



McDermott Elementary School
2016-2017
Parent/Student Handbook

Amy B. Cooper
Principal

1200 Reservoir Road
Little Rock AR 72227

“Where educating students is OUR PRIORITY”

Main Office
Fax Number

501-447-5500
501-447-5501

MESSAGE FROM THE PRINCIPAL

Amy B. Cooper

Dear Parents and Students,
It is my pleasure to welcome you and your family to the McDermott Elementary 2016-2017 school year. The staff and I look forward to providing your child with a quality education and a variety of extra-curricular experiences. This handbook contains rules, procedures, and other important information that will help us meet our goals as we embark on this exciting journey together.

Respectfully,
Amy B. Cooper, Principal

Our Mission Statement

At McDermott, educating children is our #1 priority. As a staff, we are dedicated to providing the academic, emotional, social, and technological tools that our students need to be successful in achieving their dreams. We are committed to providing a nurturing and engaging environment that instills confidence, demands responsibility, and models standards of excellence. As a staff, we will work together with parents and our community to do whatever it takes for our students to become life-long learners, pursue opportunities, and to become contributing members of society.

LRSD Mission Statement

The mission of the LRSD is to equip all students with the skills and knowledge to realize their aspirations, think crucially and independently, learn continuously and face the future as productive, contributing citizens. This mission is accomplished through open access to a diverse, innovative and challenging curriculum in a secure environment with a staff dedicated to excellence and empowered with the trust and support of our community.

Office Hours

The school office is open Monday through Friday, 7:15 a.m. to 3:30 p.m. Students are **not** permitted on school grounds prior to 7:15 a.m., **unless** transported by a LRSD bus or enrolled in the Little Rock School District CARE Program. If you are transporting your child, he/she must be picked up by 2:55 p.m. If your child needs supervision before 7:20 a.m. or after 2:55 p.m., you may enroll your child in the after school CARE program. You may contact the CARE Program at (501) 447-1880 for registration information.

Phone Calls & Student Messages

It is important that students be informed of afterschool activities and transportation before they leave home. If you need to leave a message for your child or your child's teacher, please do so before 12:00 P.M. In case of emergency, the office will deliver messages to students. Students may use the office phone for personal calls in case of emergencies only and with staff permission. **Cell phones are prohibited unless authorized by administration.** (We need current telephone numbers at all times.)

Change of Address/Phone Numbers

One of the greatest problems schools may have during the day is locating parents in the event of an emergency. This may occur due to changes in phone numbers or work places, or authorized individuals and parents forgetting to notify the office in the event of changes. The importance of maintaining updated information cannot be overemphasized. During registration you will receive an information form to complete. Having this information returned correctly is of the utmost importance. A copy of this record is kept in the school office in case you need to be contacted. Please make sure your home telephone, cell numbers, and addresses are accurate and clearly written. Remember to list the names and addresses of several people who can be contacted in case you cannot be reached.

Only persons listed on the form will be allowed to checkout your child/children.

Doctors/emergency rooms will not treat children without their parents' consent, and in the event of an emergency we must be able to reach parents.

All address changes must be completed at the Student Registration office at 501 Sherman Street.

Medication

School Board policy expressly states that school personnel cannot dispense medications to students unless it is a long-term requirement and unless all forms from the Health Department and/or doctor are completed and on file at the school. Under no circumstances will a child be permitted to carry any type of medication in school. This includes all types of medication such as aspirin, Tylenol, cough drops, eye drops and the like.

Visitors Policy

The school's security plan requires all visitors to the campus, including parents, to sign in at the front office, receive a visitor's sticker and check in with the front office before entering the building. The school's security plan has been established to protect the students and staff

from the danger of an unauthorized person on the campus. For the safety of all students and staff, please comply with this plan. Student learning time is a priority and classroom interruptions must be kept to a minimum. Please take time to ensure your child has his/her lunch, backpacks and/or homework prior to leaving home. When students are contacted in their room for these items, it can be a distraction to the entire classroom.

Volunteers

We need you to help by volunteering at McDermott Elementary. You can volunteer in the classrooms, dining room, library, and playground. Even if it is only 15 minutes our school will benefit from your dedication. Please make sure to sign in at the office. Thank you!

Attendance

Attendance is taken through the last day of school. Please be sure your child is in school. The Little Rock School District Tardy Policy is included in the LRSD Student Handbook. All children are expected to be in attendance each day unless they are ill or a family emergency arises. The parent/guardian is to notify the school attendance office at (501) 447-5500 by noon when a student is absent.

- ❖ A student can check out prior to 2:00 p.m. Early check out ends at 2:00 p.m. to allow teachers to complete end of day assignments and to prepare for dismissal

ACADEMIC POLICY

Specific skills and concepts from various subject areas are stressed at each grade level. To be eligible for academic promotion students must:

- Perform daily activities.
- Spend a minimum time each night on assigned homework.
- Master targeted skills and concepts based on Common Core Curriculum. McDermott students are expected to make their best effort in all areas of the school curriculum. Our staff believes that effort and achievement by students should be recognized as follows:
 - Honor Roll Incentives each nine-week period.
 - Each semester students will be rewarded for earning the Honor Roll, Perfect Attendance, and Citizenship.

REPORTING GUIDELINES

Edline Interim Reports & Report Cards

Interim reports are posted to Edline during the 5th week of each 9 week period for children working below their capacity and/or below 70%. Report cards are posted to Edline every 9 weeks. Report cards indicate to students and parents progress made toward mastering required curriculum, citizenship and social skills. Parents may request a copy of the report card through the front office.

Grading Scale

90 - 100% = A
80 - 89% = B
70 - 79% = C
60 - 69% = D
59 - Below = F

A parent conference is required after every unfavorable interim report and when a "D" or "F" is recorded on the report card.

Homework Policy

Grade Level	Approximate Time Involved
K	20 minutes per day
1-2	30 minutes per day
3-4	40 minutes per day
5	50 minutes per day

School Rules

1. Respect others
 - a. Language – no cursing, teasing, arguing, name calling or threatening – either spoken or written
 - b. Keep hands and feet to self
 - c. Use your own materials
 - d. Do not destroy school property or property of others
 - e. No fighting
2. Follow the directions of all school personnel
3. Walk quietly on the right side of the halls

McDermott Café Rules

Follow directions of all adults in the lunchroom. Speak using your inside voices.

1. Stay in assigned seats until dismissed
2. Sodas or drinks in cans or glass bottles are not to be brought to school
3. Remove all trays and trash from your table

Playground Rules

1. Follow directions of supervisors
2. Students will walk quietly to and from the building
3. Students will not fight or participate in any activities which might be so interpreted
4. Personal equipment such as footballs are not allowed at school
5. Students will display courtesy to other students as well as adults
6. Students will not pick up, throw, or carry rocks on the playground
7. Abusive language will not be tolerated.
8. Rough playing and play fighting are not allowed
9. Under no circumstances should any student leave school grounds to retrieve a ball during physical activity
10. Everyone must play respectfully

Bus Conduct

Students are assigned to ride school buses that will transport them to and from school. Parents must provide transportation for those children who live less than one mile from school. Students are not allowed to ride a bus other than their assigned bus. Bus rules are strictly enforced. Please read over the rules with your child. They can be found in the LRSD Student Handbook.

1. Use only the bus stop assigned
2. Orderly behavior is required at the bus stop
3. Remain seated, facing forward, when the bus is in motion
4. Talk quietly and make no unnecessary noise
5. Do not talk to the driver unless it is necessary
6. Keep head and arms inside the bus
7. Do not litter on the bus or throw anything out of the window
8. Remain quiet when the bus is crossing railroad tracks. Infractions of the above rules will be brought to the attention of parents. Continual abuse of the bus privileges will result in the denial of transportation. Please refer to the bus schedule for pick up points and time schedule.

NOTE: Please be at the bus stop 10 minutes prior to the designated pick up time.



Discipline

The primary objectives for discipline procedures are to teach students to be responsible for their own behavior. Positive and negative consequences are given based on behavior displayed by students. Students who choose to disobey the rules will receive consequences according to the LRSD Student Handbook.

Positive Consequences for Appropriate Behavior May Include:

- Verbal Praise/Stickers/Happy Notes
- Special Rewards/ Incentives/ Special Activities

Negative Consequences for Inappropriate Behavior

- Warning/classroom discipline continuum
- Referral to buddy teacher (same grade)
- Student/teacher conference, parent contact
- Behavior Document to parent (up to 3 allowed)/loss of privileges
- Parent Conference
- Office Referral/Follow LRSD Discipline Handbook

Suspensions

Suspensions from school will be given by the principal as indicated in the LRSD Student Handbook. Parents must meet with the administrator before a student can be reinstated to school.

CONSEQUENCES MAY BE ACCELERATED FOR REPEAT OFFENDERS

Home-School Communication and Parental Involvement

At McDermott Elementary, we are committed to open and clear communication. All parents are given the opportunity to participate in their child's education in the following ways:

- Parent-Teacher-Student Association
- Parent-Teacher Conferences
- Teacher web pages, e-mail and phone lines for homework, reminders and more
- Parent visits and conferences (upon request)
- ParentLink- the LRSD computerized phone message system which allows McDermott to deliver personal messages to your home phone. Phone number changes should be updated at <http://lrsd.parentlink.net>

PTA

All students, parents, grandparents and other family members and friends are encouraged to join the P.T.A. You can purchase your membership during registration or anytime during the month of August. Your membership will benefit every child at our school.

Dress Code

School board policy prohibits students from attending school attired in such a way as to endanger his/her own safety or health or dressed in a manner which is disruptive to the education of others. Students who violate the above standards of safety, health or disruption will be expected to change clothing.

Please refer the LRSD Student Handbook for specific dress code and uniform guidelines

Car Rider Drop Off and Pick-Up

All students are dropped off and picked up on the North parking lot at the building entrance. Students arriving before 7:35 a.m. should report to the cafeteria. Supervision before school is provided beginning at 7:15 a.m. in the cafeteria.

A student receives a tardy when he/she fails to be in the classroom or other assigned location by 7:55 a.m. Any student who arrives after 7:55 a.m. should be accompanied by his/her parent who must sign the child in at the school office.

Wellness-School Nutrition & Birthdays

The Arkansas State Nutrition Standard (ACT 1220) states that students may be given food or beverage items for up to nine different school events to be determined and approved by school officials. McDermott Elementary will not use food as student rewards, except in the nine designated school events.

No treats are allowed for birthday celebrations. Also balloons and flowers may **NOT** be delivered to students on campus.

Food Service

Breakfast is served in the classrooms from 7:50 a.m. until 8:05 a.m. All students may participate in the hot lunch program with meals prepared in the school café.

Each McDermott student will receive breakfast and lunch at "no charge"; however, students must arrive at school on time to receive this very important meal. Students are welcome to bring additional items to eat with their provided lunch or they can bring a lunch from home. Canned and glass sodas are **NOT** allowed at school as well as High Sugar Snacks. The daily lunch schedule can be found on the LRSD web page.

School Supplies/Textbooks

A list of the supplies your child will need at school is provided by the teacher on the LRSD web site or during registration. All regular textbooks for classroom use are provided by the school district at no charge. However, improper care, loss or deliberate damage to a district book will result in a fine to cover replacement costs.

Parent/Teacher Conferences

Conferences are an excellent way of keeping you informed on the overall progress of your child in school. You will be contacted at least twice during the school year by your child's teacher to schedule a conference. You may also request a conference any time you have questions or concerns. Please remember to schedule a conference in advance so a time that is convenient for all can be established.

The school provides a monthly calendar for your information. Please keep the calendar and refer to it daily to keep abreast of school event

LRSD Directory

Bus Transportation

Main Number..... (501) 447-4130
Late Bus Information ... (501) 447-4160
Bus Stop Changes..... (501) 447-4162
When calling First Student regarding your child's bus, please know the run number and pick up location.

Care Program

Supervisor: Martha Rogers
4800 West 26th.....(501) 447-1880

Child Nutrition

Supervisor: Dr. Lilly Bouie
Main Number.....(501) 447- 2458

Student Registration Office

501 Sherman Street.....(501) 447-2950

Student Services

Senior Director: Frederick Fields
501 Sherman
Little Rock, AR 72202....(501) 447-2955

Student Registration

Homeless,

Neglected, Delinquent

Dropout Prevention

Student Hearing Office

CARE Program

Health Services

English-as-a-Second-Language

(ESL) & Multilingual Program

ViPS Staff contact numbers:

General office.....(501) 447-8477)
Debbie Milam, Director
Tammy Blaylock, Coordinator



McDermott Daily Schedule

7:15- Building opens

7:45- Teachers arrive

7:50 - Instructional day begins/
Breakfast in the Classroom begins

7:55 - Tardy bell rings

8:05- Breakfast in the Classroom
ends

10:15 – 10:45 Pre- K
Lunch/Recess

10:30 – 11:15 Kindergarten
Lunch/Recess

11:25 - 12:10 1st-4th grade
Lunch/Recess

12:10 - 12: 55 5th Grade
Lunch/Recess

2:35 Dismissal

August 1 & 2	Check in for all students (10:00 am – 7:00 pm)	December 21- Jan. 2	Winter Vacation Schools/ Offices Closed
August 13	Mustang Bash (10:00 a.m.- 12:00 p.m.)	January 3	Classes Resume – Students Return!
August 15	First Day of School for Students	January 5	Honors Assembly (1 st - 2 nd grade 8:15 a.m., 3 rd -5 th grade 9:15 a.m.)
August 15/Sept 23	Window for the Kindergarten Screener	January 6	Science Fair Projects Due
September 1	Title 1 Meeting	January 16	M.L. King, Jr. Holiday (Staff/Students Out)
September 5	Labor Day (No School)	January 27	Professional Development (Students out)
September 13	Ronald McDonald Spirit Night (Rodney Parham Location)	February 14	Classroom Valentine Parties 1:15-2:15 p.m.
September 15	Dogs for Dads (Watch D.O.G.S kick off)	February 17	Professional Development/ Students out
October 3-7	Scholastic Book Fair	February 20	Parent Teacher Conference
October 6	Grandparents' Day	February 24	Black History Program 1:00 p.m.
October 14	Parent Teacher Conferences/ Students out	March 20 -24	Spring Break (No School)
October 17	Professional Development/ Students out	March 27	Classes Resume
October 20	Honors Assembly (1 st - 2 nd grade 8:15 a.m., 3 rd -5 th grade 9:15 a.m.)	April 7	Honors Assembly (1 st - 2 nd grade 8:15 a.m., 3 rd -5 th grade 9:15 a.m.)
October 27	Fall Fest (5:30- 7:30 p.m.)	April 10 – May 12	Window for the ACT Aspire at grades 3 –5
November 1- Jan 6	Research begins for Science Fair Projects	May	Teacher Appreciation Month
November 17	STEM Night 5:30 p.m. - 7:00 p.m.	May 11	Bahama Mama
November 21-25	Thanksgiving Holiday (Students Out)	May 17	Pre-K/ Kindergarten Graduation
December 5- 16	Open Enrollment 2017-2018	May 18	1 st - 4 th grade Graduation
December 20	Teacher Record Day/Students out	May 19	5 th grade Graduation
		May 26	Last day of school
		May 30	Teacher Record Day

***Dates are subject to change**