



"A handy little book
to use during your stay
at McKenzie School"



GETTING TO KNOW MCKENZIE

2009-10 School Guide

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WELCOME FROM McKENZIE

From the Principal

Dear Prospective McKenzie Parents:

Welcome to McKenzie! We're glad you're here! We encourage you to become actively involved in the many PTA/school activities that are available to you and your child, and hope you will find many new friends among the members of the McKenzie family!

Enclosed in this packet is a variety of information that will help ease your transition to McKenzie and make you feel at home a little sooner. In the booklet, we've tried to hit the high points and those areas where the most questions come up, but if we haven't addressed your need or questions, please call. We are happy to answer any questions you may have.

Again, welcome to your new school, and best wishes for a rewarding school year!

Regards,

Dr. Denise Welter, Principal
McKenzie School



YOU ARE HERE



McKenzie School

649 Prairie Avenue, Wilmette, Illinois 60091

Main Phone Number: (847) 251-2295

Fax Number: (847) 251-4067

Safe Phone*: (847) 256-0369

*To report an absence

HOURS OF OPERATION:

School Hours: 8:55 AM–3:15 PM

Office Hours: 8:00 AM–4:00 PM

Lunch/Recess Hours:

1st Grade: 11:30 AM–12:20 PM

2nd Grade: 12:20 AM–1:10 PM

3rd Grade: 11:55 AM–12:45 PM

4th Grade: 12:20 AM–1:10PM

In 1893 McKenzie School began as a one-room schoolhouse and was named Logan School after Civil War general and Illinois Congressman, John A. Logan. In the late 1970s the name was changed to McKenzie School to honor Louise McKenzie, a former principal.

Want to show your school spirit? Wear the school colors, blue and white! Our mascot is the cheetah.

For more information about the PTA and the many events it sponsors, go to **WWW.MCKENZIEPTA.COM**.

HOW TO REGISTER AT MCKENZIE:

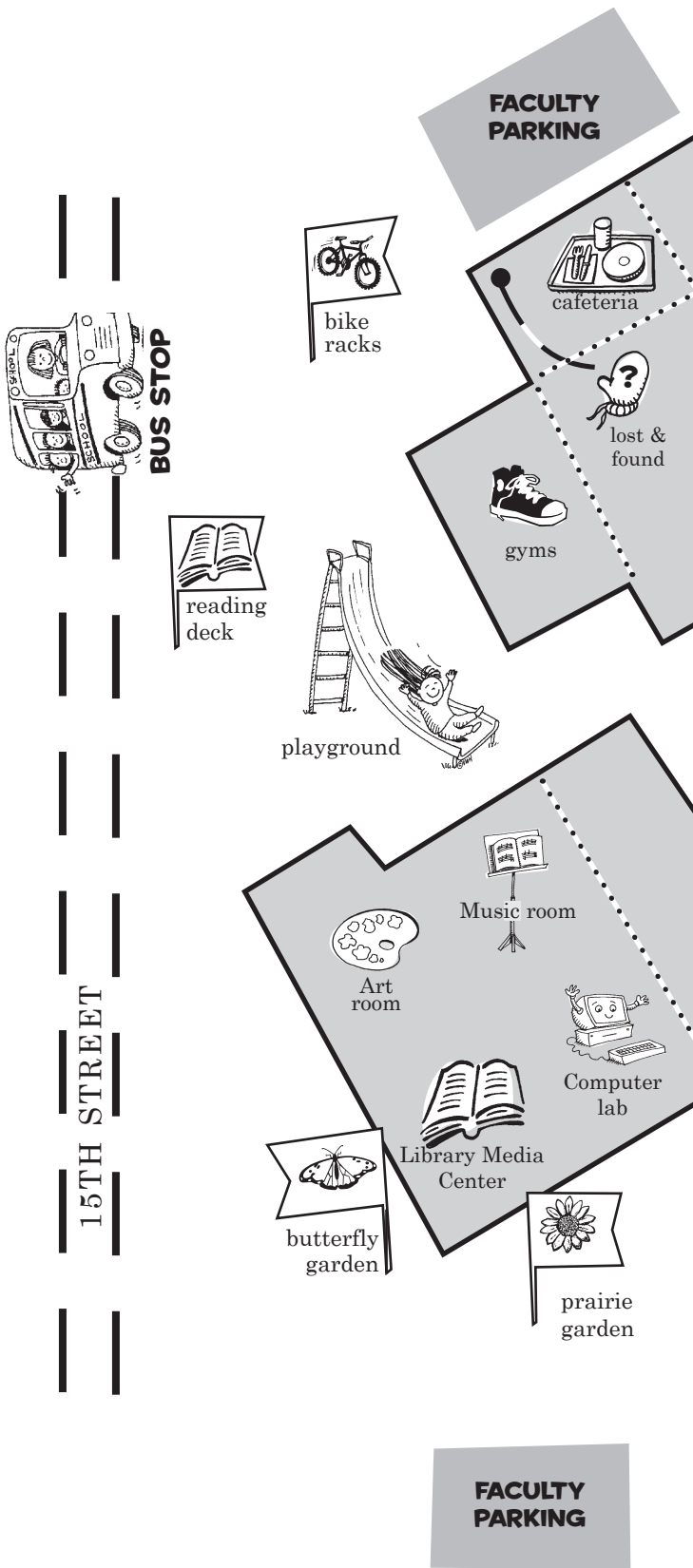
Returning families can now register online at www.wilmette39.org where you will find all the forms and information you will need. If you are new to McKenzie, you should register your child for school at the front office by bringing a current copy of your utility bill along with one of the following: a mortgage statement, a copy of your lease or your purchase agreement.

You will be given a packet that needs to be filled out and returned to the front office. Note that the school needs 24 hours to process the information in order for your child to attend McKenzie.

Kindergarten registration begins in January for the upcoming school year. Register your child by going to McKenzie's front office and picking up a Kindergarten packet. You can return the necessary forms to the front office. It is helpful if you register as early in the year as possible. You can get a preview of the school by attending the Kindergarten Orientation at McKenzie in April.

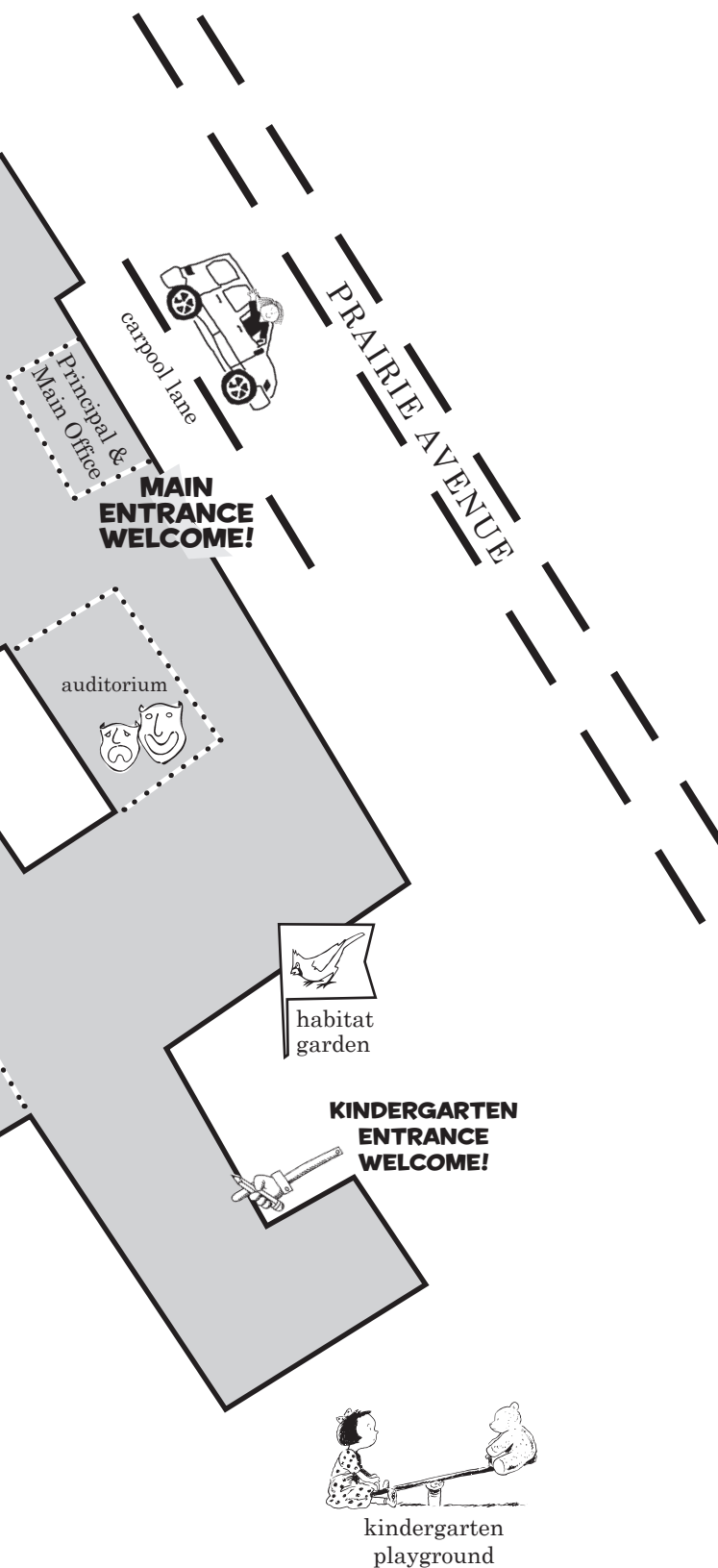
ASKING FOR DIRECTIONS

A map of the school and surrounding area.





MAP NOT TO SCALE



WHEN IN MCKENZIE . . .

Heading To, Leaving From and While You Are at School.



WALKING: For your child's safety, please familiarize them with the designated walking routes the Wilmette Police have noted with crossing guards. Crossing Guards are located at:
Lake Ave. & 15th Highland Ave. & Ridge Rd.
Wilmette Ave. & 15th Wilmette Ave. & Prairie



BIKING: McKenzie students cannot ride their bikes to school without a parent, until they have successfully completed the Bike Safety course that is offered in April to 2nd graders. Transferring 3rd and 4th graders can ride their bikes once they have received and reviewed the McKenzie bike safety rules.



DRIVING: If you are driving your child to or from school, you must use the designated carpool lines that are along the west curb on Prairie Avenue. The area south of Central and Prairie is for Kindergarten students and the area north is for all other students. There is a pickup zone on 15th Street. Drivers **MUST STAY IN THEIR CARS** at all times. Police will ticket violators of the carpool rules. Parents may not use the parking lots for parking, pick up or drop off before or during school hours. These lots are reserved for teachers and staff.



TAKING THE BUS: If you want your child to take the bus, make arrangements by calling Barb Bocage at the MEC at (847) 256-2450.



ABSENCE, LATE ARRIVAL OR EARLY PICK UP: If your child will not be attending school for any reason, you must call the Safe Phone at (847) 256-0369 first thing in the morning to report their absence. If your child arrives late to school or if you are picking them up early, they must be signed in or out in the nurse's office. Your child will be marked absent if they arrive after 9:25AM or leave before 2:45PM.



BEFORE SCHOOL DAY CARE: If you need before school day care, call Mary Ann Esler at the MEC at (847) 256-2450. Early morning day care starts at 7:00AM at McKenzie and ends at the start of the school day. For after school enrichment, you need to call the Wilmette Park District at (847) 256-9698.



VISITING: School doors are locked for the safety of the students. If you are visiting the building, press the intercom button at the front door and office staff will buzz you in. Be sure to sign in at the front office and put on a nametag.



DOGS: Dogs are not allowed on school property.



STROLLERS: For safety reasons only umbrella strollers are allowed in the school, but you can park strollers and wagons outside the front entry.

! IN AN EMERGENCY: District 39 will use the automated phone system (Connect-Ed) to notify parents and faculty about emergency events, school closings and other important news. Be sure the school has your current phone number at all times so you are sure to receive these recorded messages. The phone tree in your classroom will also be used to deliver any important information to your family. In an unlikely event that it is necessary to move the children off-site, they will be escorted to St. John's Church in Wilmette at the corner of Park and Wilmette Avenues. Parents will be notified should this occur.



BUYING VS. BRINGING LUNCH:

Children in the 1st-4th grade eat lunch at school. Your child may bring their lunch or purchase lunch in the cafeteria. McKenzie school lunch menus can be found in the McKenzie Monitor, www.mckenziepta.com (calendar tab) and at www.wilmette39.org/mckenzie. To purchase lunch, drinks or snacks at school your child will use a District-issued debit card. At the start of school you may fund your child's account online at <http://lunch.wilmette39.org> or by bringing a check to the front office. When your child's account runs low, you will receive an email request for additional funds. Every Thursday is pizza day. On days when pepperoni or sausage pizza is featured, there is always cheese pizza as well. Starting in November, soup is offered daily for an additional cost (unless it's on that day's menu.) Friday is snack day and your child can purchase his/her choice of a cookie or ice cream. There is a "Peanut Free" table in the cafeteria for those children with peanut allergies. If you have food concerns call Fran Rosenthal, (847) 251-2295 ext. 262.

WEBSITES:



WWW.MCKENZIEPTA.COM
WWW.WILMETTE39.ORG/MCKENZIE

CURRICULUM-RELATED SCHOOL EVENTS

CELEBRATE THE ARTS DAY

This PTA-sponsored event occurs every other year. The McKenzie art teacher features a variety of art mediums and organizes local artists to donate their time to an all day demonstration art fair in the gym.

CURRICULUM NIGHT: This is a very important evening event held near the beginning of the school year is for parents only. Teachers explain their curricula for the year. Parents may sign up to chaperone field trips and help at school.

FIRST GRADE MUSIC PROGRAM: Each December, our music teacher magically transforms the first graders into almost-pro musicians. The children burst with pride at their accomplishment. Channel 6 usually broadcasts the show afterwards. A must-see event!

FOURTH GRADE MUSIC PROGRAM: Under the direction of our music teacher, the fourth graders give an incredible musical performance during the last week of the school year. Don't forget to bring your camera.

HALLOWEEN PARADE: Students, teachers, the principal, the superintendent, and just about everyone else wears a costume for the Halloween parade. Depending on your child's grade, the parade will be at the beginning or at the end of the day. If the weather is nice, the parade is outside and parents may attend. If the weather is poor, the parade is in the gym and due to limited space, is for students only. Bring your camera or video cam but please, not your dog.

HERITAGE DAY: Third graders embark on a study of the heritages of different people. Their journey culminates in an afternoon of songs, dances, stories, and food. Just for third graders and their parents. Siblings are not allowed.

OUTDOOR EDUCATION: In May, our fourth graders go on an educational three-day trip to the Lorado Taft Campus in Oregon, IL. Teachers, the Principal, and other faculty members accompany them. The cost is about \$250; some scholarship funds are available.

WELCOME FROM THE PTA

Introduction from the PTA President

On behalf of the PTA, Welcome to McKenzie School!

The McKenzie PTA is an organization of moms, dads, and teachers that make great things happen at McKenzie School. Our Ice Cream Social, Fall Frenzy, Benefit, Book Fair, and the famous Variety Show are just a few of the fun events at McKenzie. The PTA is a wonderful way to meet people and enrich the lives of our children. The PTA selects and funds an annual school gift and underwrites most curriculum-related field trips and events throughout the school year. In many ways, the PTA helps to make McKenzie School a special place.

We hope that you will consider volunteering and become a part of this important organization. Everyone is welcome. No matter how much time and/or talent you may have, we have a role for everyone! We hope you enjoy reading this gift from the PTA, and I look forward to seeing you soon. Let's Go McKenzie!

Kimbra Burnside, 2009-2010
McKenzie School PTA President

McKenzie PTA Executive Board

Kimbra Burnside - *President*

Eleanor Lipinski - *President-Elect*

Kim Ratkin - *Secretary*

Sheri Herd - *Treasurer*

Mary Condon - *V.P. Communications*

Julie Radtke - *V.P. Enrichment*

Ellyn Vogel - *V.P. Room Parents*

Jane O'Malley - *V.P. Ways and Means*

The McKenzie PTA mission is to work with the District and the School to enhance the educational experience of students by

- *Providing curriculum-related activities and events that enrich the academic lives of the students;*
- *Creating and maintaining a safe and comfortable environment for the students;*
- *Establishing a strong sense of community within McKenzie.*

VOLUNTEER OPPORTUNITIES & PTA COMMITTEES

Volunteering is a great way to meet people and enhance your child's experience at McKenzie. Consider this your invitation to join a committee today! Don't feel overwhelmed and pressured to participate in every event. Just pick the ones you find most interesting or personally valuable.

Wondering how to get involved? Committee chairs are recruited in the spring for the next school year, although there may still be some openings available. Contact the PTA President any time during the year if you are interested in chairing or joining a committee.

You can also join a committee. Here's how:

- Sign up at the First Day of School Coffee
- Check the PTA Bulletin Boards (located by the front door and Kindergarten entrance) for sign-ups throughout the year.
- Visit **WWW.MCKENZIEPTA.COM** and check the volunteer section of the McKenzie Monitor for the latest volunteer opportunities..

COMMUNICATION CHANNELS AT MCKENZIE

BACKPACK EXPRESS: Backpack express is one method for distributing communications from the school and the PTA. This is also a way for you to communicate with your child's teacher or the PTA. Send notes inside your child's folder and check your child's backpack every day after school for their "mail". Parents should note that most committees are limited to one flyer per event. If you misplace your flier, check the website flyer archive.

BULLETIN BOARDS: The PTA bulletin board is located on the left wall as you enter the school and at the Kindergarten entrance. Look here for information on upcoming PTA events or sign up to volunteer. There is also a main bulletin board at the front of the school. The PTA Bulletin Board Chairperson coordinates the decorating schedule.

DIRECTORY: This is a listing of all the students in McKenzie school, including phone and address information as well as classroom information. The dates of school events and teacher/staff

contact information is included as well. The directory may not be used for any activity unrelated to the school. PTA Membership dues (\$25) are collected at the beginning for the school year which includes a complimentary Directory. Subsequent copies can be ordered for a small fee. Delivery occurs within the first few months of school. Volunteers for the Directory coordinate with the District to create the directory which is published annually.

DISTRICT 39: Check out what's going on by watching the Forum 39 on Channel 6 and reading the District's newsletter that is mailed to your home. District 39 also has a NEW interactive online google calendar with the most up-to-date and timely calendar of events for ALL of Wilmette 39 schools.

E-MAIL: Many teachers and staff members find it convenient to communicate with parents via e-mail. Check the directory for e-mail addresses.

MAILBOXES: The PTA mailboxes are located in the school office for any outgoing or incoming PTA mail. The PTA file cabinet is located beneath the mailboxes. Each PTA committee has a separate folder for pertinent information. Teacher mailboxes are located in the office between the Nurse and the Copy Room.

MCKENZIE INTERACTIVE WEBSITE: The PTA's website address is **WWW.MCKENZIEPTA.COM** and is the major vehicle for storing and delivering PTA information. It is also the quickest way to find information regarding anything from the lunch menu to accessing a misplaced flyer that came home in your child's backpack. The website has it ALL! Visit the website frequently to read the McKenzie Monitor, to order school spirit wear, to access PTA forms and more! The Committee Tab may be especially helpful to new families, as the most recent flyer and information is referenced by committee in alphabetical order.

MCKENZIE MONITOR: McKenzie's NEW online newsletter electronically mailed to you weekly! The current Monitor will be available on the front page of our website with old copies being archived in the Archive Section of the website.

PTA MEETINGS: Monthly meetings are usually held on the second Tuesday of every month, except December. Daytime meetings are

from 9:15-10:30am with evening meetings in November and February from 7-8:15pm. Guest speakers as well as PTA committee chairs and teachers are often featured. Kids are welcome!

PUBLICITY: The Publicity Chairperson provides school information and photos to the Wilmette Life and WCTV Channel 6.

COMMUNITY OUTREACH

COMMUNITY REVIEW COMMITTEE (CRC):

The CRC consists of parents, teachers, and administrators from District 39. These committee members study the needs and identify areas for improvement in the school system and report back to the PTA. Volunteers learn the inside operations of the school system and work with key individuals. Meetings are monthly in the evening. This is a two-year commitment.

DISTRICT 39 EDUCATIONAL FOUNDATION:

This McKenzie representative chair attends monthly (evening) District 39 Educational Foundation meetings. The Foundation issues grants for projects that expand, enrich, and complement educational opportunities for District 39. Volunteers meet members from across the community and advise as to how funds will be spent.

FAMILY AWARENESS NETWORK (FAN): FAN is a parent-run, New Trier-based organization that provides educational programs and information on parenting and social issues. This representative attends monthly FAN meetings and promotes FAN-sponsored parent programs.

SHARING COMMITTEE: This committee focuses on a nearby school community in need and arranges for McKenzie families to purchase holiday gifts for the children of this school. Families sign up in late November to purchase the gifts which are wrapped and brought to our school. Volunteers caravan to deliver them in December. The program provides a wonderful opportunity for our children to learn the importance of doing good works. The Sharing Committee also organizes a Blanket Drive and manages the “Boxtops for Education” coupons - some of which benefit McKenzie as well as a nearby school in need.

CURRICULUM ENRICHMENT

ENRICHMENT PROGRAM: The PTA VP of Enrichment coordinates with Enrichment Program Assistants and teachers to schedule curriculum-related field trips and in-school programs. There is one Enrichment Program Assistant per grade to directly coordinate with the teachers, schedule the trips and schedule the buses. Planning for this job is mostly done over the summer and early in the school year. During the school year, Enrichment Program Assistants are overseeing the field trips and programs. These programs are a main fundraising goal of the PTA.

FIELD DAY: This school-wide event for Grades 1-4 is held in June during the school day. The Field Day chair assists the PE staff by organizing volunteers to supervise field events and provide refreshments. Volunteers supervise events, keep scores, and blow whistles loudly. Parents are welcome to be supportive spectators or pitch in and help.

FINE ARTS: These co-chairs organize and maintain the Fine Arts Program, which is parent-led and brings curriculum-related art programs into all the classrooms 2-3 times each year. The committee has developed presentations about different artists, along with an art project. Each presentation lasts about an hour. Presentations can be scheduled well ahead of time and there is little advance preparation necessary.

KINDNESS CONNECTION: This service learning program integrates meaningful community service projects through instruction and reflection, to teach civic responsibility and strengthens the community. All grades participate.

ROOM PARENTS: The PTA's VP of Room Parents solicits and assigns two room parents to each classroom. They then aid the teacher, assist in the class, find chaperones for field trips, and organize parties. Room parents work closely with teachers.

EXTRA-CURRICULAR ACTIVITIES & FUN-RAISING

CHESS CLUB: Children learn and play chess after school in a fun environment. The Chairs coordinate three 8 week sessions which involve the distribution of registration forms, collection of fees, communication with volunteer parents,

and collaboration with the McKenzie Chess Tournament Coordinator.

CHESS CLUB TOURNAMENT COORDINATOR:

This Coordinator facilitates tournament registration. Tournament play is optional and open to all McKenzie students.

FOURTH GRADE FAREWELL: This chair organizes the Fourth Grade Farewell party with a committee of 4th-grade parents. The party is held in June during the school day. Committee members develop the theme, decorations, activities, and menu for the party, and organize the Fourth Grade Gift to the school. Volunteers can also help out on party day.

ICE CREAM SOCIAL: This team of volunteers organizes and runs an outdoor family event held on a September Sunday afternoon. Volunteers work in short shifts to serve ice cream and run games/crafts at this school-wide event. Easy & fun!

JUNIOR GREAT BOOKS: This chair organizes and manages this extracurricular program, including finding parent volunteer leaders, collecting fees, and scheduling classes. These literary classes are held weekly during the lunch hour for 10 weeks and occur January through March. Volunteers receive a brief training session before the program starts.

McCLUBS: The program offers a variety of quality, before and after-school clubs during two sessions per year, Oct/Nov and Feb/March. Examples of previous McClubs include Art, Mad Science, Yoga, and Sports. This committee manages all of the scheduling, registration and tuition tasks for McClubs. Volunteers help the Committee evaluate new programs, coordinate instructors, and organize enrollment

MOVIE FUN NIGHT: This chair organizes and runs this kid-only evening event two times during the school year. Additional volunteers run the movie, or help chaperone on the night of the event.

NEW-TO-MCKENZIE FAMILY PICNIC: If your family is new to McKenzie this picnic is for you! Families of both Kindergartners and new-to-McKenzie students of any age are invited to attend this end-of-summer event at Vattman Park. Come enjoy an evening of eating and meeting together!

OPEN GYM NIGHT: During the winter on select evenings, the gym is opened up to McKenzie families for some indoor fun!

PARENT EDUCATION: This committee offers events or thematic-programs related to parenting throughout the year. Its purpose is to provide opportunities for parents to learn, share, and support one another. Stay tuned as this committee embarks on its first year.

STUDENT COUNCIL: The Student Council program is run by teacher volunteers. It meets once a week before school and has two sessions. Each first through fourth grade classroom has two Student Council representatives per session, who are selected using a method determined by the teacher. Examples of Student Council activities are organizing School Spirit and implementing school service projects. Students may only serve once.

FUNDRAISING

The PTA sponsors several fundraisers throughout the year. A significant portion of fundraising goes toward our excellent Enrichment Program which consists of curriculum-based field trips and many in-school educational assemblies. Another large piece goes to the School Gift and Teacher Stipends. The rest pays for coffees, luncheons, and events where our parents can meet old and new friends.

BENEFIT: This event is a major PTA fundraiser and social event for parents and teachers. The chairs organize and run the Benefit with the help of committee members. Volunteers get to throw a big party! The level of involvement and time commitment are flexible and varied. This event can use the help of a variety of people who each bring their own talent and skill to the committee.

BOOK FAIR: These chairs organize and run the Book Fair which occurs in the McKenzie Small Gym and is open during scheduled times during day and evening hours. Volunteers help publicize the event, help to set up and take down, act as cashiers, and assist visiting classes at the Book Fair.

BOX TOPS FOR EDUCATION: We collect “Box Tops for Education” coupons to benefit our school as well as a nearby school in need. Clip

the coupons and send them to school or deposit them in one of the boxes in the school foyer.

FALL FRENZY: This chair and committee organizes and runs our fall carnival. This evening family event is held in October, a few weeks before Halloween. Volunteers organize and run carnival games, crafts, freeze dancing, and pizza sales. It's a great time for volunteers to be a big help in a small amount of time. Older responsible siblings are also welcome to assist.

GIFT CARDS: This committee coordinates the sale and distribution of gift cards for retail stores, restaurants and movie theatres. The list of participating merchants continues to grow and includes Amazon, Borders, Gap, iTunes, Panera Bread and Starbucks. A percentage of each dollar, which varies by vendor, goes directly to McKenzie. Gift Cards can be ordered throughout the year. Order forms are always available online at **WWW.MCKENZIEPTA.COM** in the "Forms" section.

GROCERY DOLLARS: This committee manages the Grocery Dollar Program fundraising program. Additional volunteers deliver Grocery Dollars each month. Grocery Dollars is an easy way to support the PTA. The PTA sells gift certificates for Jewel, Dominick's, Whole Foods, and Treasure Island. A percentage of every dollar goes to the PTA. Grocery Dollars may be obtained on a subscription basis or individually, and can be paid for by check or credit card. They are delivered monthly to your home or can be picked up at school on designated days. Order forms are always available online at www.mckenziepta.com in the "Forms" section.

LADYPALOOZA: For a fun-filled evening of shopping with the gals, be sure to come to Ladypalooza. A wide variety of vendors and items are what makes this night a fabulous place to purchase gifts for yourself and others. The purchase of your ticket includes light food, beverages and more!

MCKENZIE WOMENS SOCIAL: A fun-filled evening for moms only. A set donation to the PTA is your ticket in! Come enjoy food and drinks with a bunch of McKenzie moms at one of your neighbor's beautiful homes - space is limited, so get your ticket early!

MERCHANDISING: These chairs manage the sales of school spirit wear and offer additional

McKenzie logo items. The t-shirts, yoga pants, and sweatshirts are perfect for McKenzie spirit day! Or display the white and blue McKenzie cheetah magnet proudly on your car or locker!

VARIETY SHOW: The Variety Show has a Producer & Director team, and many volunteers (parents, teachers, and staff) to write, produce, and perform an original show each year. Rehearsals begin in January and the show is in March. No drama experience, or even a bit of talent, is required. Volunteers get to know lots of other folks (and are considered by their kids to be stars). The show needs writers, actors, singers, dancers, set designers, musicians, lighting, ticket and t-shirt sellers, ushers, concession sellers, typists, seamstresses, painters, graphic designers, people who can operate a copy machine or a telephone, and even those who can't. This annual fundraiser is one of the year's true highlights and one of the school's biggest traditions since 1980. There are six performances in late Winter. Tickets usually sell out. It's fun for all!

HOSPITALITY

FAMILY TO FAMILY: This volunteer contacts or sends flowers and cards to McKenzie families, teachers and staff in need.

FIRST DAY OF SCHOOL COFFEE: This chair organizes and runs the First Day of School Coffee during the few hours that students attend class. Parents and younger siblings are invited to the cafeteria and, weather permitting, the area just outside of the cafeteria. Come socialize, enjoy light treats, and sign-up to help at school.

HOSPITALITY: This committee provides light refreshments for PTA meetings.

LAST DAY OF SCHOOL COFFEE: This chair organizes and runs this event in the cafeteria on the last day of school. School only lasts about an hour. Drop by the cafeteria for coffee and conversation.

SPRING LUNCHEON: These co-chairs organize the annual PTA Spring Luncheon to honor our teachers. The buffet-style luncheon is held the last day of Teacher Appreciation Week in May. A McKenzie parent hosts the event, and volunteers help set up, serve, and clean up. Volunteers bring salads, sandwiches or desserts.

The staff and teachers always come, so it's a great chance to visit and have lunch with them in a relaxed setting.

TEACHER & STAFF BACK-TO-SCHOOL

LUNCHEON: Co-chairs organize this luncheon for all McKenzie faculty held at school the day before school starts. Bring a dish or come serve. It is a fun chance for volunteers to get to know teachers and have an early sneak peek at school.

WELCOMING COMMITTEE: The Welcoming Committee assists with New Family & Kindergarten Orientations. This committee is the place to go to find answers and friends that will help you as you join the McKenzie Community. Stay tuned for WELCOMING events and programs.

SCHOOL SUPPORT

BIKE SAFETY DAY: This chair coordinates with the Civics and Safety Chair to organize and run the Bike Safety Day program for 2nd & 4th graders, which takes place in April.

CAFETERIA: These co-chairs schedule the lunchroom volunteers each month and coordinate with the lunchroom staff. Volunteers may choose between serving food and helping to keep operations humming. The staff will tell you that, time and time again, they have seen a volunteer turn a child's blue day into a happy one, just by giving a warm smile. Volunteers commit to one day/ week (11:15am - 1:00pm) for a month at a time or can be on-call as substitutes. A free lunch is offered. Come find out if your child eats dessert first!

CIVICS AND SAFETY: This chairperson creates awareness of the carpool lane rules, safe walking routes to school, and attends a monthly Village-wide meeting. Volunteers also help keep the carpool line running smoothly from about 3:05 to 3:25 PM. They commit to one day/week for a month at a time, or just pitch in when their schedule allows. Traffic safety volunteers model the latest fashions in neon orange vests, get to interact with students, and, in only twenty short minutes, make a vital contribution to the community.

GARDENS/OUTDOOR CLASSROOM: These chairs maintain the gardens/outdoor classroom which include the Butterfly Garden and the

Prairie Garden. They also organize garden-recess which is available several days a week during the fall and spring.

LIBRARY MEDIA CENTER VOLUNTEERS: This chairperson coordinates a team of volunteers who re-shelve books and help with displays and special projects in the Library Media Center. Volunteers also get to peek in on students attending their weekly sessions in the Library Media Center. Come see some of the great books being published these days. Hours are very flexible. You may even come very early in the morning. No siblings please.

LOST AND FOUND: These co-chairs manage the Lost & Found items. Periodically they will organize a Lost & Found last chance to search for your lost items; unclaimed items are then donated to charity.

SCHOOL IMPROVEMENT PLAN COMMITTEE: This committee works with the Principal to identify and implement long-range plans for McKenzie School.

SPECIAL THINGS

BIRTHDAY BOOKS: Families have the option of donating a book to the Library Media Center in honor of their child's birthday. The financial donation may be of any amount, and participating children select from a collection of books. For summer birthdays, forms are sent home near the end of the school year. The donated book has a nameplate with the child's name. This committee coordinates with the Library Media Center staff to track birthdays and the books that are donated.

GREEN COMMITTEE: The Green Committee encourages environmental awareness through fun activities all year. In the spirit of Reduce/Reuse/Recycle, we organize book exchanges, sponsor the Walking School Bus, and sell McKenzie reusable grocery bags. Parents help in gym recycling relays and classroom presentations on innovative alternative methods of producing energy.

SCHOOL PICTURES: This chair organizes and runs Picture Day, by working with a professional photographer, assisting the children in the

auditorium, and processing the picture orders. These pictures are available for purchase and are included in the school yearbook. Volunteers bring the classes into the auditorium for the pictures. The photographer usually gives them a discount on their orders.

SCHOOL SUPPLIES: This chair works with the teachers and a national school supply company to coordinate school supply lists, process the orders, and deliver boxes of pre-ordered, pre-packaged school supplies to school on Packet Stuffing Day. Volunteers help distribute the packages to the classrooms. The PTA provides this service as a convenience to parents.

YEARBOOK: Three chairpersons (Editor, Art Co-Directors and Business) share the responsibilities of publishing and distributing the yearbook. Yearbooks are ordered in the fall and delivered near the end of the year. The team photographs school events throughout the year, processes orders, and works with the publisher. Volunteers have the satisfaction of knowing they are producing treasured mementos. Everyone may submit suggested photographs for the yearbook via backpack express to the PTA mailbox.

PURELY PTA

AUDIT COMMITTEE: This committee chair comprises the Audit Committee to review the PTA financial records at the end of the PTA fiscal year (June 30). The audit committee includes the incoming President Elect, the incoming Treasurer and four additional volunteers. The audit occurs in one day, takes approximately 4 hours and happens between July 10-July 20. The specific date, time and location are determined by the Audit Chair and confirmed by the Treasurer. The Treasurer does not participate in the audit but attends to answer any questions that may arise. Chairing the Audit Committee is a two year position.

EXECUTIVE BOARD: The Executive Board consists of all elected officers of the PTA: President, President-Elect, Treasurer, Secretary, and the Vice Presidents of Communications, Enrichment, Room Parents and Fundraising. Each officer oversees a major area of operation for the PTA and works closely with teachers and the principal. The Nominating Committee identifies

candidates for the PTA Executive Board. (See Nominating Committee for more information.)

NEW STAFF LIAISON: This position is held by the previous year's PTA President and creates a Welcome Packet for new staff explaining the role of the PTA at McKenzie School. After the first month of school, the liaison is to contact the new staff to answer any questions. The New Staff liaison is available to answer questions throughout the school year.

NOMINATING COMMITTEE: This chair organizes the Nominating Committee, which meets in February to identify candidates for the PTA Executive Board. This Chair also collaborates closely with the PTA President-Elect and the school Principal and presents the slate to the PTA Membership at the March PTA meeting. The PTA membership votes the candidates into office at the April PTA meeting. The new board takes office as of the May PTA meeting. Some term commitments are for two years. The Nominating Committee may also assist (as needed) in filling certain general PTA committee positions. The nominating committee meets two or three times in February, and within the group, grades K-4 are represented.

PTA MEMBERSHIP COORDINATOR: This person works with the Directory Committee to collect and process PTA membership dues and directory orders. This is a vital behind-the-scenes task.

SCHOOL GIFT: Each year the PTA identifies, funds, and implements a major gift for the school. The PTA President-Elect chairs the Gift Committee, which evaluates potential School Gifts. The Committee decides on the gift to pursue, then presents it to the PTA. The PTA then votes on the gift, and it is implemented when funds allow. Past gifts include digital cameras for staff and student use, an 8' climbing wall in the gym, Smartboards in every classroom, mobile computer labs, playground equipment, the reading deck, the prairie and butterfly gardens, and new landscaping for the front entry. Each year we also give "teacher stipends", money allocated to all classrooms, to be used on educational items. The School Gift is one of the main goals of our fundraising.

CALENDAR OF EVENTS: You can find the most up-to-date calendar at our McKenzie website and in the front of our school directory. Here are some highlights for this year.

AUGUST

REMINDERS

- Look for the District 39 calendar to be mailed to you this month and hang onto it!
- Class assignments arrive in the mail about a week before school starts
- Sign up for volunteer positions at the coffee
- Join the PTA at the coffee & order your directory when you join!

SCHOOL EVENTS

- New Family Orientation
- Meet&Greet - All students and parents meet your teacher!



PTA EVENTS

- New-To-McKenzie Family Picnic
- School supplies arrive for distribution
- Teacher and Staff Appreciation Luncheon
- First Day of School Coffee
- Volunteer sign up

SEPTEMBER

REMINDERS

- Deposit money (online or by check to the office) into your child's lunch account (Gr. 1-4) the first day of school
- Chess Club, Session 1 begins

SCHOOL EVENTS

- Curriculum Night
- Performance Series Testing

PTA EVENTS

- Ice Cream Social
- PTA Meeting
- School Pictures



OCTOBER

REMINDERS

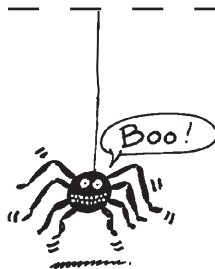
- McClubs fall session begins

SCHOOL EVENTS

- Halloween Parade

PTA EVENTS

- Mulch McKenzie
- PTA Meeting
- Environmental Awareness Week
- International Walk to School Day
- Fall Frenzy
- Picture Retake Day



NOVEMBER

REMINDERS

- Chess Club, Session 1 ends
- CogAt Grades 3;
make sure kids are well rested and at school!
- Remember to pre-order your yearbook!
- Thanksgiving Break

SCHOOL EVENTS

- Conferences for all grades.

PTA EVENTS

- Ladypalooza
- Evening PTA meeting



DECEMBER

REMINDERS

- Chess Club, Session 2 begins
- McClubs Fall Session ends
- Winter Break

SCHOOL EVENTS

- First Grade Music Program

PTA EVENTS

- Sharing Program Gift Delivery
- Movie Fun Night
- Open Gym Night



JANUARY

REMINDERS

- McClubs Spring Session begins

SCHOOL EVENTS

- Kindness Connection
- Performance Series Testing

PTA EVENTS

- Variety Show Rehearsals begin
- PTA Meeting
- Open Gym Nights

FEBRUARY

REMINDERS

- Chess Club, Session 2 ends, Session 3 begins

SCHOOL EVENTS

- Open House

PTA EVENTS

- Benefit
- Evening PTA Meeting
- Open Gym Nights
- Book Fair

MARCH

REMINDERS

- Illinois Standards Achievement Test (ISAT)
Grades 3-4. Make sure kids are well rested!
- McClubs Spring Session ends
- Spring Break

PTA EVENTS

- PTA Meeting
- Variety Show



APRIL

REMINDERS

- Incoming Kindergarten Parent Orientation.
- Chess Club, Session 3 ends

SCHOOL EVENTS

- Outdoor Ed Orientation Meeting
(4th Grade Parents only)
- Highcrest Orientation Meeting
(4th Grade Parents only)
- Earth Week
- Performance Series Testing

PTA EVENTS

- PTA Meeting
- Movie Fun Night
- Celebrate the Arts
- Bike Safety Day, Grades 2 & 4
- McKenzie Women's Social



MAY

REMINDERS

- Conferences for grades K-2
- Order School Supplies for next year!

SCHOOL EVENTS

- Performance Series Testing, cont'd.
- Heritage Day
- Outdoor Education, Grade 4

PTA EVENTS

- Last PTA Meeting
- Bike Hike to Highcrest
- Field Day
- Teacher/Staff Appreciation Week
& Spring Luncheon



JUNE

REMINDERS

- School Year Windup: Many classes have special activities towards the end of school, such as picnics and authors' teas, as well as Field Day. It's a good time to try to have a flexible work schedule, if you are interested in participating as a parent.

PTA EVENTS

- Fourth Grade Farewell & Music Program
- Last Day of School Coffee
- Yearbook Delivery
- Field Day

HELPFUL SURVIVAL HINTS FROM PARENTS

- Attend the PTA meetings. It's a great way to get to know other parents and be in the know on school happenings!
- Be sure to bookmark **WWW.MCKENZIEPTA.COM** on your computers and use the online calendar often when looking for event information.
- If you work outside the home be sure to look into activities that go on after hours that you can participate in such as the Ice Cream Social, which is on a Sunday afternoon, and Fall Frenzy, which is on a Friday night, and the Variety Show, which rehearses at night.
- Volunteer, volunteer! This is a great community of parents and children. You should get to know as many as you can.
- Be sure to purchase a directory at the opening day coffee and consider getting one for your office and car as well. Some families get one for each floor of the house!
- Hang around on the playground the first day of school and check out the volunteer opportunities.
- Check out the websites now and then to keep up to date with what is going on at McKenzie (**WWW.MCKENZIEPTA.COM**) and the district (**WWW.WILMETTE39.ORG**).
- Check your child's backpack EVERY DAY! There is important Backpack Express and other info you don't want to miss so be sure to READ everything completely.

- Watch for the packet that comes home the first day of school. There is information that you need to return the next day.
- If you have misplaced a flyer, check the flyer archive and committee page. If you can't find what you want on the website, just e-mail "askcheetah@mckenziepta.com" This inquiry address is located under the Contact Us tab on the PTA website.
- Be sure to check the menu if your child buys lunch. There may be a day he/she would prefer you make a lunch instead!
- Sign up to serve lunch on occasion. It's a great way to put the faces with the names of the children your child is in class with.
- Order school supplies at the end of the year for the next school year. It saves time and insures your child has everything they need.
- Watch for yearbook order forms in the fall.
- McClubs are after school programs sponsored by the PTA and a ton of fun for the kids!
- An extra set of clothing is always wise to have in their lockers, especially during the wet and cold winter months.
- Enjoy your time here, it goes by too quickly!

THE LOCAL LANGUAGE

Terms you will hear during your stay at McKenzie.

BUTTERFLY GARDEN: The garden is located along the west wall of the school building, just south of the blacktop area. It is maintained by the landscape committee, who can always use help watering and weeding. Many classes integrate the garden into their curricula. (see map)

CITIZENSHIP HANDBOOK: Each year the students and parents are asked to read this handbook about the expectations of school behavior and sign it.

CLIMBING WALL: an 8'x30' designed-for-climbing "wall" located in the Small Gym. Foot and hand mounts as well as ball and hoop holds assist and challenge children in the exercise of vertical and horizontal climbing.

CONNECT-ED: The automated emergency phone system for District 39. (formerly Pace 39).

CURRICULUM DIFFERENTIATION: This is a process that a teacher uses in the classroom to help address learning differences between all children. In differentiating curriculum, teachers may modify the content (what students learn and at what rate they learn it), vary the thinking process, (how students will examine the ideas being taught), and/or assigning a range of products (students' demonstration of their learning). Learning Behavior Specialists and a Curriculum Differentiation Support Teacher assist classroom teachers.

ENRICHMENT PROGRAM: The enrichment program includes all efforts to enhance the educational curriculum. These efforts include field trips as well as music, science, cultural and literary programs.

FAMILY AWARENESS NETWORK (FAN):

A parent-based, New Trier-based organization that provides lecture programs and information on parenting and social issues.

HABITAT GARDEN: The garden is located at the Kindergarten entry. It was the Eagle Scout project for a McKenzie alum. Students study birds that visit the garden. (see map)

HOMEWORK HANDBOOK: A guideline that was put together after a survey was conducted regarding homework.

LEARNING BEHAVIORAL SPECIALISTS (LBS):

They assist in the classroom with Curriculum Differentiation.

LIBRARY MEDIA CENTER (LMC): Another name for library.

MIKAELIAN EDUCATION CENTER (MEC):

The operations of District 39, including the superintendent and administrators. The Village-Wide PTO meets there monthly. There is a copy center for the use of district PTAs and PTOs. It is located at 615 Locust Road in Wilmette. The phone number is (847) 256-2450.

MCKENZIE ONLINE INTERACTIVE WEBSITE:

Our website is WWW.MCKENZIEPTA.COM

MCKENZIE MONITOR: The brief, weekly update of upcoming events and lunch menu emailed to you weekly.

PARAPRO: An assistant teacher who is usually assigned to a classroom to meet the needs of one or more specific children but also helps the classroom as a whole.

PRAIRIE GARDEN: The garden located at the southwest corner of the school building. It was a gift from the PTA intended not only to beautify the school, but also help the students who are learning about the Midwest region. (see map)

READING DECK: The reading deck is located in the northwest area of the playground and was renovated in 2003. When the weather is warm, teachers will sometimes conduct classes on the deck. (see map)

READING RALLY: “Reading Rally” is a group of books recommended for 4th graders by District 39. It can be found at the Wilmette Library and the Library Media Center.

RED DOT SYSTEM: This is a system set up for all the correspondence that is sent home from the school. When an item is being sent home to all children, in the cases where siblings attend McKenzie, the family will receive only one copy to cut down on paper waste.

SAFE PHONE: Each day a child is absent, a parent must call the Safe Phone to report the absence. The McKenzie Safe Phone number is (847) 256-0369.

SCHOOL SUPPLY LIST: A list of items needed for the school year. You can use the list to buy your own supplies. For your convenience, these items can be pre-ordered at the end of the school year for the next year and will be delivered to your child’s classroom on the first day of school by the PTA.

SMARTBOARD: a name-brand for a type of interactive whiteboard that is a large, touch-controlled screen that works with a projector and computer. The projector throws the computer’s desktop image onto the interactive whiteboard, which acts as both a monitor and an input device. Users can write on the interactive whiteboard in digital ink or use a finger to control computer apps by pointing, clicking and dragging just as with a desktop mouse. The screens are mounted onto the walls and the projectors are mounted onto the ceilings in the classrooms.



2009-2010

Contact a member of the
Welcoming Committee with revisions
for the next printing