situation and the students should tell the bus driver.

If parents have questions for the Transportation Department, call

(360) 596-7700

Bus Rules

When riding the bus, students must remember it is a privilege and not following the rules can result in consequences at school or not riding the bus for several days. The following rules are for student safety. If the drivers have to monitor student behavior constantly, they cannot drive very carefully.

Remember, when on a bus, students should:

- ✓ Talk in level 1 voice
- ✓ Keep hands and feet to self
- ✓ Sit in one seat during the whole ride
- ✓ Keep the bus clean (pick up your papers)
- ✓ Do not eat on the bus
- ✓ No breakables, animals or things that spill
- ✓ Do not talk over the seats
- ✓ Hands, feet and materials are kept inside the bus
- ✓ Leave the windows as you found them
- ✓ Follow the driver's directions and instruction

Friends Riding Home with Friends

In order for a student to ride the bus home with a friend, s/he **MUST HAVE A NOTE** from a parent saying it is OK.

Friends Coming to School

Cousins or friends who are visiting from another area or school are not allowed to spend the school day at our school. Parents can arrange to bring them to have lunch if it works out with their schedule.

School Clothes and Shoes

Appropriate is the key word for school clothes.

- ✓ Halter-tops, spaghetti straps, and shirts that reveal the belly button should be saved for home.
- ✓ The shortest shorts need to go down to the ends of the fingertips.
- ✓ If clothing is too thin and see through, students will be asked to wear another shirt over the top. We always have extra clothes in the office to lend to students.
- ✓ Tie-up tennis or rubber-soled shoes are the best for elementary students. Platforms, flip-flops and fancy shoes sometimes do not allow students to be safe at recess or on the gym floor.

Pets, Toys and Valuables

Do not bring to school:

- ✓ **Pets**
- ✓ **Toys**
- ✓ **Trading cards**
- ✓ **Electronic games**

We cannot watch everyone all of the time and something could happen to these special items.

Please confer with classroom teachers regarding policies related to items brought to school for “show and tell.”

Cafeteria Behaviors

We have the following rules in the lunchroom to keep children safe and to prevent spills.

- ✓ Walk in the cafeteria
- ✓ Use appropriate table manners
- ✓ Do not share or trade food
- ✓ Keep hands and feet to self
- ✓ Use a polite indoor voice (not loud)
- ✓ Tell an adult if you have a problem
- ✓ Wait to be dismissed by an adult
- ✓ Leave tables and floor clean
- ✓

Gum

Please do not have gum at school! It gets into our carpets and is very difficult to remove. Contact classroom teachers regarding classroom gum policies.

Lunch Guests

Sometimes family members want to join students for lunch in the cafeteria. If this is the case, they need to pay for their lunches in the main office. Younger siblings, who do not attend McKenny are also welcome, if there is extra space available. If younger siblings do come, it is essential they stay with their parents at all times. K, 1st and 2nd lunch is at 11:45; 4th and 5th lunch is at 12:15; 3rd lunch is at 12:40.

Birthdays

Please contact individual teachers regarding classroom policies for celebrating a child's birthday at school. Also, please communicate with the classroom teacher to determine the most appropriate method for disseminating party invitations to students. Through experience, teachers have developed effective strategies to help parents and protect students from having hurt feelings.

Special Treats at School

Any food brought to school needs to be:

Commercially packaged or purchased from the store

If a parent or guardian would like to bring treats to school, they must notify the teacher **in advance**. Please abide by district policy on food and nutrition guidelines. **Additionally, we ask that treats do not contain peanuts or peanut oil.**

Field Trips

Students can go on a field trip only if they have written permission from their parents. In some cases, inappropriate behaviors may prevent students from participating in field trips. Every effort will be made to inform families well in advance of the trip. **Volunteers must complete a Volunteer Application and be an approved volunteer before attending a field trip.**

Medicine

Schools are not allowed to give medicine to students unless parents have filled out a form with the doctor's instructions and we must have an original bottle from the pharmacy. We cannot give students aspirin or cough drops without the approved form from your doctor.

**McKenny Elementary Nurse
(360) 596-8408**

Telephones and Electronics

Students only call home when it is an emergency. Calling to go to a friend's house is not an emergency. Cell phones are not to be kept with students at school. **Students must leave cell phones turned off in their backpacks during the school hours.** Other electronics such as iPods, tablets and games must be kept in backpacks during the school day.

Lost and Found

Many children buy similar looking coats and clothes. Be sure to **WRITE STUDENT'S NAME INSIDE COATS**, sweaters, sweatshirts, gloves, backpacks and lunch boxes. Check the Lost and Found in the hall for lost items. If no one claims the clothes, we will send them all to a place that gives clothes to children.

Playground Rules

Playground rules have been created to ensure that students will have a safe and fun time outside. During the first week of school students will learn about the proper way to play games and use the playground equipment. Children who cannot play safely will spend time away from the playground to reflect on the situation and to review playground rules.

- ✓ Playground supervisors are in charge.
- ✓ Stay within playground boundaries.
- ✓ Use equipment in a responsible, appropriate and safe manner.
- ✓ Recess is over when the bell rings. Walk immediately to the assigned area.
- ✓ Use only soft plastic bats and balls, no hard balls.
- ✓ Rough play such as wrestling, kicking, play fighting or pushing is not allowed.
- ✓ Inappropriate language or gestures are not allowed.
- ✓ Ask an adult to use the bathroom. Students may not leave the playground without permission.
- ✓ Acts of unkindness should be reported to an adult.
- ✓ An orange cone next to equipment indicates that the area is unsafe and off limits.
- ✓ Dirt, rocks, sticks and bark are to remain on the ground.
- ✓ Walk in the walking zone.
- ✓ Play in a non-competitive, fun and friendly manner to ensure safety.
- ✓ Jump ropes to remain on the blacktop only.
- ✓ INCLUDE ALL STUDENTS.

Specific Playground Equipment Rules

SLIDES: Sit on your seat, feet first, one at a time. No climbing up the slide.

SWINGS: Stand a safe distance from the swings. Sit on swing, swinging front to back. No jumping off.

RINGS: One direction only.

BRIDGE: Stay on inside of bridge, no jumping off.

BARs: Hands must be on bars at all times.

SPINNING CIRCLE: No running on it or standing on it. No more than 3 pushers.

CLIMBING TOY: No jumping off.

MONKEY BARS: Both hands on bars. Keep hands and feet to yourself. No crawling or climbing on top of bars. Must be able to get on and off by yourself.

SPIKA: Maximum 3 people on equipment. Only 1 person can push with maximum of 4 pushed. One foot must remain on the seat.

PLAY SHED: No kicking balls; balls have to be hollow. Footballs and Frisbees outside only. Notice games in progress and play in a separate area. Do not walk or run through games in progress.

SAND BOX: Sand must stay in sand box area, no throwing sand. Share sand toys. Be respectful of other children's sand creations.

TETHER BALLS: Two players allowed at one time. A player cannot cross the line. A player cannot hold or catch the ball.

OUTDOOR CLASSROOM: When field is closed so is the classroom. No running or standing on benches.

Weapons

Weapons or things that look like weapons are not allowed at school. The district will not allow a student to stay in school if s/he brings a weapon. Be safe and do not bring any of the following to school:

- ✓ Guns
- ✓ Play guns (including squirt guns)
- ✓ Knives
- ✓ Play knives or swords
- ✓ Bows and Arrows
- ✓ Bullets
- ✓ Fireworks
- ✓ Lighters
- ✓ Matches
- ✓ Any device or instrument that is capable of causing serious injury.

Lifeskills

This year we will incorporate these words into our school conversations. Daily, we focus on these words and recognize students who exhibit positive and constructive characteristics. We hope you will join us in using these words at home as we build a common vocabulary for staff and students at McKenny.

FRIENDSHIPTo make and keep a friend

CARING.....To feel concern for others

COOPERATION.....To work together toward a common goal

FLEXIBILITY.....To have the ability to alter plans when necessary

INITIATIVE.....To do something because it needs to be done

PERSEVERANCE.....To stay with something until it is complete

COURAGETo have the strength of mind to meet difficulties with firmness

RESPONSIBILITY ...To be accountable for your actions

COMMON SENSE..To use good judgment

PROBLEM SOLVING To seek solutions in difficult situations

INTEGRITY.....To be honest and sincere and do the right thing

EFFORTTo try your hardest

PATIENCE.....To wait calmly for someone or something

ORGANIZATION.....To plan, arrange, keep things together

SENSE OF HUMORTo laugh and be playful without hurting others

CURIOSITYTo have a desire to learn and know about things

Positive Behavioral Interventions and Supports

<i>Playground</i>	
BE SAFE	<ul style="list-style-type: none"> - Use equipment appropriately - Stay within boundaries of playground - Walk in walking zones - Be aware of your surroundings - Safe contact only
BE RESPECTFUL	<ul style="list-style-type: none"> - Follow adult directions at all times - Stop and listen when you hear the whistle - Respect each other's abilities
BE KIND	<ul style="list-style-type: none"> - Include everyone - Show good sporting conduct - Find an adult if you see someone is hurt
BE RESPONSIBLE	<ul style="list-style-type: none"> - Pick up after yourself and others - When bell rings, line up in a timely fashion - Tell an adult if you need to leave the playground for any reason

<i>Hallway</i>	
BE SAFE	<ul style="list-style-type: none"> - Walk on the right - Hands to yourself - Straight lines with appropriate spacing
BE RESPECTFUL	<ul style="list-style-type: none"> - Look at any posting on the wall with your eyes only - Listen with your ears - Respond politely - Use a zero voice when traveling the hallways - Follow teacher directions
BE KIND	<ul style="list-style-type: none"> - Be helpful - Silent greetings
BE RESPONSIBLE	<ul style="list-style-type: none"> - Be a self-manager - Be where you are supposed to be - Safely carry belongings - Pay attention and look forward.

<i>Arrival/Dismissal</i>	
BE SAFE	<ul style="list-style-type: none"> - Follow hallway rules - Walk to your destination - Feet on the sidewalks, seat on the bench - Bikers and walkers follow the fence line - Playground is available after 3:45
BE RESPECTFUL	<ul style="list-style-type: none"> - Appropriate voice level (1-2) - Stop to listen to announcements - Respect the flowerbeds and trees - Listen to your bus driver
BE KIND	<ul style="list-style-type: none"> - Use positive words to others - Face forward at bus line
BE RESPONSIBLE	<ul style="list-style-type: none"> - Have everything you need to exit - Know where you're going and who is picking you up

<i>Assembly/Audience</i>	
BE SAFE	- Walking feet - Hands to self (personal space) - Exit as directed - Sit on bottom
BE RESPECTFUL	- Participate, sing-a-long - Eyes up front - Clap appropriately - Show appreciation for all participants
BE KIND	- Silent for the speaker/performers - Quiet travel and doors during assembly
BE RESPONSIBLE	- Be a positive example - Leave a clean space - Listen for directions

McKenny Discipline Plan

All staff will be fair, positive and consistent with students. Inappropriate student behavior which is not SAFE or KIND will be dealt with according to our Discipline Plan.

We believe that Margaret McKenny students can behave appropriately and that the staff has the right to teach and students have the right to learn in a safe, caring and respectful environment.

The staff will help students learn to deal with conflicts and solve problems in a positive manner and they will endeavor to teach the skills of cooperation, trust, communication, respect and caring.

- ✓ All staff and students will act in a manner that assures safety and does not jeopardize their health or the health of others.
- ✓ All staff and students will show respect for the needs and rights of others.
- ✓ All staff and students will make the most of their educational experience and not disrupt the learning process.

- Step 1:** Verbal reminder by teacher and verbal improvement plan designed by student.
- Step 2:** Removal of student to designated time out space and a written or drawn improvement plan composed by student and shared with teacher.
- Step 3:** Student conference with principal and consequences according to student/principal and teacher. Discipline form home for parent signature and/or a call.
- Step 4:** Parent conference with teacher and/or principal. Consequences as agreed upon by parent, teacher and principal.
- Step 5:** In-house suspension.
- Step 6:** Home suspension

For a severe problem that disrupts learning in a classroom or endangers others, a child may be sent home immediately skipping to Step 6.

Parent Handbook

Student drop-offs and pick-ups – For our families who drive their children to school, it is no secret that our parking lot gets very busy at the beginning and end of the day. While this can delay your morning, we encourage you to develop a schedule where students can be dropped off at 8:50, each day. Students who are dropped off should report to the covered play area where supervision is provided. When all students arrive on time, each day, it makes a significant difference in the morning. We also appreciate that students are picked up no later than 3:30pm. After a long day students are always eager to rest and have a snack at home.

In the Event of an Emergency – Please know that our plans share one common goal which is to preserve the safety of all our students and staff. Here are some practices you should be aware of:

- ✓ If our school is in a lockdown situation all doors will be locked and shades drawn. During this time no one will be allowed into or out of the school to maintain a secure environment. When we have been given an all clear by the police department we will unlock doors and reopen the school.
- ✓ In the event of an earthquake or other natural disaster, we have developed procedures for evacuating the school and reuniting families. We have 2 sets of procedures (depending on if part of our building has suffered damage). In these plans, when it is determined safe to leave the building, students will walk out to a predetermined place. We will then go through a process of accounting for every person. We will have stations set up for runners (passing information), first aid, and a station for reuniting families. Signs will be present so when you arrive you will see a sign for families. This can be a difficult experience for parents who will want immediate information and contact with their children. However, so we are certain that all children leave the school with the appropriate adult, we will ask for parents to remain in the station until we retrieve students from their classroom lines. A 3rd plan is in place if we must evacuate school grounds. In this plan all staff and students would walk to LBA Park where family reunification would take place.
- ✓ During the course of the year we have numerous drills to practice for these events. It was clear to everyone, during the Nisqually Earthquake several years ago, that these practices were critical to the safety of students and adults in our school. If you are present during a drill we ask that you follow the directions of the teacher or staff member you are with and support this very important process.
- ✓ In any of these events it is likely that communication will be difficult. Staff will either be attending to their positions or to students. Please be patient and continue trying the main office line at 596-8400. Calling individual rooms might prevent a class from receiving or delivering necessary information.

Dismissal Procedures

What students will be asked to do:

- Waiting in the designated area: **Between the benches and the school**, by grade level (siblings can wait together, as can students who have made arrangements to go home with someone else)
- While waiting:
 - Walking only
 - Voice level <2
 - No tag
- When parent arrives, by car or on foot staff member will send student to meet parent/family

- Students must wait until their car comes to a complete stop, in the loop, before approaching
- Students walking home from school will be asked to make their way directly without visiting with friends (this assures us that those who need to cross Morse-Merryman or Margaret McKenny can do so with a patrol member)
- Flowerbeds, preschool playground are off-limits
- Students must be accompanied by a parent to walk through parking lot

Volunteers

Volunteering is a very rewarding experience. Our students and staff appreciate everything our volunteers do to help us reach our goal of academic success for all children. We can't do it without you! Before you volunteer at McKenny in the classroom, playground, lunchroom or field trips etc, please complete the Volunteer Application. Applications can be found on the Olympia School District webpage. osd.wednet.edu

Observers

Any observations of classes must be arranged with the principal who will consult with the teacher to determine an appropriate date and time.

How to Contact Staff

		Voice Mail	E-Mail
Michael Havens		(360) 596-8405	mhavens@osd.wednet.edu
Debbie Doherty		(360) 596-8410	ddoherty@osd.wednet.edu
Preschool			
Simona McEwen	C8	(360) 596-8501	smcewen@osd.wednet.edu
Kindergarten			
Kathe Fettig	C2	(360) 596-8470	kfettig@osd.wednet.edu
Patti Francis	C7	(360) 596-8477	pfrancis@osd.wednet.edu
First Grade			
Sarah Howe	C3	(360) 596-8475	showe@osd.wednet.edu
Kelly Johnson	B3	(360) 596-8425	kjohnson@osd.wednet.edu
Dana Woods	B2	(360) 596-8488	dwoods@osd.wednet.edu
Second Grade			
JoAnn Ayre	B6	(360) 596-8479	jayre@comcast.net
Laura Johnson	A6	(360) 596-8476	Send in note* ljohnson@osd.wednet.edu
Dana Woods	B2	(360) 596-8488	dwoods@osd.wednet.edu
Third Grade			
Tricia Campbell	B1	(360) 596-8478	tcampbell@osd.wednet.edu
Nancy Hooper	C1	(360) 596-8492	nhooper@osd.wednet.edu
Monica Lloyd	B5	(360) 596-8485	mlloyd@osd.wednet.edu
Fourth Grade			
Valorie Paulsen	A2	(360) 596-8426	vpaulsen@osd.wednet.edu
Mike Sjoboen	B4	(360) 596-8473	msjoboen@osd.wednet.edu
Fifth Grade			
Bonnie Hauschka	A1	(360) 596-8491	bhauschka@osd.wednet.edu
Janet O'Halloran	A3	(360) 596-8480	ohalloranj@osd.wednet.edu
Specialists			
DeAnne Barre	Library	(360) 596-8412	dbarre@osd.wednet.edu
Family Services			
Marie Neely (SSC)		(360) 596-8404	mneely@osd.wednet.edu
Tom Parnell (SSC)		(360) 596-7543	tparnell@osd.wednet.edu
Ashley Wilson (Sp Ed)		(360) 596-8484	awilson@osd.wednet.edu
DLC			
Ginger Meier		(360) 596-8482	gmeier@osd.wednet.edu
Denise Kornuta		(360) 596-8481	dkornuta@osd.wednet.edu