

STUDENT HANDBOOK 2018-2019

**McKinley Elementary School
1240 McKinley Street
Cañon City, CO 81212
(719) 276-6010**

Scott Morton, Principal



WILDCATS ROAR!

McKinley website: www.mckinleywildcats.org

Quick Info at Your Fingertips

McKinley Phone Number.....276-6010*

Please note that this number will appear in Caller ID when calls are made from **any phone in the building.*

McKinley Attendance.....276-6012

Breakfast Served at: 8:00 a.m. – 8:30 a.m.

Playground Supervision begins at 8:30 a.m. – Please, only leave your child when there is adult supervision.

School Start Time: 8:40 a.m.

School End Time: 3:35 p.m.

First Day of School (1/2 day – Dismiss at 11:50 a.m.)	August 22
NO SCHOOL (Labor Day Holiday)	September 3
Delay Start: school begins at 10:40	September 12
October Count	October 3
Delay Start: school begins at 10:40	October 10
No School-Elementary Only	October 18
NO SCHOOL DISTRICTWIDE (Teacher Prof. Dev./Teacher Workday)	October 19
End of 1 st Trimester	November 9
Delay Start: school begins at 10:40	November 14
No SCHOOL DISTRICTWIDE	November 19
No School: Thanksgiving Break	November 20-23
Delay start: school begins at 10:40	December 12
NO SCHOOL DISTRICTWIDE	December 21
No School: Christmas Break	Dec. 24-Jan. 4
No SCHOOL DISTRICTWIDE	January 7
Delay Start: school begins at 10:40	January 16
NO SCHOOL DISTRICTWIDE	January 21
Delay start: school begins at 10:40	February 13
NO SCHOOL DISTRICTWIDE: Winter Break	February 18 & 19
End of 2 nd Trimester	February 22
Delay Start: school begins at 10:40	March 13
NO SCHOOL DISTRICTWIDE	March 15
No School Districtwide: Spring Break	March 18-22
Delay Start: school begins at 10:40	April 10
No School-Elementary Only	May 2
No SCHOOL DISTRICTWIDE	May 3
Delay Start: school begins at 10:40	May 8
Last day school: 11:50 dismissal	May 24

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MCKINLEY ELEMENTARY SCHOOL

MISSION STATEMENT

McKinley Elementary School is dedicated to academic, social, and personal growth by empowering self-motivated, kind, respectful, and confident students in a safe environment rich in family traditions.

McKinley Vision

We believe...

- Through collaboration we can effectively identify needs, create and implement differentiated instruction for optimal growth
- In building relationships between students, staff and families
- In continuing and implementing with consistency the Positive Behavior Intervention Support (PBIS) model
- In student involvement in individual goal setting and tracking their own progress
- In using 21st century skills
- In utilizing best teaching practices

Welcome to McKinley Elementary School! This handbook has been prepared to introduce our school to you, and it will provide essential information about McKinley School and the rules under which the school and District RE-1 operate.

The mission of our school district is to develop compassionate, responsible, independent, and productive citizens through a quality education in a safe learning environment. This mission cannot and will not be accomplished without cooperation and support between parents and school staff. We want the very best possible educational experience for your child. We invite you to work with us as a team toward this very important end.

Principal's Message

Welcome to the McKinley Family. At McKinley, we foster an education rich in family traditions, while holding high standards of academic growth for all students. During the 2018-2019 school year, we will continue working with our previously adopted literacy and math programs, and implementing the next layer of our Caring School Community which includes a home connection, as well as a community connection. As we implement these new strategies, you are encouraged to be an active participant with your child. Additionally, the Cañon City School District will continue with trimesters in most elementary schools. These grading periods align to our benchmark assessments throughout the year which will provide an in-depth look at your child's progress in the current grade. If you have questions about the trimester system, please ask your child's teacher or stop by the office. In addition to supporting these endeavors, please continue to support McKinley and your child in the following manner:

Eat Lunch: You are encouraged to come have lunch with your child. Please call ahead to check the time of your child's lunch and to order a lunch if you wish to purchase a school lunch. Plan to attend the Wildcat Grill which is held four times during the school year with specials themes. Watch the monthly newsletter for information.

Visit Classroom: You are also encouraged to visit your child's classroom. You are requested to call ahead to plan your visit in the event something has been planned in the classroom.

Volunteer: Become a volunteer. We are always seeking people to come in to assist in the classroom. Activities include working with students as well as sorting and stapling papers for the teacher. Go to the Cañon City Schools website to become a volunteer today!

Please be sure to reference this book often when questions come up during the year. Understand that although we attempt to cover all items in this book, there will be circumstances that arise that are not covered. We have many new faces in the building this year. Please take the time to become an important member of the McKinley Wildcat family. Feel free to stop by or call any time you have a question or concern.

I am looking forward to having you participate in all activities with the McKinley Elementary School for the 2018-2019 school year!

Scott Morton, Principal

Quick Tips...

What to do when...

My child will be absent: Call the attendance line at 276-6012 prior to 9:00 a.m. If your child has had a doctor's appointment, please bring documentation from the doctor to excuse the absence.

My child is tardy: Bring your child in to the front office to receive a tardy slip to be admitted into class. As a reminder, seven (7) tardies equal one day absence.

I need to pick up my child before dismissal: Go to the front office to request your child be called to the office. Please be mindful of instruction within the classroom and refrain from pulling students early from class. It takes away your child from instruction and interrupts the routine within the classroom. **This year, you will be required to show photo ID in the office every time you enter the school.**

I need to know if there is a weather delay or cancellation: Decisions are typically made prior to 6:00 a.m. You can tune into the local television channels, listen to KRLN/STAR Country or check the Cañon City Schools website and click on the "Snow Day" tab.

My child needs to take medication while at school: Medications should be given at home or by parent if possible. However, if medication must be given during school hours, prescription medication may not be given at school without a written order from the child's doctor. The order must state the name of the medication, the amount of dosage, and when it is to be given. The medicine must be sent to school in the **original** prescription bottle. Lastly, parents must also write a note giving their permission for the medicine to be given at school. **Students may not bring in medications—whether prescription or over-the-counter.** Parent will be notified.

I would like to visit my child's classroom: Please check with the classroom teacher prior to the visit to ensure it would not be a disruption to have a visitor in the classroom. If approved, report to the front office upon arrival to obtain visitor's/volunteer badge and sign in at the front office.

I would like to meet with my child's teacher: Please call or send in a note to the classroom teacher to arrange a meeting. Conferences will be held during the first semester and then as needed during the second semester.

I would like to volunteer at my child's school: Please visit the Cañon City Schools website to complete the online portion of the volunteer process. Once the online process is complete, the Human Resources Director will make contact to set up a short interview. Once approved, you will receive a volunteer badge that will be housed at the school. All chaperones for parties and field trips must be on the approved volunteer list.

McKinley School Information & Policies

School Hours

Supervision of students begins at 8:00 a.m. in the cafeteria, followed by outside recess from 8:30 a.m. to first bell at 8:38 a.m. Classes begin at **8:40 a.m.** and end at 3:35 p.m. As there is no playground supervision provided after school, we ask that you make arrangements to pick your children up promptly at 3:35 p.m. NOTE: Kids Klub is no longer held at McKinley.

Breakfast is served from 8:00 a.m. – 8:30 a.m.

If, because of parent work schedules, you need for your child to arrive before 8:00 a.m., we suggest that you contact the Cañon City Recreation and Parks District at 275-1578 (575 Ash) and arrange to have your child participate in the "Kids Klub" Program. For a nominal fee "Kids Klub" provides supervised childcare and before and after school.

Delay Start Wednesdays

McKinley Elementary School is participating with the Task Force Wednesdays which will be held on the following dates:

- September 12
- October 10
- November 14
- December 12
- January 16
- February 13
- March 13
- April 10
- May 8

This time will allow staff to receive direct professional development throughout the year to ensure that your child is receiving the best instruction every day. Breakfast will be served on these dates. Transportation will pick students up two hours later than normal transportation days and supervision will begin at school at 10:00 a.m. Kids Klub will also be available for supervision at their cost, but not at McKinley. Please contact CC Parks and Rec for more information.

School Closing or Delay Start due to Weather

If school is cancelled or a delay start of school is required, the decision will be announced by 6:00 a.m. on the local radio stations and local television. If a delay start is implemented, all school starting times will be two (2) hours later. Also, school buses will run the routes approximately two (2) hours later than the normal schedule times. The following radio and television stations will be given information regarding school closures, delay starts and early dismissals:

Cañon City Schools website: www.canoncityschools.org
Follow Mr. Morton on Twitter: @WilScoMorton
Radio: KRLN (1400) AM or KSTY (103.9) FM
TV: KOAA (Channel 5), KKTU (Channel 11), KRDO (Channel 13)

If no report is given, it can be assumed that school will be held on regular sessions. Patrons are asked not to call the school or district office. Telephone lines must be kept open for emergencies.

Student Check-Out

These days we find ourselves, quite rightly, verifying the identity of everyone who picks up students from our school during school hours. To pick up a student you must meet one of these conditions:

1. Be a parent/guardian (with photo identification) and identified on Infinite Campus.
2. Be a person who is named on the emergency contact list for that student (with photo identification).
3. Be a person who is authorized by the parent/guardian by a phone call/letter to pick up a student (with photo identification).

Visitation

Parents are always welcome to visit school. **Visitors must report to the office, sign in on the log, and obtain a pass.** The pass indicates to our staff that the visitor has checked in at the front office. It is usually better to call and arrange a time with the teacher if you want to visit the classroom or have a conference about your child. Teachers have planning periods and are also available to conference with parents before or after school.

Telephone

Please remember that the school telephones are for school business only. Students will not be permitted to use the phone to call for rides, homework, books supplies, etc. unless the teacher gives approval. Students may not use the phone to arrange to go home with friends. In case of illness, the health technician will call the home.

PLEASE remember to give your children instructions in the morning before they leave home as to what they are to do after school - who will pick them up, etc. We make it a policy NOT to interrupt class to deliver messages to children unless it is an EMERGENCY. In the event of an emergency message, the message will be delivered to the student by the end of the day.

Access to Student Records and Students

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to students' education records. According to FERPA, both custodial and non-custodial parents shall have access to their child's school records unless the school is provided with a court order which provides to the contrary. Also, children of estranged or divorced parents will be released to go with either natural parent unless the school district has in its possession a copy of the court order granting custody to one parent. In both of the above cases, the obligation is upon the custodial parent to provide satisfactory documentary evidence to the school district.

Attendance

Effective last year and continuing this 2018-2019 school year, a parent may excuse their ill or injured student up to six (6) times in a school year, for any part of a day without a doctor's note. After the sixth parent-excused absence for their ill or injured child, a doctor's note will be required for all subsequent absences. Prearranged absences shall be approved by the principal for appointments and circumstances of a serious nature only, which cannot be taken care of outside of school hours. Personal outings and the like will be unexcused absences and may affect truancy. If your student is receiving services and supports for medical conditions through the special education department or counseling office and has an active Individualized Education Plan (IEP) or Section 504 plan, please see the assigned special education case manager or school counselor assigned to your student's building. The school administration is the final authority for determining the classification of all absences and will utilize the guidelines stated in *District Policy JH* to make that determination. To view the full detail of District Policy JH, please access the following: www.caroncityschools.org, select: District link; District Resources link; District Policy link. Lastly, students who are absent the day of an activity (before, during or after school) will not be allowed to participate in the activity. All day attendance is mandatory.

Parents are asked to help us maintain our high attendance rate at McKinley Elementary School by carefully assessing their role in promoting good attendance habits in their children. Please follow these guidelines:

1. Call in on the morning of the absence. **276-6012—Attendance Line**. If we do not hear from you, the school health technician/attendance clerk will contact you by telephone to determine the reason for the absence.
2. Students who are absent or tardy due to a doctor's appointment must provide the school with a doctor's note.
3. For absences not related to illness or family emergencies, and longer than three (3) consecutive days:
 - a. **At least three days prior to the absence**, call the office to speak to the Principal or write a letter to the Principal. (Absences will be considered unexcused if this call is not made or a letter not written. Unexcused=zeros for period of time absent.)
 - b. School work missed will be compiled for the student and given to him/her upon his/her return, when feasible. It will be the responsibility of the parent and the student to ensure that work is completed. Students will be allowed two days for each day absent to complete work missed. Please note: not all work is in a format to be sent home.
 - c. If, in the opinion of the teacher and the Principal, the prolonged absence will have an inordinately detrimental effect on the student, a conference with the parents will be initiated.
4. If a child has reached four unexcused absences in a month and/or a total of ten absences (either excused or unexcused), the principal will review the circumstances for the child's absences and determine next steps. Please refer to District Policy #809 regarding truancy.

Late Arrivals and Mid-day Appointments

For the safety of our students, parents must sign for students both when they check them out of school and when they return. To maximize the learning time, no students will be called out of class until the parent or guardian arrives to sign the student out. Parents must sign students in at the nurse's office when late for school, to avoid an unexcused tardy in their student's attendance records.

Safety Patrol

Safety Patrols are posted at crosswalks to assist students in crossing the street. **All students should use crosswalks when arriving or departing from school.** Students from 5th grade will have an opportunity to serve on the Safety Patrol throughout the school year. There are academic qualifications. No student will be allowed to carry an unsatisfactory grade in any class for a period longer than one week and remain on patrol.

Weather

Please dress your child according to the weather. Our students go outside for recess in all but the coldest or wettest of weather. Students WILL go out when snow is present; please dress your child accordingly, especially snow boots. The District temperature to go outside is 20 degrees. Temperatures are monitored throughout the day, so if it is at least 20 degrees, students will be going outside. Please ensure your children are dressed for Colorado weather.

MCKINLEY SAFETY POLICIES

Bus and Parking

The school bus lane is located in front of the school on McKinley Street. Parents who drive their children to school are requested to **drop off and pick up (Paws & Go) either on Colorado Avenue OR in the parking lot north of the school.** The purpose for this is to relieve traffic congestion and to provide for children's safety. Students who ride the bus after school will remain in the building until the arrival of the bus. While in the bus line and on the bus, students are expected to:

1. Maintain ROAR expectations-- Be respectful to others;
2. Be courteous. Use appropriate language and gestures;
3. No eating or drinking in the bus line or on the bus;
4. Cooperate with the bus driver and substitutes;
5. Be respectful of school bus property;
6. Remain in your seat;
7. Keep hands, head, and feet inside bus at all times;
8. No pets on the bus;
9. No flammable or dangerous materials on the bus; and
10. Sit in assigned seat, if needed.

Bicycles / Skateboards / Scooters / Heelies

Bike racks are located on the south and east sides of the building. Students are asked to walk their bikes onto the grounds and to use the bike racks. Skateboards, heelies, or roller shoes, are not allowed in school.

Fire Drill/Critical Incident Drills

The Cañon City Schools have adopted the safety protocol associated with the "I Love U Guys" organization (information available at www.iluvyouguys.org). In keeping with good safety habits, students are instructed in the quickest and safest way to leave the building in case of fire or other emergency. This instruction includes actual practice in filing out, moving to a safe distance, and remaining until the "all clear" signal is given. In addition to removal from the building, students will practice situations requiring a secure status within the building. Our school also has a plan in place to deal with "critical incidents." We will regularly review and practice these procedures with our students.

School Resource Officer (SRO)

McKinley is excited to again offer the presence of a Fremont County Sheriff Officer at the school. This SRO will be shared with other neighboring schools, but we are excited to be in partnership with the Fremont County Sheriff's Department to provide another layer of safety for our students.

McKinley Student Behavior

The McKinley Elementary staff has adopted the principles of the Positive Behavior Intervention Support (PBIS) to best meet the needs of students and staff within the building. Students will become familiar with ROAR. Please visit with your child regarding the expectations of a student who ROARs.

Students are expected to adhere to behavior guidelines at all times while at school, on school grounds or participating in school activities. Students will have multiple opportunities to become familiar with the PBIS behavior matrix which outlines positive behavior. Classroom teachers will display classroom matrices to align with school expectations. Students who are "caught" demonstrating ROAR behavior will receive a "Something to ROAR About" ticket and it can be redeemed at the front office. Students' names will go into a weekly drawing where winning students will select a reward for his/her class. Additionally, classrooms have the opportunity to win the "Golden Trash Can" award for having the cleanest classroom for the week.

Discipline issues are normally handled by the classroom teacher, yet if the situation warrants, students are sent to the principal. Action taken by the principal may vary from a short talk, to in-school suspension, to out-of-school suspension. If your child is sent to the principal for a severe problem, you will be contacted by the principal as soon as possible.

Field Trips

At various times throughout the year, students will have the opportunity to participate in an educational field trip with their class. If the student has been demonstrating unsafe behaviors, arrangements will be made with parents before the field trip to ensure a safe experience, which could include parent supervision for the field trip or loss of privilege. In addition, if fees are owed (library, lunch, etc.), there is a possibility a student might not have the opportunity to participate with the field trip until obligation has been tendered. Lastly, if parents are chaperoning the field trip, siblings are not allowed to attend with the group, as the adult will be monitoring the safety of other students on the field trip. These volunteers must be approved by the school district.

Student Dress

A safe and disciplined learning environment is essential to a quality educational program. Standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems and improve school order and safety. Building Administrators will be sensible in their approach to handling the school dress code and will enforce it equally among the entire student population. Consequences handed out for dress code violations will be sensible, consistent, and fair.

The following clothing is appropriate for school:

- Clothing that covers all private parts of the body (chest, belly, back, and buttocks).
- Clothing that is clean and fit properly.
- Clothing without rips, tears or holes in areas covering all private parts of the body.
- Clothing that respects school culture and is not a distraction to the learning environment.
- Footwear that protects a student's feet.

The following clothing/items are not appropriate for school:

- Bare feet, slippers, socks without shoes.
- Sheer, tight or low-cut clothing.
- Clothing that exposes private parts of the body (chest, cleavage, belly, back, and buttocks).
- Clothing, jewelry, body art, hair color or any other type of dress that is disrespectful, disruptive or impeding. Including but not limited to items that contains inappropriate messages, pictures or sayings, references to alcohol, tobacco, gangs or drugs.
- Sunglasses, hats, caps, or stocking caps worn inside the building.
- Tank tops with thin shoulder straps or large arm holes.
- Bagging/sagging pants.
- Low cut shirts of a revealing nature.

Parents are expected to support this policy and review the expectations with their child(ren). In the event a student's parents cannot be reached, students will be provided something to wear by the school.

CONSEQUENCES:

1st Offense - With an adult present, the student will call home to have parent bring school-appropriate clothing. If not available, the student will be provided clothing from lost and found.

2nd Offense - With an adult present, the student will call home to have parent bring school-appropriate clothing. If not available, place in ISS for the remainder of the day.

3rd Offense - Place in ISS for 1 day and a conference with parent will be held.

Additional Offenses - Will result in an office referral for noncompliance and appropriate additional disciplinary action will be administered.

Food Service Information

BREAKFAST AND LUNCH: It is a well-known fact that hungry students cannot learn. Children who eat a healthy breakfast and lunch every day have better attendance, fewer discipline problems, higher test scores, are more attentive, and have energy to participate in everyday school activities. These are great reasons to allow your children to participate in our school district's National School Breakfast and Lunch Programs. Nutritious, well-balanced meals are offered at a reasonable price every school day in all Cañon City Schools. Students who bring sack lunches may buy cartons of milk at lunchtime. The price is 60¢ per 8 oz. bottle. If your child is allergic to milk, please send us a signed note stating that fact.

Lunch Prices

	Regular Price	Reduced Price	Adult Price*
Breakfast	No Charge	No Charge	\$2.00
Lunch	\$2.00	No Charge	\$3.50
Milk/Water	60¢		
Extra pizza	\$1.00	\$1.00	\$1.00
Sack lunches for field trips can be purchased through the cafeteria for the same price as regular lunch purchases.			

Free and reduced meal applications are available at the school office or on our website at www.ccsnutrition.org, and may be submitted at registration or at any time the need arises during the school year.

For your convenience Nutritional Services is offering an online service (www.payforit.net) that will allow parents to use a credit card to make payments onto their children's meal accounts, check account balances and track student purchases from the comfort of your own home. If you would like additional information about the meal program, please call McKinley's cafeteria (276-6014) or the Nutritional Services Office (276-5814/5813). We look forward to serving your child this year!

For more information on our program, including the nutritional content of our menus, please visit our website at www.ccsnutrition.org. We believe that children need lunches that are nutritionally sound. Therefore, we strongly suggest that students **not bring** soft drinks as part of their lunch. McKinley Elementary School DOES allow peanut products at school. This guideline is subject to change due to allergies of students within the building. If the school is notified that a student has a severe peanut allergy, a note will be sent home to notify parents that we are a "peanut-free" school. If you have questions, please contact the office.

Wildcat Grill

McKinley Wildcats host a Wildcat Grill four times per year that honors different people within the school and the community. On this special day, we encourage you to come be a part of our McKinley family and eat lunch to honor our designees. Information will be provided monthly in the school newsletter as to the theme, the food menu and times of lunches for the day.

Health Information

Health Services and Medication Policy

A full time health technician is available each school day to assist children who become ill or injured and to dispense medications. A registered nurse is also available to consult with parents regarding health-related concerns by appointment. When your child is obviously not feeling well, is vomiting, or has an elevated temperature with symptoms, please keep your child at home. You may contact the health office for more information. Please contact your health care provider when a recurring health problem is impeding your child's attendance or performance at school. The health office will contact the on-file parent if your child becomes ill at school. Children who are ill are sent home according to *Infectious Diseases Guidelines in Child Care and School Settings*.

General vision and hearing screenings are conducted on all new students, those with teacher or parent concerns, and those in grades K, 1, 2, 3, 5, 7, and 9. We maintain health records on each of our students and would appreciate assistance in keeping these up to date. Please keep the health office informed of immunizations that are completed and diagnosed health conditions that may affect your child's performance at school. PLEASE UPDATE CURRENT PHONE NUMBERS FOR YOU AND AN EMERGENCY CONTACT THROUGH CAMPUS PORTAL.

Colorado State law requires all students to be immunized before allowed to attend public school. A current immunization record needs to be on file with the health office. If immunizations are incomplete, please see the health office for plans to become compliant. The health office can assist with personal, religious, or medical exemptions. Children who are non-compliant can be excluded from school after 14 days without health office contact or those without a plan in place with the health office to become compliant.

Prescription and non-prescription medication which is to be given at school needs to be brought to school in the original container with a matching medication permission form filled out by a health care provider and parent/ guardian. Medication permission/ authorization forms are available from the health office. Medication authorization forms are valid for the current school year. A new authorization form is required per school year and for any changes in a medication, dosage, time, or route. Only the required amount of medication to be taken at school should be sent. Students may not keep medication in their personal possession and cannot carry medication refills into the building.

Individual Health Care Plans may be required from a health care provider for chronic health conditions and long term medications. See the health office for specific Health Care Plan forms.

Some children may be allowed to self-carry and self-administer asthma and anaphylaxis medications in school. There is to be written permission from Health Care Provider, parent, and Registered Nurse. Self-administration of any other form of medication must have prior approval through the Registered Nurse as well as written permission from Health Care Provider, parent, and Registered Nurse. Specific forms are available from the health office. Typically this medication is not handled by school personnel nor stored in the school medication storage area.

Protocol comfort medications are available at most schools with the prescription of a local health care provider with prescriptive authority and the written permission of the parent on the annual health history and permissions form. This list may change at any time. These medications **can** include, but are not limited to:

Acetaminophen (headaches, pain)
Sting kill swabs (insect bites)
Menthol throat lozenge (sore throat or cough)
Bacitracin topical cream (cuts or abrasions)
Ibuprofen (pain, headache)

Calcium Carbonate (stomach upset)
Burn free pain relief gel Lidocaine- (minor burns)

Curriculum

The State Board of Education has built Colorado's education system around challenging academic standards. Although the CMAS (state assessment program) only assesses Literacy, Math and Science, we follow the standards for all subjects. McKinley uses assessment data to monitor student progress, design student and program interventions, and to improve our practice.

Literacy: The Cañon City School District will continue the *Journeys* reading program, as well as *Lindamood Bell*. The daily schedule will consist of 30 minutes of whole group reading and one hour of small group and independent reading. This literacy block will be ninety (90) minutes in length with the possibility of an additional 30 minutes of intensive focus at grade level for every child. Special Education and Title students will also be receiving instruction in the *Lindamood Bell* program which is a research based approach to meet the needs of readers.

Math: *envisions 2.0 Math* will again be implemented in most classrooms. Students will receive one hour of instruction in math with an additional 25 minutes of math focus, which includes intervention, as well as enrichment.

Science: We implement inquiry-based science allowing students to learn science by doing science. Students engage in enduring experiences that lead to deeper understanding of the natural world. Fifth grade students are assessed on the CMAS in the area of science.

Social Studies: *Social Studies Alive* lessons integrate hands-on active learning with multiple intelligences and higher-order thinking skills challenging students to apply what they've learned. Fourth grade students will be assessed on the CMAS in the area of Social Studies.

Art: McKinley students receive Art instruction once a week on Mondays or Tuesdays. Students will be introduced to a variety of art themes throughout the course of the year. Don't miss the Student Art Gallery on the McKinley website along with the art hallway to see student work!

Computer: All students in grades K-5 have the opportunity to become computer literate in age and task-appropriate technology skills. Each class will receive weekly computer instruction in the lab. Internet & Online Safety tips are on the McKinley website.

McKinley Students gmail and Internet Guidelines: All third, fourth, and fifth grade students will have a Google account including gmail, Drive, Classroom, Docs, Sheets, Slides and YouTube. Having an online account is instrumental in creating a 21st century learning environment. Students will only be able to email within our school district. Elementary students cannot send nor receive outside emails for safety and privacy concerns. Students will be able to save and share their work with Google Drive from any computer, tablet, or cell phone with internet access. Having a Google account will allow students to keep and share their work throughout their education at Cañon City Schools. With this privilege comes added responsibility for students. Students are expected to use the Google account for educational purposes and follow ROAR (Respectful, Own It, Act Safely and Responsible) behaviors while online. Harassing, use of inappropriate/vulgar/profane language (including but not limited to emojis, sexting, etc.), downloading inappropriate content and bullying is strictly forbidden. Students' accounts are a privilege and must adhere to District Acceptable Use Guidelines (SOP 839). Students not adhering to these guidelines might have their accounts revoked or suspended based on determination by building Principal. Parents will be notified when infractions occur and the consequence to be imposed.

Music: Music instruction at McKinley involves all students K-5. We also have 5th grade band. Students will learn music fundamentals in a safe and fun environment, while learning how to successfully be a part of a cooperative group. Various grade levels produce musicals and performances throughout the year and all students get the chance to perform in some venue. In music the students explore through song and culture the joys of music. All 5th grade students are able to participate in the band program. A limited number of school instruments are available for use, but the majority of the students will need to provide their own instruments. If there are any further questions about the program please contact the music teacher.

Physical Education: All McKinley students participate in a regular program of P.E. that emphasizes the important of physical activity, health and wellness. Students learn to cooperate and problemsolve through games. Fourth and Fifth grade students districtwide participate in *Fitnessgram* to measure strength, endurance and flexibility. If there are any medical or physical reasons why your student should not participate, please inform the P.E. teacher at once. A doctor's statement is needed if a child is to be excused from P.E. for more than a week.

All students must wear sneakers for P.E. Girls are requested to wear a pair of shorts under their skirts during P.E. class or to wear slacks or shorts. Boys may wear anything appropriate within the school dress code.

Homework Philosophy

We believe it is important for students to develop a sense of responsibility for their learning. Teachers and parents are important partners in helping students learn this responsibility. Learning beyond the school day is a valuable component of that responsibility. We recognize that there is a great deal of competition for a child's time during the after-school hours. We believe that children should have an opportunity to interact with a wide variety of activities as they develop emotionally, physically, and socially. Additionally, we acknowledge that children need unstructured time to allow them to utilize their creativity and to develop their own special interests and hobbies.

Recommendations for Homework

- Homework may be assigned Monday through Friday
- Homework must be relevant and purposeful
- It needs to be something students understand and can usually do on their own
- Approximate time recommendations are as follows (times may vary slightly according to academic agenda):

Grade K; 7-10 minutes	Grade 3: 28-40 minutes
Grade 1: 14-20 minutes	Grade 4: 35-50 minutes
Grade 2: 12-30 minutes	Grade 5: 42-60 minutes

Library

Library books may be checked out for a period of two weeks. After the book is overdue for two weeks, the student will be responsible for returning or replacing the book. Damaged books must be replaced or paid for immediately. See the librarian for such fines. Any fines on student accounts will result in revoked privileges of checking out books until it is satisfied. If payment is not made prior to field trips, the student might not be eligible to attend the field

trip. If book return or payment is not satisfied by the end of the school year, you will not be able to register for the next school year until fines are paid. Multiple damaged or lost books will result in loss of check out privileges for the remainder of the year.

Textbooks

Textbooks are normally provided by the school and are checked out to students. Students are reminded that all textbooks must be checked in at the end of the school year. Fines will be levied against students who either lose textbooks or return textbooks that show excessive damage or wear and tear as a result of use from that school year. The classroom teacher will determine the amount of any fine, based on the cost of repairing or replacing the book.

Student Council

The Student Council will be sponsored by school staff. Student Council is a service organization designed to give students leadership roles in our school. Representatives are chosen from 3rd, 4th and 5th grades. The Student Council sponsors many events throughout the school year. Any money collected is used to facilitate special events and projects.

Staying After School

Occasionally a student may be required to stay after school because of behavior problems or to finish work. If this happens, the student or the teacher will notify the student's parents in advance before the after school period begins, unless otherwise agreed upon by parent and teacher. Bus students will be permitted to ride the bus home as usual, but must stay after school the next day and make arrangements to get transportation home.

Gifted and Talented Program (GATE)

Gifted and talented students between the ages of 4 and 21 show exceptional performance and outstanding abilities or demonstrate potential for in-depth advanced programs. The Cañon City School District is committed to providing an educational program that recognizes the unique abilities and dynamic needs of these students, while promoting adequate yearly progress from their points of entry.

Gifted and talented students are capable of:

- High Performance
- Exceptional production
- Exceptional learning behavior

Identification is through a body of evidence which includes:

- Teacher/parent recommendation
- Gifted testing scores in the top 5-8 percentile
- Achievement testing in the top 5-8 percentile
- Academic/Artistic achievement and performance in the top 5-8 percentile
- Demonstrates accomplishments/portfolios

Districtwide gifted screenings occur at 2nd and 3rd grade and student re-evaluations occur at 5th and 8th grades. GATE resource teachers are available at all levels, K-12. For more information, contact Shyla Swisher at swishes@canoncityschools.org.

Parties

There are two (2) classroom parties planned by the PTO and staff during the year. These are at Christmas and Valentine's Day. For a child's individual birthday, parents may opt to bring treats for students to enjoy at the end of the day. We discourage handing out birthday party invitations at school, as it is hurtful to children not receiving an invitation. Because of confidentiality, our office does not provide lists of students' names, addresses or phone numbers.

Personal Items

- Students should only bring items to school for learning. "Show and Tell" items are the sole responsibility of the owner. **No balls and/or toys should be brought from home.**
- If students bring cell phones or any other electronic device to school, they are required to be **TURNED OFF** from 8:00 a.m.-3:35 p.m. Electronics cannot be used during breakfast or lunch. Lost and/or damaged items are the sole responsibility of the owner.
- Students are not to bring knives/weapons, tobacco, marijuana, alcohol, or destructive or harmful items to school. Anyone doing so will have these items confiscated and will be reported to the Principal. Possession of these items may result in expulsion from school.
- No hard balls, football helmets, bats or cleated sport shoes are allowed at school. Only recess equipment on loan from the Physical Education Department will be allowed during any recess.
- Students are not allowed to buy, sell, or trade personal items at school.

Lost and Found

PLEASE mark your child's belongings with your child's name. If you send money to school with your child, please make certain it is secure in a coin purse or wallet that is also marked with your child's name. When items are found, they are placed in the "Lost and Found" box in the hallway south of the office area. Small items such as jewelry, glasses, money, etc., are taken to the office. Students who lose money should immediately report the loss to the office. Students who find money should turn it in to the office.

McKinley Playground Policies

All school-sponsored recesses are supervised by authorized school personnel. Students are required to have 30 minutes of physical activity daily. Playground rules and proper use of equipment will be taught and practiced with the students regularly.

Our basic playground guidelines follow ROAR expectations:

- Respect
- Owning behavior
- Safety
- Responsible

All playground equipment is inspected weekly for safety hazards and defects. Necessary repairs and adjustments are made promptly to help ensure the safety of the children. If you become aware of a dangerous situation or broken equipment, please notify the school office immediately. ALL playground equipment is off limits to students and siblings after school from 3:35-4:00 p.m. With parental permission, students may return to the playground after 4:00

p.m. Dogs on the school grounds often become a menace. Sometimes children have been injured by simple, innocent play over an exuberant dog. Accordingly, we urge all families to keep their pets at home. If a stray dog or other animal is on the playground, students should leave it alone and contact the office.

Parent/Teacher Organization (PTO)

When your children become part of our school, you automatically become part of our PTO. We hope you will become actively involved in the school projects. PTO supports groups that can help provide opportunities for our children that they otherwise might not be able to receive. McKinley Elementary and your children need your help. Some of PTO's activities include an excellent volunteer program, fundraising projects, playground development, school spirit days, and monthly school programs. Help us make a difference! **All parents are encouraged to attend McKinley School PTO functions.** PTO Business meetings are held the last Tuesday of the month at 5:45 PM. Most of the decisions made concerning PTO activities are made in the business meetings. For more information, check out the McKinley Website.

Accountability

Each school in the state of Colorado has a building accountability/advisory committee. It is made up of teachers, parents, and interested community members. The committee meets the first Tuesday of each month of the school year. People interested in being on our committee should contact Mr. Morton at 276-6010.

Title I

McKinley is a Title I school and follows all statutory requirements. For all information pertaining to Title I, Parent Involvement Agreement, and School-Parent-Student Compact, please visit the district or McKinley offices or websites (www.mckinleywildcats.org or www.canoncitieschools.org).

Highly-Qualified Teachers and Paraprofessionals

McKinley Elementary School actively encourages and supports having all teachers and paraprofessionals meet the Highly-Qualified specifications detailed by No Child Left Behind (NCLB). This is accomplished by the following:

- The school hires only highly-qualified teachers in the core academic subjects and in Title I Literacy as well as hiring paraprofessionals that met "highly-qualified" requirements;
- All teachers are endorsed or licensed by the state department for the grades and subjects taught.

As a parent, you may request information specific to the following:

- The teacher's college major, whether the teacher has any advanced degrees, and if so, the subject of the degree;
- If your child is receiving services from a paraprofessional, and if so, the paraprofessional's qualifications.

For any of the above information, please contact the principal or the District Human Resource Office (276-5700).

Student/Parent/School Compact

Individuals make these voluntary commitments to themselves and to others to demonstrate their shared responsibilities for students to meet rigorous state standards.

Student Agreement: It is important that I work hard to do my best. Therefore, I shall strive to do the following: Respect and cooperate with other students and adults; obey school rules and practice life skills; attend school regularly and be on time; ask for help when I need it; complete and turn in my schoolwork on time; help my school be safe; and be responsible and engaged in the learning process.

Parent/Caring Adult Agreement: I want my child to succeed. Therefore, I will encourage him/her by doing the following: Support the school's educational program; support the school in its efforts to maintain discipline; support my child's learning at home by monitoring attendance, completion of homework, grades, and encouraging positive use of extracurricular time; volunteer to help; participate in decisions related to my child's education; participate in school activities; actively communicate with the school personnel regarding my child's needs and circumstances; and be aware of and follow rules and regulations of the school and the school district.

School Agreement: We as educators have high expectations for ourselves and our students, and will facilitate the achievement of these expectations by showing that we care about all students; advising parents of their student's progress; providing a safe, respectful environment for learning; providing a high quality curriculum and instruction; modeling life skills; involving and communicating with parents, to support learning at home, and to participate in the parent education and decision-making, convening annual meetings to inform parents of Title I purposes, programs, and requirements; and providing assistance to parents in understanding state academic and achievement standards, state and local assessment, how to monitor student progress, and how to work with school staff to improve the achievement of the student.

SCHOOL DISTRICT FREMONT RE-1 CAÑON CITY SCHOOLS DOES NOT DISCRIMINATE IN ANY OF ITS PROGRAMS, ACTIVITIES OR EMPLOYMENT WITH REGARD TO SEX, DISABILITY, RACE, OR NATIONAL ORIGIN. COMPLAINTS MAY BE FILED VERBALLY, IN WRITING, OR ANONYMOUSLY. IF YOU WISH TO FILE A COMPLAINT USING THE DISTRICT COMPLAINT FORM, PLEASE SUBMIT TO:

Mrs. Misty Manchester

Title IX, Section 504, and Americans with Disabilities Act Coordinator
101 North 14th Street
Cañon City, CO 81212
Telephone: (719) 276-5700

McKinley Elementary School Handbook

Please read through and become familiar with the school policies and procedures at McKinley Elementary School. Also, plan to spend time discussing the information with your child/ren, as well. This handbook is also available on the McKinley website at: www.mckinleywildcats.org.

STUDENT HANDBOOK ACKNOWLEDGMENT

In order to ensure that families at McKinley Elementary School are aware of our expectations and their responsibilities, a parent/guardian signed and returned a copy of the McKinley Elementary Student Handbook Acknowledgement form upon registering for school.

Signing verifies that the student and his/her parent or guardian have received the discipline code, as well as the student/parent/school compact and ARE AWARE and WILL FOLLOW the expectations and rules of Cañon City Schools and McKinley Elementary School.

As previously mentioned in the handbook, most situations are covered within this handbook; however, there will be situations that arise which are not covered within this handbook. When those situations arise, the Administrator will make decisions that are best for the child and the School in regards to the situation.