

WE THINK WE CAN,
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WE KNOW WE CAN!



The Family Guide to
Citizenship
at

McKenzie School
2018-2019

Dear McKenzie Families,

The **McKenzie Citizenship Handbook** was designed and written to provide consistent guidelines and a common language for the rights, responsibilities, and expectations that exist for members of our school community. On the pages that follow, you will find that unlike traditional discipline handbooks, this guide states the behavior **WE KNOW WE CAN** expect from our students, families, and staff. These **positive** traits and behaviors enable us to become successful learners and productive Wilmette citizens.

The three key strategies that we use to promote effective citizenship in our school community are 1) maintaining a physically and emotionally safe environment, 2) respecting the feelings and rights of others, and 3) using appropriate problem-solving strategies to resolve conflicts. We firmly believe these positive behaviors can and should be taught. In addition to reinforcing our school rules, teachers use the *Second Step Program* to help equip our students with strategies for making good choices to become effective problem solvers. Our school also uses the Habits of Mind as a framework for teaching behaviors that lead to success for a lifetime. You will hear much more about the instructional components of our social skills curriculum throughout the coming school year. Your child's report card will indicate the degree to which he/she is able to demonstrate these **Characteristics of Successful Learners**.

Teaching skills for a lifetime requires consistency between home and school. Parents are important role models, so climb on board! We count on our families to reinforce the message conveyed in this handbook. **Please read and discuss this booklet with your child at this time; then, use it as a reference guide throughout the school year.** By working together, we can ensure that McKenzie School continues to be a *GREAT place to learn and a GREAT place to grow.*

To a wonderful year!



MCKENZIE STUDENTS CAN...

DEMONSTRATE POSITIVE CHARACTER TRAITS

As a McKenzie student, I can be expected to:

- care about and help others.
- use cool self-talks to help myself handle difficult situations.
- speak kindly and use appropriate language.
- respect and listen to all adults at McKenzie School.
- include others who want to join my activities.
- understand those who may be different from me.
- be patient and respect the feelings of others.
- respect property of friends, teachers, and the school.
- be a good listener.
- keep my hands and feet in my own space.
- walk and use a quiet voice in the hall.
- be courteous, saying “please,” “thank you,” and “excuse me”.

As a McKenzie student, I can expect to:

- learn and grow.
- respectfully say what I think without being teased.
- have the chance to be the best I can be.
- work without being disturbed.
- be appreciated for my uniqueness.
- feel safe in the classroom, cafeteria, on the bus, playground, and walking to/from school.



MCKENZIE STUDENTS CAN... DO THEIR BEST IN THE CLASSROOM

As a McKenzie student, I can be expected to:

- be respectful, thoughtful, and cooperative in my interactions with my teacher and classmates.
- listen to instructions so that I am prepared to work and to learn with my classmates.
- give every new challenge my best effort.
- support others' right to learn and my teacher's right to teach.
- ask questions when I need further direction.
- come to school well-rested.

As a McKenzie student, I can expect to:

- learn many new things about myself, my classmates, and the world around me.
- develop friendships with many new students.
- learn to think critically and solve problems effectively.
- become increasingly more flexible and better able to cope with new situations.
- become better prepared to successfully meet future opportunities.
- be appropriately challenged to develop new knowledge and skills that will help me reach my potential.



MCKENZIE STUDENTS CAN...

DO THEIR BEST IN THE CAFETERIA

As a McKenzie student, I can be expected to:

- bring everything I need to the cafeteria including any clothing I need for outside recess.
- walk to the cafeteria in a quiet, orderly manner.
- wait my turn in all cafeteria serving lines.
- say “please” and “thank you” to people who help me.
- be respectful and accepting of others who wish to sit at my table.
- remember that once I sit at a table, I need to stay there so that I don’t hurt the feelings of others at the table.
- use an inside voice and good table manners.
- talk only to the people at my table while we are eating.
- clean up my space (table and floor) after I have eaten.
- remain seated for at least twenty minutes or until I am dismissed by a supervisor.
- finish my lunch while I am in the cafeteria before I go outside.
- line up patiently to empty my tray.
- practice daily habits of “*re-use, reduce, recycle*”.
- empty my tray carefully so that I don’t spill or splash on others in line.
- proceed outdoors (or to the designated place for indoor recess) in a quiet, safe and appropriate manner.

If a problem occurs in the cafeteria, I can expect that the following logical consequences will occur:

1. A supervisor will talk with the students involved to try to resolve the problem.
2. If a problem persists, the offending student will write a letter detailing the behavior. Dr. Welter or Mrs. Young, the supervisor, and the student will sign it. The letter will then be taken home, signed by a parent, and brought back the next day.
3. If problems continue, the classroom teacher and Dr. Welter/Mrs. Young will be notified. Parents will be contacted and included in devising a plan to resolve the problem.

MCKENZIE STUDENTS CAN... DO THEIR BEST WHILE ON THE BUS

As a McKenzie student, I can be expected to:

- get in line for the bus quickly so that I don't miss the bus or cause the driver to have to wait for me.
- find a seat on the bus and stay in it.
- use my seat belt at all times.
- sit in my seat, face the front, and talk quietly.
- show respect for the bus driver, adults, and other students.
- tell the bus driver or another adult if any problems occur.
- pay careful attention during bus safety drills so that I will be prepared in an emergency.

If a problem occurs on the bus, I can expect that the following logical consequences will occur:

1. The bus driver will talk to the student and try to resolve the problem.
2. If a problem persists, the driver will notify the principal or assistant principal. She will speak with the student and contact the parent if necessary.
3. If the problems continue, parents will be contacted and included in devising a plan to resolve the problem.



**MCKENZIE
CAN...**

STUDENTS

DO THEIR BEST WHILE ON THE PLAYGROUND

As a McKenzie student, I can be expected to:

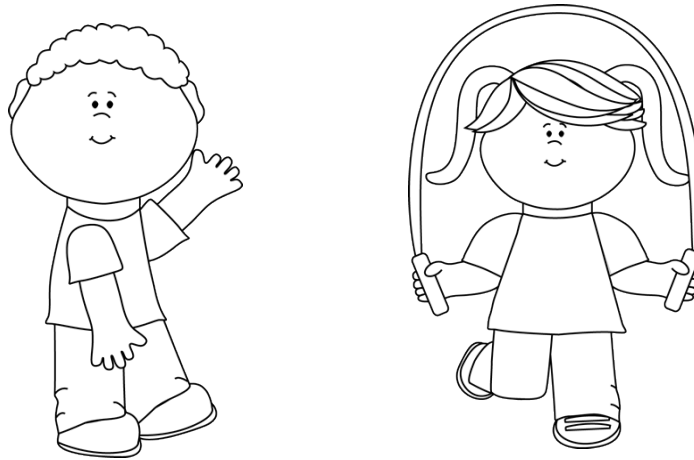
- use my Second Step problem-solving strategies at all times.
- get help from a supervisor when I can't resolve a problem.
- do my part to make the playground a safe and happy place by following the playground rules at the end of this handbook.
- show respect for other students and for playground supervisors.
- share the play equipment and allow everyone to participate in all playground activities.
- remain within the boundaries of the playground and away from landscaping.
- be respectful to the playground equipment and school property.
- use playground equipment safely.
- enter the building during outdoor recess by ringing the doorbell next to the cafeteria and showing a pass.
- return equipment to its proper storage place.
- line up quickly and quietly when recess is over.



If a problem occurs on the playground during recess, I can expect that the following will occur:

1. The teacher or supervisor will talk with the students to try to resolve the problem.

2. If a problem persists, the student will be assigned to the “time-out” wall for a period of time deemed appropriate by the supervisor; or, in the case of more serious infractions, the student will be assigned indoor lunch recess. Parents will be notified when this intervention is warranted.
3. In the event of a more serious problem on the playground, such as bullying or activity resulting in injury (or the potential for injury) to another child, the classroom teacher and Dr. Welter/Mrs. Young will be notified. They will further investigate the problem and call home to work with the parents and student to resolve the issue.



**MCKENZIE KIDS CAN...
EXPECT THAT THEIR TEACHERS WILL
WORK HARD AND DO THEIR BEST**

As a McKenzie student, I can expect that my teachers will:

- provide a classroom environment that is conducive to learning.
- provide an emotionally and physically safe environment.
- respect children’s ideas and feelings.

- challenge all students and encourage them to do their best everyday.
- be consistent and fair in dealing with behavior and conflicts.
- help students develop and practice the Habits of Mind.
- help children express anger and frustration in appropriate ways.
- give clear directions.
- communicate to parents ways to promote learning at home.
- communicate to parents specific concerns in a timely manner.

My teachers can expect to:

- be treated with respect.
- have parental support in working toward the expected behavior of our children.
- have parents and students let them know when they have a concern about class.
- have students show others the same respect they give their teacher.
- have students be responsible for daily assignments.
- have students behave appropriately.
- have each child be a good listener.
- have their students in class, ready to start the day by 8:55 am.

MCKENZIE PARENTS CAN... BE SUPPORTIVE PARTNERS IN EDUCATION

As a McKenzie Parent, I can be expected to:

- support McKenzie School and its expectations for the education and behavior of my children.
- remember that children learn by the example that I set.
- work in a partnership with our teachers to meet my child's educational needs.
- communicate concerns directly to the teacher in a timely manner, seeking information prior to making judgments.
- strive to schedule our family vacations such that my child will not miss instructional time.
- abide by school rules for the safety and security of everyone in the McKenzie family.

- abide by carpool lane rules to help eliminate unsafe pick up and drop off situations and to ensure safe walking to and from as well as around the school.
- see that my children:
 - exhibit appropriate behaviors in school.
 - are respectful to all adults at school, regardless of the adult's role.
 - are respectful to other children at school, and going to and from school.
 - are respectful of school property and the property of others.
 - complete homework assignments.
 - get plenty of rest (10-12 hours per night).
 - arrive on time (8:50).
 - attend school every day in which they are well.
 - stay home when they are ill or are not fully recovered. (Children must be fever free for 24 hours before returning to school.)

As a McKenzie parent, I can expect that:

- my child will do his or her best at all times.
- everyone who works at, or visits McKenzie will treat all others respectfully.
- my child will have a safe environment in which to learn and grow.
- my child's teachers will communicate regularly with me.
- our principal will assist whenever needed.
- our teachers and staff will work with me in a partnership for the education of my child.
- my child's teachers will encourage my child to work to the best of his/her ability.

McKenzie General Playground Rules

Play Safely and Have Fun!

1. Respect and follow directions of all playground supervisors.
2. Agree on rules for games before the game begins.
3. Use Second Step Calming Down Strategies to manage difficult emotions.
4. Keep your hands and feet to yourself.
5. Use appropriate language, remembering to say “please” and “thanks”.
6. Include everyone in all games. Invite latecomers to balance sides.
Remember: You can't say- “You can't play.”
7. Leave all sand, snow, stones, sticks, wood chips, and acorns on the ground.
Do not throw anything other than balls.
8. Never use playground/recess equipment in a way that could risk causing injury to another student.

9. Playground balls should be shared. Children are not allowed to kick balls on the blacktop or up to the roof. Return balls to the storage bin at the end of recess.
10. Stay away from the bike racks, shrubbery, and from the far edges of the playground. Remember: if you cannot see a playground supervisor, you are too far away from the blacktop.

Playground Equipment Rules

1. Children are to slide one at a time by sitting on their back pockets, facing forward. Walk up the slide using the stairs only.
2. Take turns.
3. Play chase/tag games only in grassy areas away from the equipment and only with others who want to play.
4. Play ball games only in areas away from playground equipment to avoid injury.
5. Only one child can be on a swing at a time. If others are waiting, take 50 swings then let the next in line have a turn.
6. Kicking balls is only allowed in open grassy areas, not against or near the building or playground equipment.
7. Ask a friend to be your spotter if you are doing tricks on the horizontal bars.
8. Stand back from swings and rings so that you are not accidentally kicked.

Winter Recess Rules

1. Expect to be outside for recess most winter days.
2. Dress for the weather with a heavy coat, hat, gloves, snow pants, boots and a scarf. We will only stay inside when the precipitation is more rain than snow or when the wind chill becomes dangerous for children. (Temperature + wind chill <5).
3. Snow is to remain on the ground or in a sculpture; snowball throwing is not allowed on school property (before, during, or after hours) or at the bus stop.
4. Students may roll snow into snowmen or forts, or may sculpt snow shapes.
5. Students are expected to be respectful of other students' snowmen, forts, snow piles, and sculptures. The snow belongs to everyone!
6. "King on the Hill" is not allowed at school. Pushing on snow and ice is too dangerous for recess play.

Bicycles, Scooters, Rollerblade and Skateboard Rules:

1. Unless accompanied by their parent, only 3rd and 4th grade students are allowed to ride these items to and from school. Second graders may ride their bikes after they have completed the bike safety course in the Spring.
2. Helmets should be worn when riding.
3. Dismount bikes, skates, rollerblades and skateboards and walk them when you approach the school grounds or the bike path between Prairie and 15th Street. For the safety of those on foot, bicycles, skates, rollerblades and skateboards may not be ridden on school property between the hours of 8:25-8:50 and 3:15-3:30. This includes the blacktop, sidewalk in front of school, and the bike path alongside the school.
4. Students are to stay away from the bike and skateboard racks until dismissal time.
5. Upon dismissal, children riding bikes, scooters, rollerblades or skateboards are to walk them until they reach the end of school property. For safety sake, children are encouraged to use sidewalks, not the alleys, to go to and from school.

McKenzie Kids CAN...
make our school a safe and enjoyable place to learn and grow!