

# **Mac Handbook**

## **MacArthur Elementary School**

**Germantown, Wisconsin**



***2011-2012***

# **Mac Handbook**

*MacArthur Elementary School  
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Welcome to MacArthur Elementary School. We provide quality education for students in kindergarten thru 5<sup>th</sup> grade. Approximately 400 children attend MacArthur. The staff includes teachers and support staff with a range of experience in education. Each member brings a unique set of experiences and talents, which together allow us to provide a rich educational experience to our students.

## **Mission Statement**

MacArthur's mission reflects how we expect our students and each other to act each and every day. Our mission statement is an acrostic poem with the word EAGLES written vertically.

## **MacArthur**

**E**xercise mind and body  
**A**ccept others  
**G**ive back to the community  
**L**earn together for life  
**E**ducate for success  
**S**how respect

## **Building Leadership Team**

The Building Leadership Team (B.L.T.) is made up of the principal, teachers, support staff and parents who are elected by the groups they represent. The B.L.T. is a decision-making group that focuses on issues which have an impact on student achievement, such as: school policy, budget, and programs. The B.L.T. meets on the third Wednesday morning of each month, as well as other times as necessary. If you have questions regarding the Building Leadership Team, contact the principal or one of the parent representatives, Shannon Colton (262-437-3566) or Dawn Liker (262-253-0960).

## **Curriculum**

The school district's curriculum is based on the State of Wisconsin's Standards and National Common Core Standards. In addition to receiving instruction in reading, language arts, mathematics, social studies, science, and health, students are instructed by specialists on at least a weekly basis in art, music, and physical education. Students receive instruction from a library media specialist and may check out materials from an extensive collection of books and other media in the library media center.

## **Technology**

Technology is a part of students' education experience. Technology instruction is provided by the classroom teachers with assistance from the computer aide. Each class, K-5<sup>th</sup>, is scheduled weekly to visit the computer lab for instruction which integrates technology with what is being taught in the regular classroom. Grades 3-5<sup>th</sup> incorporates Type to Learn software in the lab lessons, guides children in becoming proficient in keyboarding skills.

MacArthur Elementary is entering the phase of incorporating Smart Boards (interactive whiteboards) into our classrooms. We are thrilled to be able to have almost half of our classrooms equipped with a Smart board. This is due in large part to our generous PTA! We are excited about this technology and the impact that it can bring to student learning!

### **Testing**

Wisconsin mandated standardized testing occurs at grades 3, 4, and 5. The Wisconsin Student Assessment System – Criterion-Referenced Test is administered in November for those grades. Students are assessed in reading and mathematics. Fourth grade students are also tested in the areas of science, social studies, language and writing.

Additionally, students in grades 3, 4, and 5 participate in an assessment that is computerized and assesses their individual ability in reading, math, and written language. This test is called NWEA Measures of Academic Progress (MAP). During the 2011-12 school year, these students will take the MAP test three times (Fall, Winter, Spring) in the area of reading and one time (spring) in the area of math. This assessment provides immediate feedback that will be used to identify specific learning goals for each child. Results will be shared with parents after each testing session.

Uniform district assessments are given at each grade level throughout the year to assess the students' knowledge of the State of Wisconsin's Standards and Benchmarks. Your child's classroom teacher may share the test results with you, and if they are sent home for review, they must be returned to school. You are welcome to review your child's test at school. You also may receive a student progress report or cumulative progress report detailing your child's performance to date.

We believe testing provides important information about student learning. We strive to excel above state and national averages on standardized tests, and for student performance to continue to improve.

### **Special Student Services**

MacArthur has a variety of support staff, special education teachers, and specialists available to provide additional assistance to students in need. Some of the staff that provide the services include the classroom teachers, special education teachers, school counselor, reading specialist, Title 1 Math specialist, speech and language teachers, instructional specialists, special education aides, and reading aides. These people work with children individually, in small groups, or at times with a whole class. For instance, school counselors teach units in each classroom throughout the year on topics such as study skills or careers. They also facilitate friendship and other support groups.

If you feel your child is in need of additional help or specialized opportunities to expand their learning through more individualized instruction, please contact your child's classroom teacher or the principal. MacArthur has a *Student of Concern Study (SOCS)* process where the principal, guidance counselor, select teachers and the student's parents work together to generate interventions to support the student.

### **Student Involvement:**

There are a variety of activities for students to be involved in at MacArthur School. Some of them are listed below. If you are interested in more information about any of the programs, contact the school office.

- Brownies/Girl Scouts
- Cub Scouts/Boy Scouts
- Destination Imagination (grades 2 – 5)
- K-Kids - MacLeaders Program (grades 4 and 5)
- Peer Mediators (grades 4 & 5)
- PTA Reflections
- Battle of the Books (grades 3, 4 and 5)

The Germantown School District provides additional opportunities for students throughout the year. Many of the student involvement activities rely on parent volunteers. If you would like more information about any of these activities or are interested in helping, contact your child's teacher or the school office.

### **Clipboard Disciplinary Program:**

At MacArthur Elementary School we have a program designed to reinforce positive student behavior and discourage unacceptable student behavior. We use clipboards to document any actions or behaviors that violate school rules at recess, during lunch, in the bus lines, in the hallways, in the bathroom, and at assemblies. A staff member will direct a student to sign his or her name to the clipboard when they have broken a rule. The staff member will also include information such as the date, the unacceptable behavior, the child's grade and class.

At the end of each week the principal records the number of times each student's name is on the clipboard. If a student signs the clipboard two or more times in one week, he or she spends a Monday recess with the principal. The principal and student will draft a letter to the parent(s) about the behaviors. The child will take the letter home to the parent(s) and return it with a parent signature on Tuesday. We expect the parent(s) to discuss the letter with their child.

The following steps will be taken if a student continues to get his or her name on the clipboard two or more times in a week. *This process starts over at each trimester.*

**2<sup>nd</sup> Week on the Clipboard 2X:** The student will miss all Monday's recesses and a letter will be sent home to the parents.

**3<sup>rd</sup> Week on the Clipboard 2X:** The student will miss three days of recesses and the principal will contact a parent.

**4<sup>th</sup> Week on the Clipboard 2X:** The student will be in-school suspended for one day and the principal will contact a parent to set-up a SOCS (Student of Concern Study) meeting.

## MACARTHUR SCHOOL RECESS RULES

1. No pushing, shoving, kicking, hitting or tackling. Pretending to kick or punch someone is not allowed. Tackle football is not allowed. No hardballs.
2. Children slide feet first and in a sitting position when sliding. No walking up or down the slides. No jumping off the equipment.
3. If a child is swinging, but another child wants that swing, that child is to count 60 swings. Then, the child must get off and the next one has the swing. No running between swings.
4. Do not hang on the soccer nets or the volleyball nets.
5. Do not play in the sand by the tether ball poles.
6. Basketball games or 4-square, but no kicking of balls when it's blacktop only. Football and soccer are out in the field, weather permitting. **SECOND RECESS: supervisor discretion.**
7. Play away from the building, not near the gravel next to the building or near the bikes. Stay away from the trees.
8. No climbing on the snow hills at the edge of the blacktop. Stay off the ice. No throwing snow or ice. Snow forts cannot be saved.
9. When the ball fields are damp, children may play out there, if they wear boots. You must wear snow pants and boots to play in the snow.
10. No eating food or chewing gum at recess.

## MACARTHUR SCHOOL RECESS PROCEDURES

1. Children are to wait in line until the teacher in charge dismisses them outside. This way, we are sure there is an adult outside with them. The children are to wait quietly in the halls.
2. **Grades K-2** are to play on the equipment nearest the fourth grade hall. **Grades 3-5** are to play on the equipment nearest the fifth grade entrance.
3. The school provides balls and jump ropes for recess times. Personal toys and baseball cards are not allowed in school. Books, papers and pencils are not allowed on the playground as we want children to be physically active during this timeframe.
4. **Black top only** means children stay off the grass and equipment and out of the puddles and/or ice.
5. Children should dress appropriately for the weather. Cooler weather means a warm coat, hat and gloves. Winter means a hat, gloves, coat, snow pants, and boots.
6. When a child signs the clipboard, he or she will stand in a painted area (adjacent to the fourth grade wall) for the duration of recess.
7. All equipment is returned to the cart after recess.
8. Students must obtain a pass from the playground supervisor to re-enter the building during recess.

*Students who do not follow the recess guidelines may be signed to the disciplinary clipboard which is determined by recess supervisors or other staff members.*

### **Rewarding Positive Behavior:**

**Eagle of the Week:** One student is randomly picked from each grade to appear on the Eagle board across from the library. The student fills out a short form with their picture on it.

**Positive Behavioral Interventions and Supports (PBIS):** MacArthur is excited to implement PBIS as a way to explicitly teach and positively reinforce behavioral expectations for all students. This fall we are introducing the concepts of Volume Level and Line Basics to the students. Line Basics is a familiar term to our students; we will use PBIS as a means to teach the expectations for line behavior through videos, practice, and positive reinforcement. Students will be introduced to the Volume Levels that are expected in various levels of our building (ex: Level 2 (table talk) is the expected Volume Level in the lunchroom). Please see the last few pages of the handbook for Line Basics and Volume Levels.

### **Awards:**

Students are recognized for their talents and positive behaviors in many ways at MacArthur. In addition to awards or incentives provided by the principal described in the previous section, the staff celebrates good behavior and student achievement everyday in the classrooms. Students also receive awards at trimester MacFest assemblies for being kind, being helpful, showing great effort, and for reading.

### **Dressing Children for the Cold Months**

Please be sure to tune-in to the local weather each morning to determine how your children should dress before leaving for school. Often times, we have students who do not come properly dressed for the weather.

The outdoor clothing we expect MacArthur Eagles to come to school with during the cold months are... **warm jacket, hat, and gloves/mitten. Boots and snow pants** are a necessity if children want to play in the snow. Those students who do not have them must stay on the blacktop. We will no longer provide boots and snow pants to students who wish to play in the snow. Families who are in need of warm clothing items should contact Mrs. Schneider, Principal, or Mrs. Ball, School Secretary.

We keep the children in their classrooms for indoor recess when the temperature or wind-chill is zero or below.

### **Lunchroom Guidelines:**

To promote order and safety in the lunchroom, we expect our students to follow these guidelines.

1. Overall expectations: Good manners and respect, students should leave the lunch room/gym in the condition in which they found it.
2. The throwing of any objects or food is prohibited.
3. Children will not be forced to eat all their food. They will be encouraged to try to eat as much as they can. They will be asked if they ate enough or if they are full. The parents will be contacted if there is a consistent eating problem with a student.
4. ***No soda is allowed at school. This also includes during special lunches provided by parents or teachers.***
5. Students are expected to eat the lunch chosen/provided by the parents or guardians. There is to be no “trading” of food.
6. Students will not be allowed to talk to students at other tables without permission in order to keep the noise volume to a minimum (Volume Level 2).

7. Once students have taken a seat at a table, they are not to get up until dismissed or given permission. If students have forgotten something (i.e. napkin, utensil...) or need assistance, they are to raise a hand and one of the supervising adults will come to their assistance.
8. Students are to eat their lunches in the lunchroom unless prior permission has been obtained from a staff member.
9. Students are to pick up ALL the garbage on and around their tables when they are finished eating. Once this has been completed, the students may raise their hands to be dismissed by the supervising adults.
10. A supervising adult will ask students to move to another grade level table if the students fail to follow the lunchroom rules or are being discourteous to their classmates.
11. If there is a consistent problem with a student, that student will be referred to the principal.

### **Secured Entrance:**

MacArthur has a secured entrance. Visitors to our school enter the school office directly from our vestibule; the second set of entrance doors will remain locked during the school day. The secured entrance ensures that we greet all visitors, have them sign-in, and provide them with a visitor badge **to be worn at all times while in the building.**

### **Newsletters**

In addition to newsletters you receive from your child's teacher, a school newsletter, *The Messenger*, is issued in September, October, November, December/January, February, March, April, and May/June. We include *The Messenger* on our website for your convenience. In an effort to conserve paper, we encourage parents to request the newsletter through an e-mail from the principal.

### **Website and E-mail**

The Germantown School District website is [www.germantownschools.org](http://www.germantownschools.org). The MacArthur School website can be found off a link from that site. In addition to information about the district, school board, and schools, it offers programming information and informative links for parents and children.

Staff members have e-mail addresses that include the first name initial and last name followed by @germantown.k12.wi.us. For example, [aschneider@germantown.k12.wi.us](mailto:aschneider@germantown.k12.wi.us) is the principal's email address.

### **Parent Involvement**

You can learn more about your child's education by assisting in their classroom or school. We welcome and appreciate parent and other family volunteers. Please contact the office or your child's teacher if you are interested in helping in some way.

MacArthur also has an active PTA that meets in the evening on the second Thursday of the month, except for December and June when we do not meet. Childcare is provided. Consider joining the PTA to meet families that attend MacArthur and to make a difference in your child's school experience. If you would like information about our PTA, please contact the MacArthur PTA President: Renee Mrzyglod (262-255-3060).

### **Before and After School Childcare**

Before and after school childcare is available through the *Kid's Klub* program, which provides supervised activities for children in kindergarten through 5<sup>th</sup> grade at MacArthur. The Germantown Recreation Department sponsors this program. You can get more information about *Kid's Klub* by calling Joe Masiarchin at 262-250-4710 or emailing him at [jmasiarchin@village.germantown.wi.us](mailto:jmasiarchin@village.germantown.wi.us).

**Parent Tips**

Personally meet your child's teachers as soon as possible in the school year. Scheduled conferences take place in fall for all students and in February by parent or teacher request. If you think your child is experiencing a problem, don't wait for the next scheduled conference. Get in touch with the teacher and make an appointment. Ask how you can enrich your child's learning at home.

Every child should experience some success each day. Pay attention to what your child does well. Notice the small improvements and be generous with praise. Children learn best when they feel good about themselves.


# MacArthur

## Line Basics

1. Face Forward
2. Hands To Yourself
3. Level 0--Silent
4. Stay to the Right
5. Straight Line



# Volume Levels

 = Silent

 = Whisper

 = Table Talk

 = Presentation

 = Recess

 = Emergency