

## McKenzie School

### Parent Handbook Addendum

#### SCHOOL DAY

8:50 a.m.	Doors open
8:55 a.m.	Tardy Bell
9:00 a.m.	Morning Announcements
11:30 a.m.	Morning Kindergarten Dismissal
12:35 p.m.	Afternoon Kindergarten Doors Open
12:40 p.m.	Afternoon Kindergarten Begins
3:15 p.m.	Dismissal

**Grades 1-4:** Students form grade level lines and enter the building through either the front doors or those nearest the gymnasium. Students who arrive after 8:55 a.m. must check in at the Front Office before proceeding to class. On-time arrival ensures a smooth start to the day.

At dismissal, students are encouraged to exit through the front doors of the school. Parents should arrange a designated meeting place near the front of the building to allow for the safe exit of all students. Students in grades 2-4 are allowed to exit through the rear doors of the building in order to meet a parent or childcare provider on the blacktop or playground area. It is vitally important that parents establish a routine pattern for drop-off and pick-up. This enables our students to independently navigate the school grounds.

**Kindergarten:** Students enter/exit through the doors located on the south side of the building, adjacent to the Kindergarten classrooms. Staff members welcome students at that door from 8:50-8:55 a.m. and again from 12:35-12:40 p.m. Students who arrive after those times must enter through the main doors of the school and check in the Health Office before going to class.

At both the 11:30 a.m. and 3:15 p.m. dismissal, students will be released only to the designated parent/childcare provider. A note must be sent to the teacher should a friend or relative be picking up the child.

## **LUNCH/RECESS SCHEDULE**

Students spend approximately 20-25 minutes eating lunch in the cafeteria, followed by the same amount of time in outdoor recess. During inclement weather, recess is held indoors.

**Grade 1: 11:25-12:15**

**Grade 3: 11:50-12:45**

**Grade 2: 12:20-1:10**

**Grade 4: 12:45-1:35**

Monthly menus are available online. Each student is issued a lunch account that parents fund through online credit card payments or by a check sent to the school office. An automated email reminder is sent to the parent when the account falls below \$10.00. NO cash is accepted in the cafeteria.

## **SCHOOL SPIRIT**

The FIRST Friday of each month is designated as SCHOOL SPIRIT DAY. The McKenzie Student Council plans a variety of themes for these special days. Note: Students and staff alike are encouraged to show their school pride by wearing **Blue & White McKenzie wear** any day of the week! (School Spirit wear is sold through the McKenzie PTA)

## **SEVERE WEATHER PROCEDURES**

In the event of severe weather at dismissal:

- An automated call or email will be sent to parents prior to 3:00 p.m., indicating that students will not be dismissed at their regular time.
- Large signs will be posted on the front doors of the school indicating a delayed dismissal. Should parents choose to leave their vehicles, they will be directed to wait in the school lobby until dismissal occurs.
- Students will remain in their classrooms, supervised by their teachers, until the weather lifts.
- At that time, students will be dismissed by grade level, exiting via their typical route—walkers and parent pick-up through the front doors and bus riders to the auditorium and small gym.

- Students will not be allowed to go to a sibling's classroom nor will they be released to an unauthorized adult without parental consent.
- In the event of a severe weather warning (not watch), students and staff will take cover in designated areas within the building; parents are welcomed to take cover in the building, should they desire.

### **TRAFFIC GUIDELINES**

Parents are urged to review the **Traffic/Safety Guidelines** found on the McKenzie School website. Please note designated parking restrictions, one-way traffic patterns, and safe walking routes to and from school. The limited parking spaces in our school parking lots are reserved for staff only.