

Lt. Elmer J. McMahon School

Parent and Student Handbook

2019-2020



Mission

Through challenging academics, positive character development and high expectations for all, McMahon School educates every PreK through grade 8 scholar for success in high school, college and career.

Core Values

Respect for self, others and community

Excellence in all we do

Academic Achievement

Commitment and Determination

High expectations for teaching and learning

Vision

Believe to Achieve

75 Kane Road Holyoke, MA. 01040
Phone 413-534-2062(63) www.hps.holyoke.ma.us

Dear Students and Families,

Welcome to the 2019-2020 school year. This handbook is designed to provide you with important information regarding McMahon School where we firmly believe that all students are most successful when parents, families and teachers work together. This collaborative effort increases the opportunity for success in school. We believe in the importance of the parent's role in education and encourage you to participate in your child's learning experience at home and at school. We are confident that your child will have an engaging and enriching experience at McMahon. We invite you to visit anytime and help make your child's educational experience a memorable one! Please feel free to contact us at 413-534-2062/63 regarding any questions or concerns you may have.

Faculty and Staff 2019-2020

Principal: Noreen Ewick
Assistant Principal: Kate Ritchie
School Supervisor: Alyson Lingsch
Office Manager: Paula Lubold
Family/School Promoter: Carmen Sanchez
Nurse: Karoline Syner
Special Education Team Leader: Maura Taupier

<p>Preschool Tina Trudeau</p>	<p>Kindergarten Ann Gazda-Winberg Suzy Platanitis</p>	<p>First Grade Victoria Lyons Lauren Barnyard</p>	<p>Second Grade Megan Popp Courtney Neil</p>
<p>Third Grade Mary DiCarlo Jessica Giroux</p>	<p>Fourth Grade Abby McAndrew Destinee Meeker</p>	<p>Fifth Grade Rebeca Chevarri Dan Pfefferle</p>	<p>Sixth Grade Ali Saltus Kim Weir</p>
<p>Seventh Grade Tricia Roy Kristin Georgia</p>	<p>Eighth Grade Yvonne Hilyard-Ordonez Nancy Lacey</p>	<p>Specials Adam Braunschweig - Music Melissa Lawson - Art Sue Werenski - Technology Barbara Tabin - Physical Ed.</p>	<p>English Language Patty Kennedy Shelley Whelihan</p>
<p>SPED Sara Mooney Samantha Fitzgerald Rachael Flint Lisa O'Neil Carol Caird</p>	<p>Counselors Eileen Martinez PreK-4 / Adjustment Laura Mackey 5-8 / Guidance</p> <p>Coaches Sue Buchanan - Pedagogy & Math Valerie Vasti - ELA</p>	<p>Instructional Paraprofessionals Heather Mason (PreK) Jackie Mason (PreK) Donna Delaporte(K) Pat Affitto (K)</p>	<p>SIP Paraprofessionals Debbie Beauchamp Ramona Cordero Ann McPherson Sam Oliveras Galindez Yesenia Rivera Marilu Sanchez Lisa Smith Bea McAuliffe Christine LaBoursoliere Kit Collamore Evelyn Santiago Jonathan Rodriguez</p>
<p>Support Staff BCBA Melissa Anderson RBT Ilka Rivera Student Support Para Caitlin O'Hare</p>	<p>Custodians Hector Santos Heriberto Lopez Dave Lumbra</p>	<p>Kitchen Staff Jerry Serrano Service Staff</p>	<p>OT/PT/Speech Kerstin Golen (PT) Megan Flannery (PT) Farrah Matta (OT) Kelly Pierog (OT) Graysen Garrett (Speech) Marisol Vadi (Speech)</p>

Arrival & Dismissal

Arrival:

- Doors to the building will open at 7:40 a.m.
- Entry into McMahon School at 7:40 a.m. will be as follows:
 - Students in Grades 5, 6, 7 and 8 will enter through Door #1 - The main entrance to the building and will travel up the hallway to the middle school/upper elementary wing to their homeroom classrooms. Students in grades 5 and 6 will enter homerooms and be seated in their assigned seats. Students in grades 7 and 8 will go to their lockers and then enter homerooms and be seated in their assigned seats.
 - Students in Grades K, 1, 2, 3 and 4 will enter through their outside classroom doors (each door opens directly into the classrooms).
- PreSchool Student Arrivals
 - Pre-School students will be met by their teacher and/or paraprofessionals at Door #1 - The main entrance to the building.
- Parents dropping off their children will do so by following the car line which begins on Kane Road. It is a “Kiss and Go” drop-off procedure, where students should have all belongings with them in the car and be ready to exit curbside. Please do not have anything in the trunk and parents should not have to exit the vehicle. Drop off students in the “drop-off” zone adjacent to the building only.
- Homeroom teachers will greet their students by name as they enter their homeroom classrooms. Once in homeroom, students are expected to sit in their assigned seats. Since attendance will be done electronically, it is important that students sit in assigned seats so an accurate attendance can be taken. Teachers will take attendance, not students. No students should re-enter hallways after going to homeroom. Students are not to travel from room to room.
- Breakfast will be served in the classroom from 7:45 a.m. to 8:00 a.m.
- Tardy time - 7:55 a.m.
- Students who arrive after 7:55 a.m. will need to enter the school through the main entrance and secure a tardy slip before being admitted to class. Parents are not to walk students to the classroom when tardy.

Dismissal:

- All students will be dismissed from school at 2:45 p.m.
- Students waiting for dismissal will remain in their homeroom classrooms in their assigned seats.
- Bus numbers will be called over the intercom and students will report to their assigned buses by walking down the hallways and exiting through the main door. They will immediately board their assigned busses.
- Walkers and parent pick-up is called over the intercom, parent pick-up students will walk to the cafeteria where they will sit in their assigned areas. Walkers will exit the building through the main door.
- Pick-up parents will form a car line going up Kane Road. Upon entering the pick-up area they will move to the very end of the building and wait alongside the curb for their child. Pick-up numbers will be visible in the cars and will be called via walkie-talkie communication. Once a student is called, they will leave the cafeteria and report to their car. Staff will be available to support this procedure.
- Students enrolled in after-school programs, are to report directly to the library or cafeteria when called and should not exit the building.
- Any change in the typical way a child is dismissed from school requires a signed note from the parent.
- **In the interest of your child's safety, no early dismissals should occur after 2:15 p.m.**

Attendance

One of the most important things to achieve academic success is being present in school everyday. Research has shown that attendance may be the biggest factor influencing academic success. At McMahon School, students are expected to arrive at school on time and attend all classes on time every day.

When your student is frequently absent or tardy, he/she misses important instruction and negatively impacts the overall learning environment in the classroom. Please make sure your child is in school everyday and on time planning vacations around the school calendar. Work may not be provided ahead of time for students who are out on vacation and the absences will impact the student's grade.

Absences:

Daily absences - parent receives a call home notifying the absence

Three absences (3) - A letter is sent home, or staff visits the home

- Five absences (5) - Letter is sent home, staff visits the home and meeting with Principal is scheduled to address absences
Potential referrals to other agencies for interventions and support
- Nine Absences (9) - Letter is sent home, home visit, and meeting with the Principal scheduled to improve attendance
Potential filing of a "Child Requiring Assistance" (CRA) petition with the Juvenile Court
- Fourteen Absences (14) - Notification of consequences due to loss of learning time
Follow-up information submitted to Juvenile Court

HPS District Attendance Officer, Edgar Robles (413-534-2000 Ext. 1130)

A student will be considered absent for the day if they miss more than half of the school day, regardless of when they arrive or leave school.

Student Absence from School:

All student absences are considered unexcused unless the parent/guardian either calls the school or sends a Doctor's note to provide a justifiable reason for the absence within 24 hours of the absence.

Acceptable excuses include the following:

1. Illness of student with a Doctor's note.
2. Serious illness in the family which necessitates absence of student
3. Death in family
4. Special and recognized religious holidays
5. Other reasons approved by principal

Leaving School Prior to Dismissal:

Once a student arrives on school property, he/she may not leave without administrative permission prior to the end of the regularly scheduled day. Students with early dismissals must be signed out by a parent or legal guardian who must present a picture ID card when picking a student up from school. **Please limit the need to pick up your child early from school by scheduling appointments after school hours. Students who leave school early miss out on important academic instruction, socialization opportunities and critical school events and are responsible for all missed classwork and homework.**

In the interest of your child's safety, no early dismissals should occur after 2:15 p.m.

Parental note is required if child will be going home in a manner which is different (walking versus bus) from the way they normally depart from school. No phone calls regarding changes in routine will be accepted, except for emergency situations.

In the case of any absence, please email Carmen Sanchez (csanchez@hps.holyoke.ma.us) before 8:00am to report the child's anticipated absence or call the school at 413-534-2062 (63).

Agendas

Every scholar in grades 3 through 8 will receive an Agenda. Scholars are to use the agenda to list their nightly homework, to record any pertinent classroom information and as a hallway pass. No scholar in grade 3-8 should ever leave a classroom without a signed agenda indicating where to be traveling to/from. Teachers are encouraged to write brief messages such as "Good News" or scholar highlights as an ongoing communication tool. Use of agendas is a non-negotiable at McMahan School. Students who lose their Agenda will be required to replace it for a \$5.00 fee.

Breakfast & Lunch

The school participates in the National School Breakfast and Lunch Program, which provides free breakfast and lunch to all students. The breakfast in the classroom (BIC) model offers students the opportunity to eat in their classrooms for the first 10-15 minutes of the school day. Lunch offers multiple daily options ranging from a hot meal, salad bar, sandwich option with fruit and milk.

Bullying

A safe learning environment is one in which every student develops emotionally, academically, and physically in a caring and supportive atmosphere free of intimidation or abuse. Bullying in any form has no place in a school setting. McMahon School works to create a learning environment...where students are protected from bullying so they feel safe and supported in their efforts to succeed academically and develop emotionally into responsible, caring individuals. We are committed to the following principles which apply to everyone on school property and at school-related activities:

- I will not bully others.
- I will try to help anyone I suspect is being bullied.
- I will work to include students who are left out.
- If someone is being bullied, I will tell an adult at school and an adult at home.

In addition to the defined principles and to our McMahon School mission of positive character, we promote a positive culture in words and in actions.

“Bullying” is the repeated use by one or more perpetrators of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (a) causes physical or emotional harm to the target or damage to the target’s property; (b) places the target in reasonable fear of harm to himself or of damage to his property; (c) creates a hostile environment at school for the target; (d) infringes on the rights of the target at school; or (e) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying. G.L. c. 71, § 370

“Cyber-bullying” is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include: (a) the creation of a web page or blog in which the creator assumes the identity of another person or; (b) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses; (a) to (e), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (a) to (e), inclusive, of the definition of bullying. G.L. c.71, § 370

Please see the HPS website for additional information

<http://www.hps.holyoke.ma.us/pdf/policies/bullying.pdf>

Cell Phones

Students are not allowed to use cellphones at McMahon school. Cell phones are collected by the classroom teacher at the start of the school day, placed in a container and locked in a secure location until the end of the day, when the phones are returned to the student. Phones that are out during the school day will be confiscated and held in the main office for parent pick-up. McMahon School is not responsible for theft or loss of cell phones

Classroom Behavior / Transitions

Prior to entering a classroom, students are expected to line up in an orderly single line along the wall outside their rooms to wait until all preceding students have left the room, and their teacher has invited them in to sit down. When transitioning from one space to another, students must: 1. Be silent / 0 Voice 2. Walk toward the right side of the hall 3. Keep hands to self 4. Not participate in verbal or physical conflicts. 5. Following the expectations of the McMahon Way, the McMahon Line and 100%, students will be held accountable and tasked to do it over if not completed as required.

Upon classroom entrance, students should take their seats quietly and take out the books and supplies they will need for the day’s class. Three items will always be on the board: 1. Do Now. In each class, the teacher will place on the board a brief, “Do Now” problem or activity that students should begin completing as soon as they take their seats. 2. After

completing the “Do Now” activity, students should read the day’s “Purpose Statement” which outlines what they will be learning, why they will be learning it and how they will learn it and 3. Homework - students should be sure to write down the homework for the evening.

During class, students should understand that there are certain necessary procedures that must be in place in order for effective learning to take place. The three most important are:

1. Raising Hands. Students should know that if they would like to participate in class discussions, they should raise their hands to offer a question or comment. Students are never expected to call out of turn in any of their classes.
2. Gum Chewing and Eating. Students should know that there is no gum chewing or eating in the school, except when eating in classrooms during the lunch period.
3. Bathroom Use. In order to ensure that they are present in class to the greatest extent possible, students should use the bathrooms only before school, during breaks, during lunch, and after school. In the event of emergency need during class time, students should raise their hand and request permission from their teacher. Students are dismissed at the discretion of their teacher, which may not necessarily be at the end of class. No student should leave his or her seat or class without permission from the classroom instructor.

Communication

Communication between home and school is an essential component to students’ success. McMahon School employs several ways to communicate:

- Important information can be accessed using the McMahon School site on the HPS website (www.hps.holyoke.ma.us)
- A school newsletter and calendar will be distributed via email and hard copy the first week of each month. Please read over this information carefully and take note of upcoming events.
- McMahon employs the use of BLACKBOARD to notify parents of upcoming events
- All communication is in English and Spanish
- Teachers communicate with parents on an ongoing basis via phone, email, class newsletters, and updates on the class website, as well as by using agendas, binders and communication logs. (CLASS TAG)
- The school will also inform parents of their child’s progress on an ongoing basis using the following methods:
 - Middle School Families will receive Progress Reports every 5 weeks and Report Cards at the end of each quarter. Elementary School Families will receive Report Cards three times per year.
 - There will be a mandatory conference with the teacher and family after the 1st quarter and a student led conference after the 3rd quarter. Conference times will be sent prior to the date.
 - Parents may schedule a conference at any time.

At the start of the school year, all staff will create and send home a syllabus that outline the specific curriculum taught for the year, the teachers’ expectations regarding classwork and homework and the grading policy.

Detention

Detention is held every other Thursday from 2:45-3:30 pm. A notice will be sent home informing you of the scholar’s assigned detention, the date to be served and the infraction. If the parent/guardian is unsure if the student has detention, please email the teacher, the Assistant Principal or call the main office. Attendance at detention is mandatory.

Discipline

The purpose for a clear and consistent building-wide discipline policy is to provide a positive academic environment which is safe, orderly and conducive to teaching and learning of all staff and students, to reduce disruptions to the educational process and to prepare all students for participation as contributing citizens of society. Having a building-wide disciplinary system increases students’ and parents’ awareness of behavioral expectations and consequences from the first day of each school year thereby reducing subjectivity in the disciplinary process.

McMahon School is committed to providing a safe and orderly environment in which students can improve their academic achievement. The management of students’ behavior is a constant and significant part of a teacher’s time. Reducing instances of behavioral issues allows the teacher to focus more attention on instruction and less time on dealing with behavioral disruptions to the educational process. Students whose behavior does not meet the school community’s clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others.

Without a firm and consistent discipline policy, none of what we envision for the school can happen. Therefore, we cannot overemphasize the importance of providing a firm and consistent discipline policy. All Students and families have a right to attend a safe and orderly school. This is the basis of our student code of conduct.

School-Related Disciplinary Offenses:

A school-related disciplinary offense refers to an incident occurring:

- while the student is on school grounds
- during a school-sponsored activity
- during events sufficiently linked to school

If a student commits one of the infractions below, the student may receive detention, may be sent home for the rest of the day (suspension), and/or may lose some or all school privileges. Loss of privileges includes, but is not limited to lunch detention, performing extra service for the school, and missing school events, trips, or activities (including dances and assemblies). In addition, a meeting between the student, his or her parent or guardian, and the student's Counselor, Assistant Principal, or Principal may be required in order to address the student's behavior and plan for improvement.

Infractions include:

- Disrespecting a faculty, staff, or other member of school community
- Disrespecting a fellow student
- Destruction of school property
- Disruption of class
- Inappropriate contact
- Arriving late to school or class
- Inappropriate language
- Being unprepared for class
- Horse-playing in class, school, or during a school-sponsored activity
- Other behaviors deemed inappropriate by school administration

Enrollment

The Student Enrollment & Family Empowerment Center is located on the first floor at 57 Suffolk Street, Holyoke. The department hours are: Monday through Friday from 8:00 a.m. to 4:00 p.m. and the contact number is (413) 534-2000 Ext. 1100, 1102, 1103. Along with enrollment, the department provides support with school registration, attendance zones, School Choice, Homeschooling, Work permits, attendance issues, transportation questions, parent concerns and complaints.

*A child must be at least 3 years old by September 1st to enter a PreK Program.

*A child must be 5 years of age by September 1st to enter Kindergarten.

Field Trips

Field trips can be an extension of the academic day or enrichment to academic or social-emotional learning. School expectations of behavior are the same expected while on a field trip. Field trips are a privilege, and not a right, therefore they must be earned. Students not attending a field trip must attend school on the day of the trip, whether they are participating or not and will be given supplemental work to be completed during the school day. All permission slips and money must be turned in by the due date.

Goal Setting

Goal Setting is an ongoing process. By setting goals with high expectations, students are able to see what they have done and what they are capable of. Seeing results of goal achievement gives the confidence and assurance that they need to believe that they can achieve higher goals.

Student Goals:

We will be prepared, on time and ready to learn

We will be active and engaged learners

We will respect ourselves, others, personal boundaries and property

We will use appropriate and respectful language

We will interact positively and responsibly with others

We will self-regulate and reflect on our actions and emotions
We will take ownership and learn from our actions

Each teacher will communicate and discuss what each of these expectations sound like and look like in their classrooms. Teachers will model, teach, practice and assess each of these goals (academic and behavioral expectations).

Students will reflect and write their own goals for academic performance and/or behavioral expectations.

Grading

At the start of the school year, all staff will create and send home a syllabus that outline the specific curriculum taught for the year, the teachers' expectations regarding classwork and homework and the grading policy.

Progress Reports and Report Cards will be sent home following the HPS schedule.

Grading

Grades should be objective and supported by documented, recorded information.

Grading Scale:

A – 90-100%

B – 80-89%

C – 70-79%

D – 60-69%

The following categories are used to determine final grades per trimester and quarter:

- Formative and Summative Assessments/Quizzes/Projects
- Class Work/Class Participation
- Homework

Homework

It is our belief that time spent on homework should be *balanced* with the importance of personal and family well-being, and the wide array of family obligations experienced in our society today. We also believe that homework reinforces the learning that happens during the school day and extends students' thinking. We can work together collaborating to help each student in our school be successful. Students learn best when families and schools work together.

Purpose and Types of Homework:

1. Practice: The student refines and strengthens skills previously taught in class through repetition of simple applications, reading and writing.
2. Preparation: The completion of this type of assignment makes future lessons more meaningful. Reading and familiarization with facts and ideas characterize this type of homework.
3. Extension: This is the application of skills and concepts that requires higher level thinking skills and problem solving.
4. Integration: Successful completion of the assignment requires coordinating and combining skills and concepts.

McMahon School encourages students to read on weekends and during vacations.

The following are suggested time allocations for teacher-directed homework assignments:

Kindergarten 15 minutes a day

Grades 1 - 3 30 minutes a day

Grades 4 - 6 45 minutes a day

Grades 7 - 8 90 minutes a day

Hours

The McMahon School Hours of Operation are:

Grade K through 8 Students – 7:40 a.m. to 2:45 p.m.

Doors open at 7:40

Students will be marked tardy at 7:55 am

Dismissal is at 2:45 pm

Preschool Hours:

A.M. Session 1 – 7:40 am until 10:30 am

P.M. Session 2 – 11:55 pm until 2:45 pm

Lost and Found

McMahon School is not responsible for lost or stolen items. Do not send your child to school with valuables. All unidentified articles found at school are placed inside the cafeteria near the main entrance. Students are reminded and encouraged to look in this area if they have misplaced or lost an item. Unclaimed items are donated at the end of each quarter.

Medical Records and Health Information

Massachusetts state law requires all students enrolled in school to have the following documentation on file:

- Massachusetts School Health Record. This form contains records showing that the student has: 1) had a physical exam within the past year prior to the start of the school year; 2) up-to-date immunizations; and 3) had screening for vision, hearing, and scoliosis.
- Authorization for Dispensing Medication in School Form. If a child must receive medication during the school day, this form must contain the instructions and signature of the physician who ordered the medication and be signed by a parent or guardian.
- Physician Information Release Form. This form must be filled out and signed by a parent or guardian, so that the school may contact a student's physician in case of an emergency.
- Office/Health Emergency Card. This form provides important information about a student's emergency contacts, health care providers, and insurance. Most importantly, it gives the school permission to initiate emergency medical treatment in the event that a parent or guardian cannot be reached.

Parent Involvement and Parent Visits

McMahon School welcomes families as partners. There are many opportunities to be involved in your child's education both at the school level and at the district level.

- McMahon School Site Council - meets every other month and works to enhance the instructional programs at the school. School Site Councils are organized by the principals at each school as an advisory group pursuant to Massachusetts General Laws. The councils assist principals with identifying student needs, establishing educational goals for the school, developing improvement plans, and reviewing the school budget. School site councils include teachers elected by their peers, parents selected by a recognized parent organization or elected by school families, as well as students at the high school level. The meetings are open and its minutes are available to the entire school community.
- Parent-Teacher Organizations (PTO's) are critical vehicles for parents to exercise leadership and voice in support of their child's education. Participation in the PTO is open to all parents and guardians of children in the school. The McMahon PTO is made up of McMahon parents, teachers and administration for the purpose of:
 - Fundraising to cover specific school needs
 - Providing rich extracurricular and enrichment activities for students
 - Engaging and sharing information with families to strengthen school/ community connections

- Supporting the celebration of school spirit and pride
- Coordinating parent volunteers
- Recognizing teachers and staff
- Classroom / School volunteers and observers are welcome. Arrangements must be made with the teacher / administration ahead of time.
- The Bilingual Advisory and Parent Advisory Committees meet monthly and provide a variety of educational workshops/trainings for parents. The committees work with the Principal to enhance the instructional programs at the school. All parents/guardians are encouraged to attend meetings and take an active role.
- Districtwide Parent Leader Group – meets with the Receiver/Superintendent every month to provide input and receive updates on the district’s turnaround process. Information obtained at these meetings is shared with parents at their schools.

Peace Places

In an effort to keep all students in the classroom engaged in learning we have implemented classroom “Peace Places.” These “places” support students when they get overwhelmed and experience a wide range of emotions related to academic frustration, conflicts with classmates or a lack of sustained focus on learning. The “Peace Place” can help students ground themselves, de-escalate, make effective choices and get back on track to rejoin the class. These places, in a small, designated area of the classroom move away from a punitive approach to a more restorative model of discipline. Students can decide on their own to spend a few moments in the “Peace Place”, or they can be respectfully encouraged to use the “Peace Place” as a place for de-escalation building and reflecting on socio-emotional learning. The “Peace Place” will afford the students the opportunity to take a minute, cool down and “get back into the game.”

Recess

Believing that fresh air and physical exercise is important to renew the mind and body and ready it for learning, all students, weather permitting will participate in a 10-15 minute outdoor recess either before or after lunch every day. Students should be prepared for outdoor recess by dressing appropriately.

Safety and Security

All educational institutions are susceptible to threats and hazards which have the potential to develop into emergencies or disasters. These natural disasters and other emergencies can happen at school in a moment’s notice and when they happen it is critical for school officials along with first responders, emergency management and local government officials to prevent or mitigate, plan for, respond to and recover from these potential incidents. At McMahan School we take safety and security seriously and work with local emergency response teams to practice, prepare and execute all safety measures.

Prohibition on Smoking and Tobacco Products

Smoking and/or the use of tobacco products including chewing tobacco and/or the use of vapor/electronic cigarette devices at school, on school property, or at a school-sponsored event is strictly prohibited.

Student Searches

In order to maintain the security of all its students, McMahan School reserves the right to conduct searches of its students and their property. If searches are conducted, the school will ensure that the privacy of the students is respected to the extent possible, and that students and their families are informed of the circumstances surrounding and results of the search. School lockers and desks, which are assigned to students for their use, remain the property of the Holyoke Public Schools and students should, therefore, have no expectation of privacy in these areas. Such areas are subject to random searches by school administration at any time.

Uniform Policy

Realizing that our job is to provide children with the best positive learning experience in a safe and welcoming environment, we work each day to encourage students to be successful at their job of learning. We believe that the wearing of school uniforms has a positive impact on students' learning and behavior in and around the school, serves to unite students and build community, helps children learn to express themselves creatively in other ways than by what they are wearing, increases school pride and reduces peer pressure. Teachers in schools where students wear uniforms have said that uniforms promote a "down to business" approach because kids view them as "work clothes for scholars" and take school more seriously.

It is the goal of McMahon school to have a dress code which makes things easier for parents and students rather than more difficult. For that reason, we have made every effort to be clear about this policy and consistent in its enforcement. Parents who have questions or concerns should contact the school immediately to seek clarification.

Like all school policies, the dress code policy is strictly enforced. Although it may seem as if small exceptions should be no problem, we cannot allow deviations from this code. Our staff does not have the time to inspect every item for acceptability or exception. If the policy states "shoes should be all black," it means just that. It is important that all students adhere to the same code. If an exception is made for one student, it would then have to apply to all students, and the code has changed. It is in the best interest of everyone if McMahon means what it says and says what it means. Please read the code and purchase school clothing accordingly. We have tried to make the policy clear and detailed in order to reduce ambiguity. Families who have concerns or questions should contact the school immediately.

Parents of students who are not in dress code will be asked to bring the proper attire to school. Student will not attend class until they are in the proper uniform, and will complete academic work in the office. In addition, dressing inappropriately may result in disciplinary consequences

All students at McMahon are expected to wear their school uniforms beginning the first day of the new school year:

Tuesday, August 27 for students in Grades 1 – 8

Wednesday, September 4th for students in Kindergarten and PreSchool

OPEN HOUSE for Kindergarten and PreSchool is on September 3rd at 10:00 a.m.

Note: Uniforms are optional for our Pre-School students

Please read below to clarify what the McMahon School uniforms will be to ensure that your child is in correct dress daily. McMahon School has two uniforms:

1. Regular school uniform
2. Gym Day uniform

Regular School Uniform:

Tops:

Navy blue long or short-sleeved collared polo shirts with no logo

McMahon School long or short sleeved T-Shirts (white or navy)*

McMahon School navy blue hooded sweatshirts with no logos*

Navy blue sweatshirts with no logos

Navy blue sweaters

Bottoms:

Khaki (Tan) or black colored pants (zip up or elastic waist)

Khaki or black or navy shorts (zip up or elastic waist)

Khaki or navy skirts or khaki or navy jumpers

Gym Uniforms: (Worn on gym days only)

White, grey, or navy blue tee shirts with no logos

McMahon School long or short sleeved T-Shirt (white or navy)*

Sweatpants (Gray, navy, black)

McMahon School gym sweatpants*

McMahon School gym shorts*

We strongly encourage the wearing of sneakers as we feel they are the most appropriate and safe for the learning environment and any outdoor activities. Students should not wear any sandal type footwear to school. Sneakers are mandatory on gym days.

School uniforms can be purchased at various local stores, among them are: Target, Kmart, Walmart, and Old Navy.

The McMahon School Online Store will be opening soon. Please keep checking! Once open go to Holyoke Sporting Goods and follow the link <http://www.hsgsports.com/> ...Orders and payment can be made online. Once apparel is ready, it can be picked up at Holyoke Sporting Goods - 1584 Dwight St. Funds raised this year will be used for student activities.

Apparel sold at the store will include:

- *McMahon School short and long-sleeve T-shirts
- *McMahon School hooded sweatshirts
- *McMahon School gym sweatpants and gym shorts.

Visitors

Parents are encouraged to visit and are always welcome. In order to maintain the security of the building, however, all visitors *must* report to the office for a visitors pass and wear this pass at all times while in the building. Visitors who do not have a pass will be asked to go back to the main office for a pass. McMahon School reserves the right to ask for identification from any visitor at any time.

Weather Information

We are hopeful that the weather will not have a significant impact on our school days, but should we need to communicate regarding school closures or delays, we will do so in the following manner:

- *The HPS District website - www.hps.holyoke.ma.us
- *The HPS Facebook - www.facebook.com/holyokepublicschools
- *On Twitter @szrikehps
- *TV news stations - Channels 40, 22, and 3

Please refer to the Holyoke Public Schools Family Handbook 2019-2020 located on the HPS website or call McMahon School at 534-2062(63) to address any questions you may have

