

## **WELCOME!**

We are pleased that you have chosen **McGinnis Woods Country Day School** for your child's learning experience. We believe that we must create a partnership with our parents in order to provide a safe environment full of love, learning, and laughter, for every child. We know that the key to a successful "partnership" is communication. Therefore, we have prepared this handbook with important information for you to have as you enroll your child and while your child attends McGinnis Woods. We look forward to providing you and your family with a positive and rewarding experience!

### **OUR PHILOSOPHY**

McGinnis Woods seeks to empower our children to be the best they can be! We believe all people need to have opportunities to learn and grow and become all they can be as healthy, responsible, independent, and self-sufficient individuals. Children come first as we strive to make the difference! McGinnis Woods provides our children with love, knowledge, joy, encouragement, and the feeling of "being special"! We believe that the care and education of young children is life's most important role, for children are the foundation of our future.

### **OUR MISSION**

#### **Inspiring students with the passion to excel**

We recognize that our mission is to serve children, staff, families, and communities. We have made a commitment to provide a positive, nurturing, and enriched learning environment and experiences that foster cognitive, physical, social, and emotional development in each child as an individual. We provide opportunities for our staff that promote personal and professional growth and development and further enhance their abilities and empower them to bring necessary key experiences to the daily environment. We provide assurances to families that their children benefit from the daily experiences we offer. We further allow families to pursue careers and activities within our community that contribute to and enhance the healthy development of the family unit and the community as a whole. We are committed to developing quality standards and establishing a strong presence through growth and awareness that effectively impact the early childhood care and education community.

## **GENERAL INFORMATION**

### **ADMISSIONS**

Initial and continued enrollment will be at the discretion of McGinnis Woods based upon the best interests of the child, the expectation that he/she will benefit from the program, and the health, safety and general welfare of the child and the other enrolled children. Enrollment shall be for children from six weeks of age without regard to race, creed, sex, or national origin. Our campus is in compliance with the ADA (Americans with Disabilities) Act. Alcohol, tobacco and firearms are prohibited on McGinnis Woods' premises and school-sponsored activities including field trips. McGinnis Woods is not responsible for any costs associated with any injury or accident that occurs on school property or school sponsored events.

### **ASSESSMENTS AND STANDARDIZED TESTING**

Student progress is ongoing and evaluated throughout the year both formally and informally. Standardized testing occurs each spring. Test results are shared with parents and become part of the student's cumulative file.

### **ATTENDANCE / TARDIES / MAKE UP WORK**

Classes begin promptly at 8:30 a.m. The building is open at 8 am; please arrive by approximately 8:20 to ensure adequate time to transition. Each student should realize the importance of regular attendance. Punctuality is an important, learned trait that lasts a lifetime. Irregular attendance is the most frequent cause of learning loss. School work depends upon interactive learning and discussion. As McGinnis Woods is not a textbook driven school, it is difficult to recreate the content and context of a missed class. Absences for causes other than illness or a family emergency are considered nonessential absences and are detrimental to a student's learning and record. Parents are asked to make appointments outside of school hours whenever possible and schedule vacations during school breaks.

Written notice is required for planned absences and tardies. If a student is ill and cannot attend school, it is the parent's responsibility to notify the school in the morning by 8:30 a.m. by phone or email; if no contact is made, the absence is considered unexcused and no make-up work will be given.

When a student is absent, the parent must call and leave a message or email the teacher by 9 am to request assignments if wanting to pick up in the afternoon. After an excused absence the student will have one day for each day missed to make up any missed work.

Any tests missed may be taken before a planned absence or the first day back. Any work turned in or tests taken after this time will be penalized 10 points per day.

Any arrival after 8:30 a.m. is considered tardy. Parents will automatically receive notice of tardy through our attendance tracking system. Parents are also encouraged to view information regarding absences and tardies on RenWeb. Five tardies are equal to one absence. Twenty absences in a school year means substantial learning has been missed and progression to the next level is unlikely. Any arrival equal to ½ of the school day missed is considered an absence.

If you are not volunteering in the classroom, please say goodbye to your child by 8:25 to assist in a smooth transition. Please do not pick up before the designated end time of the program as learning is ongoing and this disrupts the class.

### **BEFORE SCHOOL/AFTERSCHOOL**

Before School and After School care is available for an additional monthly charge of \$300. Any changes to Before or After School must be made in writing 30 days in advance. Students who may need to stay in After School on occasion will be billed a \$25 extended day charge. Please contact the school to make these arrangements as soon as possible.

### **BEHAVIOR GUIDANCE AND DISCIPLINE POLICY**

Our goal is to teach our children how to behave not just for today, but for always. Discipline builds correct and appropriate behaviors for life. Discipline is geared to teach self-control. Through effective discipline techniques, we create appropriate behavior by encouraging the children to make the right choices. Our teachers explain to their children what is expected of them. They are consistent with the boundaries and limits they set in the classroom and are trained to prevent behavior problems by noticing and understanding why children behave in different ways. Be assured your child will not be spanked, shaken, or humiliated in any way. If we have an extreme behavioral problem, we will ask for your assistance and input in order to correct the behavior.

We expect all students to conduct themselves in a responsible, respectful and cooperative manner. Should disruptive or inappropriate behavior occur, positive discipline such as redirection and explanation of expectations will be re-emphasized. Repeated incidents and/or more serious matters will necessitate the following:

- Loss of a free play during recess
- Time spent in another classroom
- Loss of field trip privileges
- Conference with parents, teacher and administrator
- In-school Suspension
- Sending the student home/suspension

- Deciding McGinnis Woods is not the appropriate school to meet the needs of the student

Middle Grade classrooms use a merit system for the students. Information specific to this plan is available on the school website and will be distributed and discussed at Curriculum Night.

### **BIRTHDAYS**

Your child's birthday is a special occasion. We invite you to share in his/her school celebration in a simple manner. Any treat will be given out after lunch, which allows for about 15 min. Parents are always encouraged to celebrate with us. We do ask that gift giving be reserved for home.

We encourage parents to include all classmates at outside birthday parties. Children not included do not understand and may feel hurt. Invitations for outside parties may be distributed in class only if there is an invitation for every child in the class. All girl or all boy parties are also acceptable.

### **CARPOOL LANE**

The carpool lane is located in front of the elementary building. Please do not park between these cones. This is strictly for dropping off/picking up children during carpool hours. Morning carpool hours are 8:00 a.m. – 8:25 a.m. PreK4 afternoon carpool is 1:00 – 1:15 p.m. Kindergarten through 3<sup>rd</sup> grade afternoon carpool is 3:00 – 3:15 p.m. Middle grades carpool is between 3:30 – 3:45 p.m. **Students not picked up by the designated end time will be charged a \$25 Extended Day Fee.**

The children will be checked in/out if using the carpool service. Parents of other children may pick up your child during carpool with written authorization. We encourage carpooling with other students to decrease traffic and environmental pollution. Please refer to the student directory for addresses in order to facilitate these arrangements.

### **COMPUTER CHECK-IN/OUT**

Please check your child in on the computer upon arrival and check out at departure. If utilizing the elementary carpool service, we will check the children in and out on the computer. You may check your accounting information on this computer also.

### **COMMUNICATION/QUESTIONS**

We encourage dialogue between parents and teachers. It is important that parents communicate with their child's teacher when questions or problems arise or if clarification is needed. Faculty may be contacted by calling the school, faculty email or by writing a note in the student's agenda. Please keep in mind that appointments must be scheduled when the teacher is not in class. **The Administration requests that parents schedule ahead for time to confer with teachers and not stop to interrupt them**

**during instructional time.** If there are still unresolved questions, please contact one of our administrators. Parents may deliver materials or emergency messages for students to the office once school has begun so as not to interrupt the class. Please turn in written notification of any absences or other special instructions. Special Instructions Forms are available by the check-in computer.

## **CONFERENCES**

Parent/Teacher conferences are held with the classroom teacher in the fall of each year. Additional conferences may be scheduled at the request of either the parents or teacher. Parents are expected to attend all scheduled conferences.

## **CONFIDENTIALITY**

Please do not ask questions of or discuss anyone else's child with any other parent or teacher.

## **CURRENT INFORMATION**

The parent is required by state law to update information on the enrollment application as necessary. Please let us know in writing when any of your information changes including phone numbers, email, address, and authorized pickup.

## **FIELD TRIPS**

We offer many opportunities for students and parents to participate in educational and cultural activities in the community. We are very appreciative of your time and efforts in attending these special events. We ask that you follow basic guidelines to ensure that the trips are safe, enjoyable, and focused for our children. Planning is done well in advance of the trip, if you would like to accompany us in the school vehicle or attend and drive your own vehicle, please let us know well in advance. Field trips are canceled in inclement weather, as indicated by news, weather radio and/or observation and discretion of administration.

- Field trips are for your child and his/her class. Siblings are not allowed.
- Field trips are not conference times. Please do not expect or request teachers to discuss personal issues regarding your child during the trip. Our teachers must attend to the student's safety and the educational content of the program.
- Students must wear the required uniform on all field trips unless otherwise specified. Accounts will be billed if the proper uniform is not worn.
- Please send a sack lunch for your student on field trip days unless otherwise noted on the trip permission slip.
- The field trip fee is included in the "fees" portion of the annual tuition. Parents who wish to attend the field trips will be charged any applicable field trip fee as indicated on the permission slip.

## **HOMEWORK**

Meaningful homework is assigned nightly for students. Assignments should be recorded in the student agendas provided by the school to develop responsibility in students. Homework assignments are age and need appropriate and provide reinforcement of taught skills.

Homework should be done consistently but should not be a struggle. If a child has great difficulty with an assignment, the teacher should be notified immediately by email or note in the agenda. Nightly reading is a requirement of all students and should be completed individually if the student's ability allows. Students should be encouraged to do their homework independently. Parents can best help meet this goal by providing a quiet and properly lighted place to work, showing an interest in the work and looking over the student's finished work.

## **HOURS AND DAYS OF OPERATION**

McGinnis Woods is open year round from January through December. The hours of operation are from 6:30 a.m. to 6:30 p.m., Monday through Friday. A late fee of \$15.00 is charged for children picked up between 6:31 p.m. and 6:46 p.m. One Dollar (\$1.00) per each additional minute that the child remains on the premises after 6:46 p.m. will be added. This is payable at the time your child is picked up.

The elementary building is open from 8:00 a.m. until 6:00 p.m. The children should be dropped off/picked up in the preschool before 8:00 a.m. and after 6:00 p.m. if enrolled in Before and/or After School. Additional fees apply for before and/or after school. The school year calendar is published yearly.

McGinnis Woods will be open Monday through Friday throughout the year except for the observance of the following holidays:

New Year's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Day after Thanksgiving
Christmas Eve	Christmas Day	

Should the traditional holiday occur during the weekend, or be rescheduled for a long weekend, we will observe the holiday in accordance with the National Monday Holiday Bill.

We will be closed on days of inclement weather when closing is deemed necessary by McGinnis Woods. Please listen to STAR 94.1 FM radio for closing announcements, see the school web site or call the school during inclement weather before bringing your child. Occasionally McGinnis Woods may also close for specific reasons and you will be notified of these closures by email through RenWeb.

## **IMMUNIZATION INFORMATION**

We require, in order to comply with state law, an immunization report, (3231 & 3300 forms are provided by your doctors) no later than thirty (30) days after the actual attendance begins. Regular updated reports will be required as they are due. If a student is not in compliance with this law, participation in field trips or after school activities will be preempted until the completed records are received.

## **IN-HOME BABYSITTING**

McGinnis Woods does not render child care services off of its premises, except in the event of field trips which have been authorized in advance by the parent. Accordingly, McGinnis Woods prohibits staff members from assuming such responsibility. McGinnis Woods' staff members are selected and retained only on the basis of their fitness for rendering educational services in a controlled and fully supervised program. McGinnis Woods offers no assurance of the fitness of its staff members for performing these and other services (such as transporting children, or caring for them in the home) in an environment that is not professionally supervised and none should be implied or inferred under any circumstances. If the parent arranges with a staff member for off-premises care of their child, the staff member undertakes such service on his/ her own behalf and not as an employee of McGinnis Woods and the staff member's continued employment with McGinnis Woods is placed in jeopardy. In addition, because of the potential conflict that may arise, the parent may be, at the discretion of the Administration, asked to disenroll.

## **LANGUAGE**

Students attending the school are expected to speak English and hand in all assignments in English.

## **LOST & FOUND**

Any items found without a name written on them are secured at the school. Periodically any unclaimed items will be donated to charity. Please remember to label all items used at school with first and last names.

## **NON-UNIFORM DAY**

The last Friday of every month is usually designated as a Non-uniform Day. Uniforms are not required on this day unless there is a field trip or guest speaker scheduled. Non-uniform attire may not consist of sandals, cutoffs, pajamas, t-shirts with inappropriate subject matter or any clothing that is not clean, neat and appropriate for school. No clothing may be torn. Hats are to be worn outside only.

## **PARENT ASSOCIATION**

The McGinnis Woods PA is an active, volunteer association for the parents, faculty and staff. Its purpose is to stimulate parental involvement within the school community and community at large, raise funds through the Annual Fund and other opportunities, to enrich the education of the children, promote common understanding of educational issues, and to aid in the overall growth and development of the school. Parents, faculty and staff are encouraged to become partners in the PA through active participation. 100% participation, on any individually suitable level, is encouraged and expected. Periodic meetings are held and childcare is available for children at a nominal charge.

### **PARENT VOLUNTEERS**

There are many opportunities for parents to volunteer in the classroom, in the library, on field trips, on committees or for special events. The teacher of the class, not the volunteers, has the overall responsibility for all of the children at all times. Any time given to the school is greatly appreciated and valued. Research confirms that parental involvement is crucial to a student's success academically and socially. As with field trips, please remember that volunteer times are not conference times. Please do not expect or request teachers to discuss personal issues regarding any child during class time. Teachers must attend to the student's safety and the educational content of the program at all times. If not volunteering in the class, please exit the classroom by 8:25 a.m. in order for class to begin on time without distraction.

### **PERSONAL APPEARANCE**

Students' hair must be neatly styled and away from eyes. Boys' hair must be worn above the eyebrows, above the ears and above the collar. No unnatural coloring of the hair is permitted. Hair should be clean and well groomed.

### **PERSONAL BELONGINGS**

Children may not bring any items from home (unless otherwise noted) including toys, food, and money or wear jewelry into the school. Our toys and equipment have been carefully selected to provide a safe and stimulating environment and they are shared by all children. We will have "Show and Tell" days and the children will be asked to share something special from home at that time. McGinnis Woods is not responsible for loss or damage of personal belongings. Pre-K students that rest at school may bring one small comfort toy for rest time. No cell phones are allowed to be on in the classrooms.

### **SAFETY**

- **RELEASE OF CHILD TO OTHERS:** Under no circumstances will McGinnis Woods release a child to anyone not identified or not otherwise known to staff, without specific authorization from the parent. The parents are asked that they be

certain the staff is aware of the child's arrival and departure. The parents must escort their child into and out of the school when dropping off or picking up unless using carpool during specified times. McGinnis Woods will not allow any child to enter or leave the school without an adult escort.

- **TRAFFIC:** Our building was designed with parking for your convenience. If you plan to spend any time in the school, please park in the parking spaces.
- **FIRE AND EMERGENCY:** Your child's safety is foremost in our minds. Our school is equipped with fire sprinklers, an electronically monitored fire alarm system, and a controlled access system.
- Our school is in compliance with ADA.
- Alcohol, tobacco and firearms are prohibited on McGinnis Woods' premises and all school-sponsored activities including field trips.
- McGinnis Woods is equipped with floodlights on the outside of the building, emergency exit lights over all exit doors, and an intercom in all rooms. Safety is emphasized regularly in our staff meetings and in all classrooms. Fire and emergency evacuation drills are conducted periodically. The emergency evacuation plan and diagram is posted in each room. In the unlikely event the school is ever severely damaged and considered unsafe, plans are made in advance to evacuate to a safe location nearby. Should such an emergency occur, the Management will notify you and post a notice at the school.

### **SCHOOL EVACUATION AND CRISIS MANAGEMENT PLAN**

Faculty and staff are trained and prepared for the event of any emergency. Regular fire, tornado and lockdown drills are rehearsed by the entire school community.

Evacuation plans are posted in every classroom and throughout the entire campus. Each classroom is equipped with an emergency bag which includes student information and first aid supplies. Fire extinguishers are available throughout the school campus.

### **SCHOOL WEB SITE**

Each teacher including specials updates his/her class web page at least weekly with each student's grades, attendance, homework and general class information. Each parent should log on regularly to view current calendar, student grades, attendance/tardies, behavior and class specific and school information.

### **SPIRIT SHIRT DAY**

Certain days of the month are indicated on the calendar as Spirit Shirt Days. Students may wear green or yellow McGinnis Woods t-shirt or grey sweatshirt with a uniform bottom or jeans. These shirts may be purchased at McGinnis Woods.

### **SUPPLIES**

Students must have all the required supplies every day. The required supply list is provided to each family and posted on RenWeb. Please label student supplies for the first

day of school and replenish with labeled supplies as needed. Any student not in possession of the necessary supplies will be provided the supplies and your account charged accordingly.

## **TRANSPORTATION**

Our vehicles are designed to transport a limited number of children with safety belts for each child. The vehicles are equipped with a fire extinguisher, and a first-aid kit. A transportation checklist is used for head counts each time the children enter or exit the vehicle. Each child's medical record, name, address, phone number, and emergency numbers are on record in the vehicle with the staff person in charge. Our vehicles are routinely inspected to insure proper maintenance. The vehicles are inspected daily before they are driven. All staff members that qualify to drive the vehicles have the proper license, current C.P.R. and First Aid Training, and have been tested in road safety.

## **UNIFORMS**

The standard/required uniform, including shoes, must be worn on all field trips and school picture days unless otherwise specified on the calendar and/or newsletter. All uniform items must be labeled with your child's name or initials. Only logoed uniform sweaters and sweatshirts may be worn in the classroom. If a student is not wearing the standard uniform on a field trip day or an acceptable uniform on regular days, a uniform may be provided and your account will be charged \$35.00. There will also be a \$25 shoe fee. The standard uniform for PreK4 – 8th grade is as follows:

**Girls:** PreK4 – 3<sup>rd</sup> grade: Plaid jumper with shorts underneath, white peter pan collar blouse, white socks or tights, brown shoes and hunter green sweater in cold weather.

4<sup>th</sup> – 8<sup>th</sup> grade: Plaid skort/skirt, white embroidered oxford shirt, white socks or tights, plaid tie, brown shoes and hunter green vest in cold weather.

**Boys:** Blue oxford shirt, plaid tie, Khaki slacks, white/ khaki socks, brown belt and brown dress shoes and hunter green sweater in cold weather. (Khaki shorts may be substituted in warm weather)

Any of the optional uniform items without hoods or the standard uniform may be worn on days without field trips, guest speakers or pictures. All shirts should be tucked in. Belts must be worn starting in Kindergarten with any pants, shorts or skorts with belt loops.

5-8<sup>th</sup> graders have a required PE Uniform which can be purchased through Lands End.

Uniforms may be purchased at Buckhead Uniform, Uniform Source and LandsEnd.com. Some items are available at McGinnis Woods and also through the McGinnis Woods Gently Used Uniform Sale.

Children may bring clothes and/or shoes to change into during Physical Education (Kindergarten and up) or for After School.

## **VISITORS**

Visitors are not permitted to go directly to student classrooms. All visitors must sign a

visitor log and will be issued a visitor tag.

### **WEATHER AND AIR QUALITY**

During smog season we check the Air Quality index daily. Time spent outside will be adjusted accordingly based on the general air quality and each student's medical requirements. Plans are in place and posted in every classroom for emergencies including weather, fire drills and tornado drills. Weather alert radios are located in the office.

### **FINANCIAL INFORMATION**

#### **ABSENCES AND VACATIONS**

Tuition and other fees must be paid in full without deduction for absences of any duration or for any cause, and without substitution of any other days of attendance as "make-up" days. This is because staffing and operational costs are incurred on fixed levels of enrollment, and these costs are NOT eliminated when the child is temporarily absent. Notice of planned absence and payment is due prior to absence.

#### **LATE CHARGES AND PENALTIES**

If an account becomes late (over one week past due without receipt of payment) there will be a \$25 per week fee added to the past due balance. If an account becomes delinquent (over one month past due without receipt of payment) there will be an additional weekly service charge of eighteen percent (18%) of the past due balance added automatically. In the event arrangements to make payments are not made, McGinnis Woods may, at its discretion, dismiss the child and the parent shall remain responsible for the balance due and any expenses incurred by McGinnis Woods in the pursuit of payment. In addition, quarterly report cards and access to Renweb will not be issued to parents if student account has a balance. Please refer to the school annual contract for further details.

#### **REGISTRATION FEES**

An initial registration fee of One Hundred Ten Dollars (\$110.00) shall be charged for each child at the time of enrollment. A renewal registration fee of Eighty-Five Dollars (85.00) shall be charged each year thereafter, and shall be due and payable with the application for reenrollment.

An additional summer camp fee of One Hundred Dollars (\$100.00) shall be charged each year for each school age child enrolled in the summer camp program; this fee includes most field trips and a camp t-shirt. It is due with the application.

#### **RETURNED CHECKS**

If the bank returns a check unpaid, a service charge of Thirty Dollars (\$30.00) will be assessed and payable immediately upon notification.

## **TUITION / FEES**

Tuition is determined on an annual basis, payable annually, in 1 or 2 payments or monthly, due on the 1st of every month. There are no credits for absences. Late charges are automatically posted on the 5th of every month on all outstanding balances. There is an annual Curriculum fee, Parent Association fee, Field trip fee, and Technology fee. All tuition and fees are non-refundable. See current year's Enrollment and Tuition contract for current tuition and fee amounts. Automatic payment from bank or credit card is available through Tuition Express. Completed Tuition Express application forms take about 10 business days for processing, so continue to pay accounts accordingly until application process is complete. Accounts must be in good standing in order to receive report cards, access RenWeb, or to make additional charges to the account.

## **WITHDRAWAL**

The obligation for full payment of tuition and other fees will continue until the end of the school year as indicated by the parent on the enrollment contract.

## **MEALS**

### **BREAKFAST SNACK**

The breakfast snack is for children enrolled in Before School. It is served in the preschool from 7:30 – 8:00 a.m. The breakfast snack will not be served to students later than 7:45 a.m. to ensure adequate time to eat and begin class on schedule. Breakfast Snack is included in the tuition of the children enrolled in the before/after care program.

### **LUNCH AND SNACKS**

A basic lunch is included in the tuition. A nutritious lunch including a hot soup or hot entrée, as well as a salad bar and two snacks for After School are prepared at the school and served daily. The weekly menus are posted in the lobby and on the web site. Lunch is served family style and the teachers eat with the children. During this time the children are taught to set the table, serve themselves, and clean the table after finishing their meal. Table manners and conversation skills are practiced. Conversation is directed towards information about the foods served and good nutrition. McGinnis Woods has partnered with Wholesome Tummies a company that provides nutritious food choices including vegetarian and gluten free options. Families who choose to order Wholesome Tummies may do so on the companies secure website and make payment directly.

Students are not permitted to use the microwaves at the school. Our staff is unable to prepare foods such as soups in a can, prepackaged noodles or macaroni and cheese. We

will warm prepared foods from home. We encourage parents to use thermoses and insulated bags to keep prepared foods from home at appropriate temperatures for safety.

Beginning with Kindergarten students, the children should bring a nutritious mid-morning snack and may bring a nutritious meal for lunch if they so choose. Please remember to pack the four food groups and limit sweets. Students are encouraged to eat healthy foods. The salad bar is available daily for lunch. The school menu is available on the RenWeb.

For Pre-K students, snacks and lunch are provided for all children so there will be no need for children to bring additional food into the school unless your child requires food for a special diet.

Please refrain from bringing in additional snacks due to the high volume of life threatening allergies that do exist. Parents of children on a special diet must provide the school with written instructions regarding the diet from the child's physician.

## **MEDICAL**

### **ALLERGIES**

We have an Allergy Alert Program at McGinnis Woods. For the protection of your child it is necessary to notify the school of any allergy or allergies your child may have. Make sure the information is complete on the allergy section of our Emergency Medical Information Form and on the Application Form. Also make sure to discuss the allergy with your child's teacher and if possible, the school nurse. If an allergy is noted that requires medication, you will be given an Allergy Action Form to complete and have signed by your physician. All allergy action plans and medications must be turned in by your child's first day of school and updated as soon as possible when new allergies are diagnosed. Students will not be permitted to participate in any field trips or After School Clubs until all plans and medication are turned in to the school nurse. Please provide treats to keep in the classroom for birthday/party cakes if applicable.

### **ILLNESS**

We will take every precaution to safeguard your child against illness. However, most children experience a normal number of infections. In such cases, we provide a quiet area adjacent to the front desk, or in the clinic. Here, our nurse or management staff will comfort your child until you are able to pick your child up or take them to the physician. Children must be picked up within one hour of notification or we will be forced to call one of your emergency contacts. At this time a \$100 fee will be charged to your account.

If your child appears ill, has a fever, is vomiting, or shows evidence of a communicable disease, please do not bring him/her to the school. If your child has such symptoms and is present at McGinnis Woods, you will be asked to pick him/her up immediately. This

requirement is imposed by the State Department of Human Resources and is intended for the protection of all the children as well as the staff. Children must be fever free for 24 hours *without the use of fever reducing medication* before returning. It is necessary for a previously ill child to present an approval for re-admittance signed by a physician.

Parents will receive notification on the website if a communicable disease is introduced into the school. Parents **MUST** notify the school immediately if their child contracts a communicable disease. Children with a communicable disease cannot attend the school and will not be re-admitted without written permission from a physician. McGinnis Woods refers to the Department of Resources' Current Communicable Disease chart for exclusion of sick children from the school and will follow the Department's recommended procedures. The Current Communicable Disease chart is posted near the nurse's office.

### **MEDICINE**

The nurse or management will administer medicine upon written authorization only by the parent. Written authorization may be made using the standard McGinnis Woods medication form on a weekly basis. This form is located on the school website or in the office. In each case the parent should complete, sign, and date the form and deliver it, with the medicine labeled with the child's first & last name, to the nurse or management. Emergency medications may be administered when stated on the medication form, titled "Emergency Meds". These forms must be updated every year.

Medical Treatment Fee: There is a \$3.00 fee for each individual medical treatment (such as nebulizer treatments) administered to your child per your instructions. Please try to limit the number of treatments that need to be given at school. Medication is administered at 11:00am and 3:00pm daily.

### **STATE LAW REQUIRES THAT ALL MEDICINES MUST BE:**

- in the original container;
- clearly labeled with the name of the medicine;
- clearly labeled with your child's first and last name;
- if a prescription, labeled with a prescription number;
- clearly labeled with the dosage to be administered; and
- clearly labeled with the date.

The school will notify you in case of any adverse reaction to the medication.

### **EMERGENCY CARE**

In case of an emergency, we will notify you and your physician immediately. If you are unavailable we will notify the person(s) listed on your child's enrollment application. First aid will be administered immediately if necessary. Our staff is trained in C.P.R. and First Aid. Your child will be taken to EMORY JOHNS CREEK HOSPITAL, 6325 West

Johns Creek Crossing, Suwanee, Georgia, 30097 (678) 474-7000 or the closet emergency facility at the time of the incident.

**MIDDLE GRADES  
5th-8th GRADE**

**NON-UNIFORM DAY**

The last Friday of every month is usually designated as a Non-uniform Day. Uniforms are not required on this day unless there is a field trip or guest speaker scheduled. Non-uniform attire may not consist of any clothing that is not clean, neat and appropriate for school. No clothing may be torn. Hats are to be worn outside only.

Middle Grades Non-Uniform Days:

- No tank tops
- No see through clothing
- No off the shoulder shirts / No low cut shirts
- No tight, form fitted pants ( yoga pants, leggings)
- No high heels, sandals, or flip flops
- No cutoffs
- No pajamas
- No t-shirts with inappropriate subject matter
- No undergarments may be seen at any time
- No midriffs seen at any time
- Shorts/Dresses/Skirts length must be beyond fingertips when arms extended straight down

If a student's clothing or appearance does not follow the dress code, the student will be sent to the front office to call a parent. If the parent is not able to bring a change of clothes, the student will be sent to the gently used uniform shop to find something to wear. The student's account will be charged a fee.

## **CODE OF CONDUCT**

McGinnis Woods Country Day School believes in the basic honesty and integrity of each student. On a daily basis we can cite numerous examples of outstanding, honorable behavior. Nevertheless, like all children, our students want to know the limits and occasionally will exceed the limits that we have established. McGinnis Woods subscribes to a strategy of preventive discipline and positive reinforcement. It is our desire to help children in the journey toward maturity, marked by personal excellence, self-knowledge, and responsible citizenship. In order to promote responsible citizenship, our students are expected to hold themselves to a code of conduct. This code includes honor, personal integrity, and respect for the school community. Students are expected to know and to abide by the school rules and policies. Infractions of the rules may result in loss of letter in HABIT binder, demerit, administrative action, and possibly in school suspension (ISS) or out of school suspension (OSS).

### **Merits**

The following are some examples of exemplary behaviors that may result in a merit:

- Being kind to students in other grade levels and acting as a role model
- Helping new students and acting as a student ambassador
- Exhibiting leadership qualities in the classroom by consistently showing initiative in daily activities

### **Loss of Letter in HABIT Binder** (minor infractions)

The following are some examples of behaviors that will result in a loss of a letter:

- Failure to follow teacher directive
- Classroom disturbance
- Littering
- Inattention in class
- Neglecting to return work or forms with requested parent signatures
- Failure to store cell phones or any other electronic device in locker  
8:00am-3:30pm

- Working on another activity during class time
- Chewing gum
- Failure to bring necessary materials to class
- Using another student's supplies without permission from the student
- Tardy to class without a note or permission
- Failure to keep hands/feet to self
- Failure to go to study hall

## **Demerits**

When a demerit is assigned, the student will complete a written behavior improvement statement outlining steps to prevent recurrences and help instill new habits. The behavior form will need to be signed by both student and parent and returned to school the following school day. Students that receive a demerit will not be eligible for the next non-uniform day.

The following are examples of behaviors that may result in a demerit:

- Losing three letters in the HABIT binder in one day
- Disruptive during study hall
- Leaving class without permission
- Disrespect to another person
- Using cell phones or any other electronic device between 8:00 and 3:30
- Inappropriate behavior
- Roughhousing
- Throwing any projectile (rubber bands, pencils/pens, pinecones, stones)
- Going behind a teacher's desk or at a teacher's computer without permission
- Failing to move through the halls in a safe, quiet, and orderly manner
- Three unexcused tardies to school

## **Demerits with administrative action**

Administrative action may include but is not limited to additional demerits, loss of participation in school activities, loss of field trip privileges, loss of overnight privileges, in school suspension (ISS), and out of school suspension (OSS).

The following are examples of behaviors that will result in administrative action:

- Bullying- verbal, written, electronic, or physical (including internet, text message, or email)
- Inappropriate spoken or written language
- Insubordination

- Defacing school property or the property of others
- Leaving campus without permission
- Weapons of any kind
- Fighting
- Stealing
- Cheating (giving or receiving information, plagiarism)
- Forgery
- Improper use of technology

### **Accumulation of Demerits**

Accumulation on a nine week basis:

1. If a child accumulates two demerits during a nine week grading period, they will not be allowed to participate in school activities for the remainder of the nine week grading period (BETA, Students Council, Safety Patrol, Broadcasting and Sports).
2. If a child accumulates four or more demerits during a nine week grading period, they will lose all field trip privileges for the remainder of the nine week grading period.

Accumulation throughout the school year basis:

1. If a student accumulates eight demerits, an in school suspension (ISS) will be given.
2. If a student accumulates ten demerits, the overnight field trip will be lost for the year.
3. If a student accumulates twelve demerits, an out of school suspension (OSS) will be given.
4. If a student accumulates fourteen demerits, the student will be expelled.

## **SPECIAL PROGRAMS**

### **ACCELERATED READER (AR)/STAR**

AR is a web-based individualized reading and literacy skills quiz program designed for students starting with a first grade reading level. There are over 100,000 quizzes available. Reports including the grade level equivalency are sent home once quizzes are completed. Star Reading and Star Math are individualized diagnostic programs administered to the students at least three times a year.

### **AWARDS DAY**

School-wide awards are given periodically throughout the year and at the end of the year. Not every child will receive an award. Examples of awards are Principal honor roll, A/B honor roll, Perfect Attendance, Spelling Bee, and Community Service.

### **CITIZEN OF THE MONTH**

This monthly program honors one student per class (Kindergarten – 8<sup>th</sup>) who works hard, goes above and beyond expectations, and is an overall good citizen. Citizens of the Month are announced at a pep rally or on the morning announcements and honorees are recognized with a lunch at a local restaurant accompanied by the Teacher of the Month.

### **CHARACTER EDUCATION PEP RALLY**

We have regularly scheduled Character Education Pep Rallies. The Pep Rally is a time of celebration when we focus on the Character Education word of the month and highlight guest speakers and student participation.

### **CHICK-FIL-A CORE ESSENTIALS PROGRAM**

This program teaches children the value of having good character. Each month we highlight a different character value and students spend the month learning what the words mean and how to incorporate them into their lives. Our students regularly assemble for pep rallies where we honor students in each class who have demonstrated the words of the month. Up to 5 children are chosen each month and they receive a Chick-Fil-A coupon for a free meal.

### **CHORUS/BAND**

Students have General Music until 2<sup>nd</sup> grade. Starting in 2<sup>nd</sup> grade the students have Pre-Band. In 3<sup>rd</sup> grade, students have Beginning Band and instruments are required. 4<sup>th</sup> – 8<sup>th</sup> grade students have the option of choosing either Band or Chorus. Instruments and equipment are required. Weekly practice logs must be completed and turned in.

### **DISCOVERY CLUBS**

Discovery Clubs are interest based after school clubs led by teachers in quarterly sessions each year. These clubs have included: Cheerleading, Jump Rope Club, Environmental Club, Football, Basketball, Spooky Science Club, Cooking, and Cake Decorations Club to name a few. Students may participate in the clubs of their choosing. Additional fees apply.

### **INTRAMURAL SPORTS**

Intramural Sports are available for middle grade students to participate in. We have sports teams that participate in Cross Country, Track and Field, Soccer, Volleyball, and Basketball. Athletes compete against different teams in the area. Additional fees apply.

### **Jr. BETA CLUB**

Jr. Beta Club is a national organization focusing on leadership, excellence, and service. Since this club does focus on a pursuit of excellence, it is necessary for students to

maintain all A's or all A's and one B. Students are also required to have high marks on report card areas relating to behavior. Invitations to join this club will go out after first quarter report cards, and meetings will begin shortly thereafter. Please visit <http://www.betaclub.org> for more information.

### **SAFETY PATROL**

Safety Patrol has always been an important position at McGinnis Woods. We are looking for students who can assist with carpool and getting children to and from class. This position runs quarterly upon which time another group of children will become eligible to serve. Each child applying must fill out an application and earn good marks for behavior on his/her report card. **Please note that students who serve on Safety Patrol are not eligible to hold an officer position on Student Council.**

### **STUDENT COUNCIL**

Student Council will be implemented after first quarter report cards are sent home. All students who run for office are required to have A's or all A's and one B. Students must also have high marks on report cards relating to behavior. Students will have a week to prepare for their election and a week to campaign. Room representatives will also be chosen for each class from Kindergarten up. This position also has the same eligibility requirements. **If students run and do not win a council position, they will be able to apply for a Safety Patrol position.**

### **RECYCLING PROGRAM**

McGinnis Woods makes every effort to recycle. We recycle paper, aluminum and plastics. Recycling receptacles are located throughout the building and are regularly emptied. All recycling is transported to a local recycling facility on a monthly basis. Parents may bring in bagged aluminum cans for the recycling receptacles.