

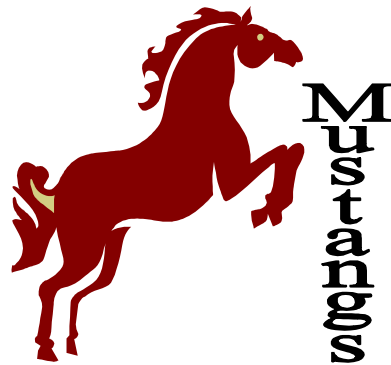


# McDonald Elementary Guidelines



1512 S. McDonald Rd.  
Spokane Valley, WA 99216

Attendance Line:  
228-4360



Office Number:  
228-4350

McDonald Web Page – [www.cvsd.org/mcdonald](http://www.cvsd.org/mcdonald)  
Central Valley Site – [www.cvsd.org](http://www.cvsd.org)

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## Principal's Message

McDonald Elementary School values kids. Our teachers and staff are dedicated to fulfilling the three basic needs of children – achievement, belonging, and significance. Every day, in every classroom, we are teaching the whole child.

McDonald Elementary School strives for high academic achievement for all children. We build strong relationships with children and their families to create a sense of belonging, and we provide opportunities for kids to become productive, contributing members of our community.

## McDonald Mission Statement

We are a community of learners dedicated to:

- High Academic Achievement
- A Safe and Respectful Environment
- Trustworthy Relationships
- Nurturing Personal Significance

## Our Belief

The McDonald staff believes that every student is worthy of respect and parents are our most important partners in building student success.

## Visitors Entering School Grounds

The safety of all McDonald students requires that all parents, visitors and volunteers must sign in at the office and get a visitor's badge.



## Expectations of a McDonald Mustang

- 👉 Is courteous and respects the rights and property of others
- 👉 Respects and follows the directions of adults
- 👉 Plays and acts safely to meet all building, playground, cafeteria, classroom and transportation expectations
- 👉 Walks quietly and directly to and from all activities
- 👉 Keeps hands, feet and objects to self
- 👉 Always stays on school grounds
- 👉 Arrives at school no earlier than 8:40 a.m., unless previous arrangements with staff has been made
- 👉 Returns directly home after dismissal
- 👉 Is prepared with proper books and homework
- 👉 Uses appropriate language at all times
- 👉 Leaves personal play items and electronic devices at home due to the possibility of loss or damage
- 👉 Refrains from bringing gum to school
- 👉 Participates in school-wide fire, earthquake and intruder drills
- 👉 Keeps cell phone turned off and in backpack
- 👉 Will not bring skateboards, roller blades or scooters on school property
- 👉 Removes wheels from Heelies upon entering school property
- 👉 Stores all bicycles in the racks

## Attendance Expectations



Attendance Line: 228-4360

At McDonald Elementary your child's success is important to us, and attendance plays a key role in school success. Below are some basic guidelines for attendance and excusing your child for absences.



Parents/ Guardians Must Call the Office  
To Excuse Their Student(s)

- Please be specific for the reason of absence i.e., flu, stomach, cold, headache, out of town, etc.
- If your child will be late, please give a reason i.e., Doctor, Dentist, appointment etc.
- If your child will be late, please let us know if he/she will be taking a hot lunch.
- If you know your child will be gone for more than 3 days a "Prearranged Absence Form" is required. You may obtain this form from your child's teacher or from the office. *This form is for absences that are not emergency i.e., vacations, pre-scheduled surgeries etc.*
- If your student is absent for more than 3 days for an illness, please provide a Doctor's note.



## Arrival and Departure Expectations

A McDonald Mustang:

- Uses sidewalks and crosswalks



- Crosses with a crossing guard at McDonald and Sixteenth

- Always walks their bike on school grounds and when crossing the cross walk and places their bike in a bike rack.



- Is dropped off and picked up in designated parent pick up line areas only



- Is picked up in the school office and signed out by a parent or designated adult when leaving school during school hours

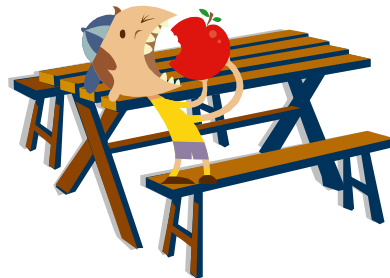
- Has written permission from a parent or guardian if riding a different bus, or if someone other than a parent is going to pick up



## Cafeteria Expectations

A McDonald Mustang:

- Is respectful and courteous
- Talks quietly at their table
- Eats their own food
- Keeps hands and feet to themselves
- Cleans up after themselves
- Stays seated until dismissed



## Playground Expectations

- Respects other students and adults and their property
- Keep your body and hands to yourself
- Follows playground rules and the directions of Supervisors
- Include others in games and follow school rules
- Do not tackle, push, or shove each other on the playground
- No play fighting or wrestling
- Leave toys or equipment at home
- Leave food and drinks inside
- Return equipment to appropriate bucket/bin as directed
- Get a hall pass from a Supervisor to go inside
- Stay away from ice, water, puddles and sprinklers
- Stay off landscaping



- Benches are for sitting only
- Walk on blacktop and on ramps
- Use appropriate, respectful language
- Keep gravel, grass, sticks, etc. on the ground
- No umbrellas on the playground
- Stop playing and freeze when the bell rings. Line up after the whistle.
- For safety the door and stairways, pillars, ramps and landings should remain clear from backpacks



## Student Conduct on Buses

Students who do not comply with the following school bus transportation rules shall be reported to the Supervisor of Transportation for appropriate administrative action:



The driver is in full charge of bus and students. Students must obey the driver promptly and willingly. If a supervisor is present, any discipline shall be coordinated with the driver. The driver may assign seats.



A student who is assigned a seat by the driver shall conform and not move to another seat unless permission is granted by the driver.



Outside of ordinary conversation, classroom conduct shall be observed. Students shall a) sit properly in their seats, b) refrain from throwing objects, c) keep their hands to themselves, and d) be courteous to their fellow passengers.



Students shall not a) open windows without permission from the driver, b) throw objects out of bus windows or within the bus, or c) extend any part of his/her body out of the windows of the school bus.



Students shall load and unload in an orderly manner. They must not cross the road until given permission by the bus driver. Students must be in full view of the driver at all times. Students are to cross the roadway only in front of the bus. Students must not stand or play in the roadway while waiting for the bus.



Students shall not use emergency doors, except in emergencies, unless so directed by the school bus driver.



Aisles are to be kept clear of all personal belongings.



Students are not to have in their possession any instruments or objects of any type that are likely to cause injury to another passenger or damage to bus property, e.g., any type of weapon, laser pointers, stick, or breakable container.



Animals and/or insects of any kind shall not be permitted on the school bus.

## Suggestions for Encouraging Your Child's Academic Success

We encourage parents to be involved in their child's education. The following list is only a sampling of the ways you can help your child learn and support them at school.

- Read the McDonald Elementary Handbook and the District Student Rights & Responsibility pamphlet. Review relevant ideas with your children and follow the requested procedures.
- Attend conferences and communicate with the teacher regularly; especially when you have questions or concerns.
- Ask your child about their daily schedule and ask specific questions about school, i.e., "What did you read at school today?"
- Have your child eat healthy foods and get adequate rest. The most important meal for a student's day is breakfast.
- Let your child be responsible for delivering messages, papers, and the weekly Friday Folder between school and home.
- Establish a place for messages and papers that need your attention.
- Provide your child a regular place and time to read and do homework. Try to make it a family "quiet" time, with everyone doing some kind of homework or reading.
- Let your child make mistakes and show them these are opportunities for learning.
- Maintain academic and behavioral expectations for your child.
- Create a "language rich" home; read to your child, listen to your child read, make time for your child to look at books and a variety of printed materials.
- Help keep your child organized. Straighten out their backpacks with them from time to time.
- Celebrate successes.

## Elementary School Dress Code Standards

Board Policy #3200

Visit [www.cvsd.org](http://www.cvsd.org) for full text



- Caps or headwear must be removed upon entering the school building (except for religious observance or medical reasons)
- Apparel/accessories (e.g. including chains, jewelry, bandanas) that can be considered gang-related, or that maybe used as a potential weapon.
- Dress that communicates the promotion of tobacco, alcohol, drugs, violence, vulgarity, weapons, profanity, or that is disparaging to gender, ethnicity, religion, or that has a sexual connotation is not acceptable school attire
- Midriffs must be covered
- Revealing clothing is not school attire
- Shorts and skirts must be below fingertips
- Underwear shall not be visible
- Sagging pants are not acceptable school attire
- Long belts must be tucked into belt loops
- Safe footwear is required (flip-flops are not safe footwear)



Please note that this is not an exhaustive list of dress code violations

Please refer to the *Students Rights & Responsibilities* pamphlet for examples regarding discipline for breaking the Central Valley dress code policy.

## Principal's Plan for Discipline Procedures

Discipline may be needed when a student's choice creates severe disruptions.

This may include when behavior is dangerous, illegal, or insubordinate/defiant. These are noted in the *Student Rights & Responsibilities* pamphlet.

1. Principal conferences with the student, receives information from teacher and others as appropriate.
2. If necessary, principal creates immediate intervention, i.e., lost privileges, alternate placement, suspension, etc.
3. Principal logs behaviors, consequences and outcomes and communicates these to the teacher.
4. Principal contacts parent(s) or guardians(s) if necessary and may notify the district office.
5. Principal refers student to building counselor, building Student Study Team or district and community resource support as appropriate.