

*Parent –Student
Handbook*

2018-2019

**McKinley Elementary
School**



Welcome to the 2018-2019 School Year!

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McKinley Elementary School

Central Unified

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Guiding Principles

- **Belief:** Every Student Can Learn.
- **Vision:** Every student is prepared for success in college, career, and community.
- **Mission:** Every student will engage in rigorous, relevant, standards-based instruction in every classroom every day to ensure student learning.
- **Core Values:** Character, Leadership, Innovation, and Continuous Improvement

District Goals

Goal 1: Learning for Academic Excellence:

Every year every student will attain mastery learning of skills and concepts provided through engaging and challenging best practice instruction in a system that provides social and emotional support as evidenced by student outcome data.

Goal 2: Staff Recruitment and Development for Academic Excellence:

Every year every staff member will be recruited, hired, and retained based upon coherence in knowledge, practice and beliefs about student learning, instructional best practice, assessment to guide decision making, and continuous improvement for increased student learning.

Goal 3: Support System for Academic Excellence:

Every year every support system, department and staff member will be focused on providing resources and assistance necessary to ensure that systems enhance student learning.

***Every Student Engaged,
Every Classroom Effective Instruction,
Every Day Expectation for Success!***



McKinley Elementary has been selected from hundreds of schools across the country to receive a grant from Leader.org, a private grant-making charity dedicated to providing programs and services that develop students' leadership skills and character in K-12 schools nationwide. The grant will enable McKinley Elementary to implement *The Leader in Me*, FranklinCovey's whole-school transformation process for teaching 21st century leadership principles and skills to TK-6 students. The Leader in Me process also teaches students how to become self-reliant, take initiative, plan ahead, set and track goals, do their homework, prioritize their time, manage their emotions, be considerate of others, express their viewpoint persuasively, resolve conflicts, find creative solutions, value differences, and live a balanced life.

McKinley is one of nearly 3,000 schools worldwide in over 50 countries implementing *The Leader in Me*. As *The Leader in Me* is implemented over the next five years, it will help to shape the school culture and climate that students experience on a daily basis, as well as teach them the skills they need to be college and career ready.

7 Habits of Happy Kids

Habit 1: Be Proactive

Habit 2: Begin with the End in Mind

Habit 3: Put First Things First

Habit 4: Think Win-Win

Habit 5: Seek First to Understand, Then to Be Understood

Habit 6: Synergize

Habit 7: Sharpen the Saw



McKinley Elementary where Tigers have P.R.I.D.E.

Prepared, Respectful & Responsible, Integrity, Demonstrate Self – Discipline, Empathy

McKinley Elementary Staff

Principal's Secretary	Kristine Leffel	Special Ed. Aide	Matthew Pentsa
Clerical Asst. II	Donna Walker	Special Ed. Aide	Julie Booker
Community Liaison	Sonia Blanco	Special Ed. Aide	Karen Foglio
Lead Custodian	Isaac Aved	Special Ed. Aide	LaToya Riddlespriger
Counselor	Leticia Villa	Special Ed. Aide	Leslie Ramos
Resource Aide	Janice Bernal	Library Aide	Paula Duarte
Nurse	Kristi Helgeson	Technology Aide	Lillian Yang
Health Aide	Rosy Cruz	Band	Bill McKee
Psychologist	Kathleen Powell	Choir	James Stroup
Speech	Tamara Van Dam	Primary Language Tutor	Margaret DeLaCruz
Specialized Academic Instructors:		Primary Language Tutor	Olga Gonzalez
April Cotton	Alison Edwards	Noon Duty Aide	Margaret DeLaCruz
Alana Bernal	Emily Kuizenga	Noon Duty Aide	Terri Baird
		Noon Duty Aide	Stephanie Edgbert
		Noon Duty Aide	Jackie Hunter
		Learning Partners Director	Frances Mayorga

PHONE USE POLICY

Students sent to the office by their teacher to use the phone must have a note signed by that teacher. The note must have the date and time and the reason for the phone call. Students may not use the phone without a note from their teacher. Office personnel will supervise the use of the phone and will clear all requests.

Appropriate Uses	Inappropriate Uses
1. Illness 2. Lunch Money 3. Change of clothing	1. Forgotten Homework 2. Staying after school 3. Going home with someone else 4. Reminding parent of early dismissal 5. Reminding parents of tutoring or after school activities

We strongly encourage parents to limit or exclude students to use social media. Social Media for elementary age children can cause a lot of conflict with others students and cause harm. It can be an addicting distraction as well.

CAMPUS VISITATION POLICY

Parents and other school guests are a vital element in the total education of our students. Our first interest is for the safety and general well-being of our students. All visitation by parents, and other guests of the school will be carefully monitored at all times.

The following procedures will be strictly enforced whenever you come onto the campus.

- Report directly to the office.
- All visitors and/or volunteers must use their ID to sign in using our computer system.
- Office personnel will monitor all persons signing in and out.

- Receive and wear visible visitor's name badge from the office. (Board Policy 1250) **Passes expire on the date of issue immediately following that visitation.**

VOLUNTEER ASSISTANCE POLICY

The Central Unified policy (AR 1240) for Volunteer Assistance is as follows:

- Volunteers shall work with students under immediate supervision of certificated employees. – Ed. Code 35021.
- Volunteers shall not be used to displace regularly authorized school personnel. – Ed. Code 35021.
- All persons who wish to perform more than twenty (20) hours of volunteer service with or around students shall submit evidence that they are free from active tuberculosis and have been fingerprinted for criminal record clearance by the district.
- If your fingerprints are placed on hold by the department of justice, you will be notified immediately by the school administrator.
- Volunteers serving as instructional aides shall fulfill the tuberculosis testing and fingerprinting qualifications required of all instructional aides. – Ed. Code 45125, 435347.

To ensure the safety of our students, the following guidelines have been developed for the supervision of our students:

- *All volunteers must complete and sign the Volunteer Information Form. A copy of the volunteer's CA license or California Picture Identification Card must be provided **prior to volunteering and visits.***
- *All volunteers who will be attending an overnight field trip must be fingerprinted and TB tested through Personnel Department. There is no charge to the volunteer for this service. The fingerprinting process can take between 30 to 60 days to clear the California State Department of Justice and Federal Bureau of Investigation (Ed Code Section 58721). If a parent plans on attending an overnight field trip, please notify the principal via the classroom teacher as soon as possible to schedule an appointment to begin this process.*
- In order to expedite the process, volunteers who are planning to chaperone a class field trip must turn in their **Volunteer form 72 hours prior to any field trip.** Parents who have a felony are not allowed on a field trip. Potential volunteers who have misdemeanors on their record are referred to the District Office for further reference checks. Please allow a minimum of three days for clearance from District Office Personnel Department.
- Central Unified School District continually reviews the Volunteer policy each year. Any changes made by CUSD will be made an addendum to McKinley's current School Safety Plan.

PARENT INVOLVEMENT

McKinley has many opportunities for parents to be involved in their child's education.

- The School Site Council (SSC) is a committee that consists of elected parents and staff members that meets 4-6 times a year to help the principal make decisions regarding how to spend specific federal and state funds as well as give feedback and input regarding school programs.

- The English Language Advisory Committee (ELAC) is a committee that consists of elected parents or English Learner students and staff members that meets 4-6 times a year in conjunction with the SSC to give feedback and input on specific English Learner programs and curriculum.
- Parenting Partners is a workshop hosted by parents and staff that parents have an opportunity to share strengths, challenges, hopes, learn new strategies to create a positive school/home environment.
- Parent workshops, FCOE Passport sessions, Project Lean, PBS Parents, Latino Literacy Project
- Parent Forums are held twice a semester and give parents the opportunity to meet together to share parenting ideas.
- Volunteering in the classroom, chaperoning on field trips, helping at school functions or sporting events.

Please see your child's teacher if you would like more information.

Parent/Teacher Association (PTA)

McKinley Parent Teacher Association is made up of parents and faculty of McKinley Elementary. The mission of the McKinley Parent Club is to promote the welfare of the school, to unify the students, parents, teachers and community, and to support and enhance the educational system for the students. **Parents must be a member to vote. Yearly Membership: \$6.00.**

HEALTH INFORMATION

STUDENT EMERGENCY CARD INFORMATION: Legal Reference: Education Code 949408

For the protection of a pupils health and welfare, the parents or legal guardians of a pupil are required upon request of the school principal at the pupil's school of attendance, to provide emergency information including home address and telephone number of the parent or guardian, and the name, address, and telephone number of relatives or friends who are authorized to care for the pupil in any emergency situation when the parent or guardian cannot be reached. It is also required that the schools have up-to-date information on the Emergency Card at all times. Please contact the school immediately regarding any changes of telephone numbers, your job, address, or other information. **Only person(s) listed on a student's emergency card will be allowed to pick up the child from school and/or from any school related activity. No verbal changes will be accepted (i.e. telephone calls, student request, etc.)**

MEDICATION AT SCHOOL: Legal Reference: Education Code 49423

If it becomes necessary for your child to take medications during the regular school day, Education Code and Central Unified School District state that certain procedures must be met and followed. (1) In order for a pupil to be assisted by a school nurse or other designated school personnel (a), the school district shall obtain both a written statement from the physician or surgeon detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent, foster parent, or guardian of the pupil requesting that the school district

assist the pupil in the matters set forth in the statement of the physician or surgeon. (2) The written statements specified in this subdivision shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.. No other medication is to be administered by school personnel. This includes all medication whether prescription, over the counter, and/or herbals available without prescription.

You must have a “Medication at School” form completed by the doctor and signed by the parent or guardian. Any changes require a newly signed statement from doctor and parent. The Medication at School form must be renewed at the beginning of each school year, and is valid for one year from the date of the prescribing physicians’ signature. The medication must be clearly and correctly labeled and in the original pharmacy container. Only trained school personnel may give medication. No medication may be administered to any student without proper doctor signature on file at school. Medication at School forms with physician and parent signatures are required for ALL students who carry inhalers at school. If you have any questions, please call the Health Office.

Lice - Any student sent home with lice or nits found in the hair must receive treatment immediately. Treatment must be repeated for ten to fourteen days to be effective. Their hair will be inspected and must be free of any lice or nits before they can return to class. Affected students will be given one day of excused absence. All students must report to the health office upon return to school.

Illness - Students who are determined to be ill by the nurse or office personnel must be picked-up immediately upon request. Please remember to update the emergency card contact numbers whenever you change your phone number.

Wet or Muddy Clothes - Please feel free to send an extra set of dry clothes to school in your child’s backpack. If your child does require a clothing change during the school day, your child will have permission to call you from his or her classroom and let you know. By allowing your child to call home from the classroom, we will minimize the number of instructional minutes lost.

FOOD SERVICES

Breakfast and lunch menus are sent home with students at the beginning of each month. Breakfast is FREE to all students and begins at 7:30 am. Lunches are priced at \$1.50 for students in grades K-6. Free and reduced lunch applications are always available at the office. Parents are notified either through email or by a computerized phone call when their child’s lunch account goes into the negative. If you wish to receive email notifications, please provide your email address to the school secretary. The Food Services Department handles all meal accounts. If you have any questions, you may call **274-4700 x 108**.

Breakfast Prices: All Students are offered a free breakfast and lunch. All Guests pay \$2.25 .

SCHOOL LIBRARY

Library Hours: Monday is Preschool story hour for birth to 5 years @8:15 a.m., Tuesday–Friday 8:30 to 4:30; Wednesdays 8:30-3:00)

Parents are welcomed to check books out throughout the year. Adult volunteers are always needed in the library. If interested, please stop by and talk to Paula Duarte for information. Even an hour a week is helpful!

Tablets/Chromebooks and Textbook Procedures: Students are issued textbooks and tablets or Chromebooks by class at the beginning of the school year. *Students should write their names and their teacher's name on the inside cover of their textbooks.* . **No other writing in the books is allowed.** *Students will be instructed in how to properly identify their tablets by their teachers.* Students are responsible for the textbooks and tablets checked out **in their name.** Students are encouraged to turn in any textbooks or tablets left in class or found at home or around school.

Lost Textbooks: After all classes have checked their books into the library at the conclusion of the class, the remaining books checked out to students and teachers are deemed lost. A bill will be issued to the student. When a lost textbook is returned or a payment is made the student is then cleared of the financial obligation. The student will receive a receipt for the payment of the textbook. Students should keep the receipt as proof of payment. Fines will follow students all the way through High School.

Tablet and Chromebook: Intentional damage to Tablets and Chromebook will be the responsibility of the student to make restitution. Students are issued one headset a year and will be responsible for the care of the headset and cord. Additional headsets will be the responsibility of the student.

Library Book Check In and Out: Students come to the library with their class every week. Students in 1st –3rd grade can check out three books at a time and students 4th – 6th grade can check out four books at a time. Students with teacher permission are also allowed to come to the library Monday – Thursday during flex-time to get new books. The student is responsible for his or her library book. Fines will be assessed if the book is lost or damaged.

Library Books Marked Lost: If a library book is not turned in within a timely manner or turned in damaged the book will be marked lost and a fine will be assessed. Also, if a student moves away the book will be marked lost and a fine will be assessed. The student will then need to turn in the book(s) or pay for the fine to be released of his/her obligation. Letters will be sent home with the child regarding lost or damaged library book. If the fine is not paid or the book returned within 10 days this could result in no reward trips for your child and a hold will be placed on his or her report card until the matter is resolved.

ACADEMIC SUPPORT AND INTERVENTION PROGRAMS

McKinley Elementary School offers a variety of support and intervention programs designed to meet the academic needs of your child. Below is a brief explanation of the various support and intervention programs available at

McKinley. **Students who have been identified as “*at risk for grade level retention*” are encouraged to consider one or more of these programs.**

CONTENT STANDARDS AND ASSESSMENT

Central Unified School district has adopted the California Common Core State Standards for Language Arts, Mathematics, Social Studies and Next Generation Science Standards. It is a state mandate to implement Curriculum and Assessments that are aligned to each grade level Content Standards. Some of the student assessments that the California Department of Education has mandated include the following:

- Smarter Balance Assessment – Grades 3-8 and 11 in Mathematics and Language Art and CST for 5th, 8th and 10th grades for Science.
- Central Unified Grade Level Performance Tasks Benchmark Assessments – Grades K-12 Mathematics and Language Arts.
- California English Language Development Test – Grades K-12 English Learners in Listening, Speaking, Reading & Writing.

TIGER TIME: To enter the Tiger Time program, the student must be referred by their general education teacher and meet the established criteria. This program is designed to provide students with additional support in the reading curriculum. This support may occur either in the student’s classroom or in the learning lab classroom. Curriculum may be modified to meet the student’s needs. This program is contingent on available staffing.

LEARNING PARTNERS PROGRAM (LP): This grant funded program exists to provide McKinley students with an enriched program of academic and physical activities in a safe, secure, fun-filled environment during after school hours. This program operates from regular dismissal time until 6:00 p.m. five days per week. Due to the requirements of the grants, regular attendance is mandatory. Parents may enter their child into the program by filling out an application form available in the office from 7:30- 4:30 or room 21 from 3:00 -6:00 p.m. When placement is made, the Director will notify you to inform you of your child’s starting date.

***Parents must attend a mandatory Orientation prior to student being accepted into the programs.**

STUDENT SUCCESS TEAM (SST): A team of teachers, school site staff, and administration make up this core team that process referrals from teachers, parents, students, or others. The referral is based on a need to seek assistance for any student in need of an intervention to assist their learning. Needs of a student may be emotional, physical, or academic. All referrals are confidential.

ATHLETICS and CO-CURRICULAR ACTIVITIES

Sports and their seasons are as follows:

- Fall: Girls’ Volleyball, Football, Cross Country, Cheer (all year)
- Winter: Boys’ & Girls’ Basketball, Wrestling
- Spring: Boys’ & Girls’ Track, Boys’ Baseball & Girls’ Softball

Coaches will notify parents of the practice schedule prior to the beginning of the season.

Participation in elementary athletics is generally open to 4th, 5th, and 6th grade students that have not reached their 13th birthday prior to September 1st. Football is only open to 5th and 6th grade students and track and cross country are open to 3rd grade students. *Siblings of athletes are not allowed to remain on campus to wait for their brother or sister until practice is over. The coach is only responsible for his or her athletes.

Grade Point Average: Students are expected to maintain a 2.0 grade point average and adhere to district and site policies. Grade Point Average will follow CIF guidelines. If a student's GPA drops below a 2.0 at any grading period, they will be placed on probation. If the GPA remains below a 2.0 for two consecutive grading periods they will be deemed ineligible, grading period will be from Monday to Friday each week during the season. Grades are cumulative and not just work that week. What does this mean to your child? If your child's grades fall below a 2.0 within a two-week grading period during the season, they will be deemed ineligible for that week's game. Once they raise their grades above a 2.0, they will become eligible to participate again.

Discipline Issues: School administration, parent, and coach are the only people allowed to keep a player from participating. Teachers cannot keep an athlete from participating unless a school administrator has approved the case. Any referral to the office may result in loss of game privileges; however, the athlete will still be required to participate in practices and attend the game (only if it is a home game). A student who receives in-house suspension (RC) will not be allowed to attend practice the day of the consequence and will result in loss of game privileges. Any suspension will result in a student being suspended from all extra-curricular activities including sports for two weeks.

Uniform: If a uniform is not returned or paid for within 10 days of the season ending, the student will not be allowed to participate in any reward activities and a hold will be placed on his or her report card until the matter is taken care of and will not be allowed to participate in reward activities.

Co-Curricular Activities: The above expectations also apply to co-curricular activities such as Science Olympiad, Robotics, Band, Choir, and Dance.

CLASSROOM CELEBRATIONS

Birthday celebrations and classroom parties will need to follow district food and safety guidelines, we will no longer allow any homemade baked and/or cooked items brought to the school (i.e. cupcakes, cake, etc.). All items brought to school must be purchased from a store.

Per Central Unified School District's wellness Board Policy 5030, all celebrations should contain no more than one non-compliant food or beverage. For example, if a parent opts to purchase mini- cupcakes, this is acceptable; however, the cupcakes will need to be included with 100% fruit juice, low fat milk or water to drink.

McKinley was awarded the Bronze level by the Alliance for Healthier Generation. We want to encourage healthy eating habits while in school.

In addition, due to the need to protect instructional time for student learning, all celebrations will occur only on Fridays between 2:30 and 2:50. The office and classroom teacher will not accept balloons, flowers, presents and/or any other such item during the school day. The front office will not store any of these items for your child. The only school authorized parties are Winter Break, Valentine's Day (if cards are exchanged all students in class should receive a card), and an End-of-the-Year celebration. All celebrations will take place the Friday of that week. Even though these parties are authorized for classes, teachers can and will celebrate many different occasions with activities that relate to the content standards i.e. cooking, teacher created activities, art projects.

Student Birthday Celebrations

With prior approval from the teacher, of at least one week, a pre-packaged snack may be sent for every student in class. Birthday celebrations will occur **only** on Fridays between 2:30 and 2:50. Snacks will be distributed at the very end of the day and sent home with students.

~~ A FEW HELPFUL SUGGESTIONS ON HOW TO CELEBRATE A BIRTHDAY ~~

- Non-food celebrations are encouraged
- Donate a book to the school library in the name of your child
- Donate an item to classroom in the name of your student
- Distribute a goody bag with special items (pencil, stickers, bubbles, notepad etc.) to each student in the class

(all of the above should be approved by the teacher first)

Civility Policy

The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school district grounds. Members of the District staff will treat parents and other members of the public with respect and expect the same in return.

This policy promotes mutual respect, civility, and orderly conduct among District employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of this District, as well as the community, the District encourages positive communication, and discourages volatile, hostile, or aggressive actions. The District seeks public cooperation with this endeavor.

Student Behavior Expectations

It is our goal to provide a safe and secure environment for our students to learn. In an effort to accomplish this, there are schoolwide and classroom expectations and rules. We believe that teachers have the right to teach and students have the right to learn. McKinley staff members expect students to exhibit behavior, which helps to maintain a safe, healthy, and disruption-free environment where each student is encouraged to maximize his/her learning potential. Appropriate behavior will be rewarded and improper behavior will be dealt with accordingly.

Positive Behavior Intervention and Support (PBIS) - a proactive approach to School-wide Discipline

Definition of Discipline

Unfortunately, “discipline” commonly is defined by procedures that focus on control with punishment consequences. This traditional discipline perspective is incomplete without attention to the development and support of prosocial behavior. Research suggests that punishment by itself is ineffective in achieving long-term suppression of problem behavior and enhancement of prosocial behavior.

Therefore, a useful definition of discipline is “the steps or actions, teachers, administrators, parents, and students follow to enhance student academic and social behavior success.”

Proactive Approach to School-Wide Discipline

Schools that implement school-wide systems of positive behavior support focus on taking a team-based system approach and teaching appropriate behavior to all students in the school. Instead of using a patchwork of individual behavioral management plans, schools are moving toward school-wide discipline systems that address the entire school, the classroom, areas outside the classroom (such as hallways, restrooms, cafeteria, offices and the individual students with challenging behavior, which results in a continuum of positive behavior support for all students.

Schools that have been successful in building school-wide systems develop procedures to accomplish the following:

1. **Behavioral Expectations are Defined:** Clearly defined behavioral expectations are defined in positive, simple rules. McKinley’s expectations are the following

Prepared	Arrive on time and always be prepared with all necessary materials in hand
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Respect and Responsible	Take care of self, others and environment, be respectful towards yourself, others and their property
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Integrity	Be honest, be true to yourself and others, take responsibility for your actions and words, and do the right thing even when no one else is looking
Demonstrate Self-Discipline	Keep your hands, feet and unkind words to yourself
Empathy	Be kind with your words and actions, care for others, and treat others the way you would like to be treated.

2. **Behavioral Expectations are Taught.** The behavioral expectations are taught to all students.
3. **Appropriate Behaviors are Acknowledged.** Once appropriate behaviors have been defined and taught they will be acknowledged on a regular basis.
4. **Behavioral Errors are Corrected Proactively.** When students violate behavioral expectations, it will be communicated to them that their behavior was unacceptable and the appropriate behavior will be reinforced
5. **Program Evaluations and Adaptations are Made by a Team.** School-wide systems of behavior support involve ongoing modification and adaptation through data collection and analysis and parent input.
6. **Administrative Support and Involvement are Active.** School-wide behavior support involves the active and ongoing support and involvement from administration.
7. **Individual Student Support Systems are Integrated with School-wide Discipline Systems.** School-wide behavior support is a process for establishing a positive culture in school.

Schools that have been successful in implementing school-wide positive behavioral interventions and supports describe the following **BENEFITS:**

1. **Increases in attendance**
2. **Student self-reports of a more positive and calm environment**
3. **Teacher reports are more positive and result in a calm environment**
4. **Reduction in the proportion of students who engage in behavioral disruptions**
5. **Reduction in the number of behavioral disruptions**

To effectively change student behavior and improve the school climate, McKinley has developed a reinforcement plan to strengthen and support the PBIS program. The plan includes:

1. Short term reinforcement
2. Midterm reinforcement
3. Long term reinforcement

Purpose:

1. Change the school discipline policy from that of being negative and punitive to a more positive atmosphere. We want to make reinforcement frequent and visible
2. Make initial days of school positive and reinforce expected behaviors
3. Develop ways to keep the program effective and ongoing

Caught Being Good Tickets

These tickets are an integral part of the reinforcement plan. Tickets are given to students to acknowledge expected behavior, for going above and beyond, or for performing a random act of kindness. We believe in encouraging and rewarding positive behavior. All school personnel and/or designees will use the tickets to reinforce appropriate behavior. Students are not to ask for tickets. Students will have two options when receiving tickets. Students can place their ticket in the cafeteria PRIDE box to enter our weekly prize drawing or they can spend it at the Student Store. Each Caught Being Good ticket is worth \$1.00.

McKinley Bucks

Throughout the week, students will be provided with opportunities to earn McKinley Bucks. Each student will either have an individualized wallet or bank account in the classroom. Students will learn to make deposits and withdrawals as well as saving their money. Students will be able to purchase items at our Student Store run by student employees. Just like our economy please expect the possibility of prices of items to increase or decrease. Also, in order for a student to attend a PRIDE reward activity they will have to pay their way in, like an admissions fee. The cost will depend on the activity. Students who lose their PRIDE letters will automatically be disqualified from participating in the next PRIDE activity; however, they can still purchase items from the student store.

PRIDE Reward Program

The McKinley PRIDE Program provides a reward at the end of every six weeks in recognition of those students who have demonstrated appropriate McKinley PRIDE. *Students must have at least one PRIDE left in order to be eligible for the PRIDE Reward activity at the end of the each reward cycle. Please note a suspension or responsibility center will warrant a student losing the privilege of participating in the activity for that quarter.. At the discretion of an administrator, a student may lose the privilege of participating in a reward activity if his or her conduct warrants it.*

MCKINLEY CAMPUS RULES

1. Use respectful and appropriate language at all times. We give put-ups not put-downs.
2. Any aggressive or bullying behaviors: physical hurting (hitting, kicking, pushing, etc.), verbal hurting (taunting, name-calling, threatening, malicious teasing, etc.), or psychological hurting (spreading rumors, intimidation, social exclusion, etc.) will not be tolerated or permitted.
3. Keep your hands, feet, and unkind words to yourself. Horseplay will not be tolerated at any time, including pushing, shoving, wrestling and play fighting.
4. Show respect to all school personnel and students at all times including school related activities. Students are expected to respond obediently, courteously, and quickly to all school personnel and volunteers under the direction of the staff.
5. Remain on the playground during all recesses and stay in designated play areas. Students are only permitted in the hallway if they have a pass.
6. WALK in the hallways and on the sidewalks. Running, skipping, ball bouncing, etc. are only allowed on the playground.
7. Balls are to be used as they were designed (red rubber balls for bouncing, soccer balls for kicking, etc.). Balls may be kicked only on the grass areas.
8. Keep gum, soda, and eating candy at home.
9. Toys or sports equipment from home are not allowed on campus.
10. Bicycles may be ridden to school. Helmets are mandated by law and must be worn while riding. Students are to walk their bicycles on campus at all times. Bikes are to be locked and parked in the bike racks located between Room 1 and P1. The school assumes no liability for any bicycles or bicycle equipment.

Teachers will establish individual discipline policies within their classrooms that best meet the needs of students. When the classroom discipline policy has been implemented and poor student behavior persists, the office is enlisted for support. Students who violate school rules may be issued a Discipline Referral by McKinley staff.

CAFETERIA RULES

A discipline referral will be issued for any misbehavior in the cafeteria.

- 1. Students are to remain in an orderly line, pick up their lunch and sit where directed.**
- 2. Students are to maintain a quiet voice and orderly behavior while in the cafeteria.**
- 3. Keep food on the lunch tray.**
- 4. Only healthy snacks are allowed.**
- 5. Clean up after yourself. You drop it, you pick it up.**
- 6. All food and drinks shall be kept in the cafeteria.**
- 7. Remain seated until dismissed.**
- 8. Raise your hand in your seat to ask a question or get permission to use the restroom.**

*Chip bags cannot be more than 0.8 ounces and cannot be shared with other students. Students must eat their lunch before eating their chips.

Possible Consequences

LUNCH DETENTION: Lunch detention is a supervised period at lunch. If a student fails to attend detention, he/she will be considered in defiance of authority and further action will be taken. Students are required to report to detention with their lunch and proper school-related materials.

TIGER TIMEOUT: Any unwarranted behavioral violations may result in after school detention. Students are to report to the office and designated area to serve their 45 minutes of detention. All students must be picked up by a parent or guardian.

CAMPUS BEAUTIFICATION: Any unwarranted behavioral violations may result in campus beautification (campus clean up) during class lunch and/or after school.

RESPONSIBILITY CENTER/IN HOUSE SUSPENSION: Responsibility Center is for students who are placed in another teacher's classroom for behavioral issues. Only an administrator can place him/her in RC.

SATURDAY SCHOOL: Any unwarranted behavioral violations may result in a Saturday School from 8:00 a.m.-12:00 p.m. There are only a limited number of Saturday Schools scheduled. If a student fails to attend Saturday School, he/she will be considered in defiance of authority and further action will be taken. Please note Saturday School assigned for discipline reasons differs from the Saturday School Enrichment program or for students who attend Saturday School for attendance purposes.

SUSPENSION: Suspension is served at home for a period of 1 to 5 days depending on the severity of the offense. All privileges (i.e. athletics, choir, Fun Friday, cheer, PR reward day or any other extra-curricular activity) are lost for two weeks starting on

the day of the offense. The student is not allowed on campus or at school activities during the suspension.

COMMUNITY SERVICE: Students will be assigned community service as a method of logical consequences for violations of the school rules.

STOP/WALK/TALK: Students are taught problem solving skills by telling someone who is bothering them to STOP (the action that is causing the problem), WALK away from the person, TALK to an adult if the problem persists and the person continues to bother them.

BULLYING: Bullying is when a student is being targeted by another person or group *over a period of time*. It can be physical hurting (hitting, kicking, pushing, etc.), verbal hurting threatening, teasing, name calling, taunting, etc.), or psychological hurting (spreading rumors, intimidation, social exclusion, etc.)

Central Unified Elementary Discipline Policy

Success in life depends in part on self-discipline. Central Unified has developed a district wide Elementary Discipline Plan which affords all students guidance in making good decisions about their behavior. Central Unified endeavors to communicate clear behavioral expectations to students, staff, and parents with the goal of providing the opportunity for our students to learn in a positive, safe environment. The system is designed to allow for progressive consequences while at the same time communicating expectations and allowing students to learn from inappropriate choices.

Components of the Elementary Discipline Plan include a Progressive Step System for the classroom, Parent Notification Forms, and Positive Behavior Action Plans. Consequences for violation of school and district regulations range from verbal warning and detention to alternative placement or expulsion.

District Progressive Step System

Central Unified has developed a district wide elementary Progressive Step System. The system is designed to allow for progressive consequences while at the same time communicating expectations and allowing students to learn from inappropriate choices.

Each teacher has established individual discipline policies within their classrooms that best meet the needs of their students. When the classroom discipline policy has been implemented and poor student behavior persists, the step system will be implemented. Appropriate action will be taken according to the step system. Consequences for violation of school and district regulations range from detention and suspension to alternative placement or expulsion. **The Step System starts over at the start of every semester.**

Components of the Assertive Discipline Step System

Step 1	1 to 3 days lunch detention, parent contact will be made by teacher
Step 2	3 to 5 days lunch detention, parent contact will be made by teacher
Step 3	3 to 5 days lunch detention, parent conference, Positive Behavior Plan will be created at the parent conference meeting to encourage positive behavior
Step 4	1 day Responsibility Center, parent contact will be made by an administrator
Step 5	1 day suspension, parent contact will be made by an administrator
Step 6	3 to 5 days of suspension, parent contact will be made by an administrator, parent conference to revisit and revise Positive Behavior Plan
Step 7	3 to 5 days of suspension, once a student receives his or her 7 th step a recommendation will be made for alternative placement

All students will participate in a discipline assembly during the first 2 weeks of school at which time the behavior expectations and code of conduct will be clearly delineated.

GROUNDS FOR SUSPENSION AND EXPULSION OFFENSES

Education Code Section 48900

Please see the Central Unified District Handbook for grounds of suspension and expulsion offenses.

A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to

school activity or attendance that occur at any time, including, but not limited to, any of the following:

(1) while on school grounds; (2) while going to or coming from school; (3) during the lunch period whether on or off the campus; (4) during, or while going to or coming from, a school sponsored activity {48900 (s)}.

Prohibited Electronic Devices

Cell Phones

Students are permitted to carry cell phones, but will be permitted to use them **for emergency purposes only**. Students are **not permitted** to phone or text other students during school hours. Phones that ring in class, cause a disruption or are visible will be taken away from the student. Students who bring cellphones to school, **do so at their own risk**. (BP5131c)

Other Electronic Devices

Any type of electronic device such as radios, Game boys, MP3 players or IPods, tape decks, cameras, camcorders, laser pointers or other similar items are not allowed on campus. Students who possess these items at school **do so entirely at their own risk**. Students may not possess or use digital media players, compact disc players, IPODs or other musical devices, portable game consoles, cameras, digital scanners, and laptop computers without written approval from school site administration.

McKinley Elementary School and Central Unified School are **not responsible for lost, stolen or damaged electronic devices**. To ensure each student's right to privacy, at no time are pictures or videos to be taken from cell phones or any other electronic device. **Site administrators will not open a theft or loss investigation if an item not allowed on campus or cell phone is reported stolen, lost or damaged.**

If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall implement the following assertive discipline steps below.

<p>1st Offense: A warning will be given to the student and the device will be confiscated. The device will be released to the student at the end of the day. It is the student's responsibility to pick up the item from the office.</p>
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<p>2nd Offense: The device will be confiscated. The device will be released to the parent/guardian. It is the parent's responsibility to pick up the item from the office.</p>
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<p>3rd Offense: The device will be confiscated. The device will be released to the parent/guardian, three days of lunch Detention/Responsibility Center will be assigned, and parents will be notified. It is the parent's responsibility to</p>
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pick up the item from the office.
4th Offense: The device will be confiscated. One day Responsibility Center/Saturday School and Student Contract will be assigned and the parent/guardian will be notified. The device will be released to parent/guardian. It is the parent's responsibility to pick up the item from the vice principal.
5th Offense: The device will be confiscated. The student will be assigned one day to three days of Responsibility Center/Saturday School. The device will be released to parent/guardian. It is the parent's responsibility to pick up the item from the vice principal.
6th Offense: The device will be confiscated. The student will be suspended three to five days, potential recommendation for alternative placement. The parent/guardian will be notified. The device will be released to the parent/guardian.

DRESS CODE

McKinley students are encouraged to support their school and help build a sense of community by wearing “spirit” clothing. All apparel sold at McKinley with the McKinley School logo will be acceptable. Central High School and El Capitan logos are also acceptable. Hats and visors with the McKinley School logo or hats or visors in solid school colors of white, gold, or navy blue will be allowed on the playground only. Students may not write on themselves or each other, this includes clothing and backpacks. Sweatshirt and jacket hoods may not be worn inside.

The Central Unified Dress Code will be strictly enforced. The staff reserves the right to determine whether specific clothing meets the intended spirit of the dress code.

CENTRAL UNIFIED DRESS CODE POLICY

School is a place where the best possible educational environment must be created and maintained. Appropriate dress and grooming are necessary in order to maintain order, provide a safe school environment, and promote discipline. The Board of Trustees encourages pupils to dress appropriately for school. The Board believes that pupils should be neatly and cleanly dressed. Dress or grooming that draws undue attention to the wearer or detracts from the educational process is unacceptable. (AR 5132e)

Please see the CUSD Handbook for the complete District Dress Code Policy.

Below are common violations students and parents should be aware of:

1. All clothing should be properly hemmed and not show excessive wear or expose the skin.
2. Shorts, dresses, skirts can only be a maximum of six inches above the knee (shortest) and/or finger length.
3. No spaghetti strap dresses or tops allowed. Shoulder straps on tops worn must not be less than two inches (2") in width. Clothing must be sufficient to conceal undergarments at all times. Underwear-type sleeveless shirts, see-through, fishnet, or other attire which exposes the body is not acceptable. Any apparel determined by District personnel to be too revealing is not acceptable.
4. Clothes must be sufficient to conceal undergarments at all times. No bra straps should be seen.
5. No leggings or tights may be worn unless they are worn beneath dresses, skirts and shorts.
6. Navy blue, yellow and white hats can be worn and must always be facing forward.
7. Hair style shall be clean and neatly groomed. Haircuts or hairstyles that draw undue attention to the wearer or detracts from the educational process are not acceptable (i.e. unusual designs, colors, symbols, razor cuts, and the like.)
8. Clothing that depicts college or professional sport logos/mascots is prohibited.

ATTENDANCE POLICY

School attendance and achievement go hand in hand. We ask that you make every effort possible to see that your child attend school regularly.

The day your child is absent, notify the school of the reason for the absence. No response within 72 hours of the absence will result in an unexcused absence, which is a truancy.

If the school is closed, you may leave a message on McKinley's answering machine at **276-5232** pressing number one for Mrs. Walker, our attendance secretary. Parents may call 24 hours a day and leave a message to verify any absence or you may email our Attendance Secretary at dwalker@centralusd.k12.ca.us

Information required:

- 1) Student's name
- 2) Name of person calling (must be parent or legal guardian)
- 3) Date of absence
- 4) Reason for absence

- Verification must be made each day that the student is absent. If any of the information is not received, the absence cannot be verified.
- No contact from the parent regarding their child's absence will be documented as an unexcused absence. California Ed. Code considers **three** unexcused absences truancy.

- McKinley's School will make a courtesy call to the house to verify the absence using our automated system.
- If the absence has not been verified in **3 days**, the absence becomes unexcused and parents will either receive a S.A.R.B. warning letter or a S.A.R.B. classification of truancy letter. Students with excessive absences excused or unexcused will also be referred to the Student Attendance Review Board process.
- Please know all absences are not automatically considered excusable. Central Unified monitors excessive excused and verified unexcused absences.
- Students who are absent 5 consecutive days or more will be dropped if parent/guardian does not contact the school with a reason for the absences; the attendance clerk will make a courtesy call to all numbers listed on the Emergency Card. The student will be dropped if no contact can be made. If a student returns after being dropped, the parent/guardian will have to re-register the student. The student may not get the same teacher or may be sent to one of our overflow schools if McKinley does not have space.
- All Learning Partners absences must be reported to the Learning Partners office directly. If a Learning Partners student is absent from school, the parent or guardian must call the school office and Learning Partners office to clear the child's absence.

EARLY PICKUPS: If a child is being picked up early from school parents must check their child out of school with the attendance office. All early checkouts are monitored by the school. Excessive checkouts may initiate the S.A.R. B. process. If possible, please notify the school by 12:00p.m. of any changes in dismissal plans for your child. If students are being picked up early they must be checked out 15 minutes prior to the dismissal time or they will not be released until the dismissal bell rings at 3:10 or 1:35.

EXCUSED ABSENCES: The state of California declares three reasons why a child can be excused from attending school in the Education Code. They are: illness, medical/dental appointments, or funeral of an immediate family member. Ten or more excused absences in a year are considered excessive. After 10 excused absences, the school will then initiate the S.A.R.B. process.

VERIFIED UNEXCUSED ABSENCE: *When a parent calls the school and says the child did not attend school and the reason does not fit the excused absence definition provided by the state, the child will receive a Verified Unexcused Absence. Verified means the parent made contact with the school. Unexcused means the parent's reason does not count with the state Education Code. After three verified unexcused absences, the school will then initiate the S.A.R.B. process.*

Personal business, family emergency, car trouble, missed bus; oversleeping or other reasons not listed above will be documented as verified unexcused absence.

combination of excused absences and verified unexcused absences that equal up to 10 absences constitute a reason to begin the S.A.R.B. process. Also, students who have an excessive amount of tardiness may be subject to the S.A.R.B.

UNEXCUSED ABSENCE includes any reason not listed as excused and the school was not contacted regarding the child's absence. Missing the bus, "waking up late", or out of town without an Independent Study Contract, are some examples of unexcused absences. Unexcused absences are considered as truancy by California law. Three unexcused absences will initiate the S.A.R.B process.

Habitual Truant

Any student who has been reported as truant and who is absent from school without a valid excuse for one or more days or tardy on one or more days shall again be reported to the Principal or designee. The parent/guardian will be notified and advised that further unexcused absences may result in a referral to SARB (Ed. Code 48261).

Students who have been reported as truant three or more times in one school year shall be classified as habitually truant after an effort has been made by either a district officer or employee to hold at least one conference with the student his/her parent/guardian at the time of the first or second truancy. The student may be referred to the School Attendance Review Board, or SARB (Ed. Code 48262)

INDEPENDENT STUDY CONTRACT makes sure the days your child is absent are excused and not truant days. If you do not communicate with the school, the days absent will be unexcused and your child will be truant. ***(PLEASE NOTE: The Independent Study Contract is only available if you will be gone for 5 days or longer).*** Independent contracts can only be issued for a maximum of 20 days. **An Independent Study Contract that is not completed will result in an unexcused absences or truancy.**

1. All requests must be made through the attendance secretary 72 hours before the child will be leaving school.
2. You sign the contract agreeing that your child will complete and turn in all assignments by the end of the contract date.
- 3 The teacher signs the contract and assigns class work for the days to be missed.
4. The student's work must be returned by the contract date.

TARDIES

Tardiness does affect a child's progress in class. In order for students to receive the maximum benefit in class, a student needs to be present in class by 8:15a.m. If your child is late to school, he/she must report to the office to receive a pass before going to class. You should provide a note stating the reason he/she is late or you, the parent, may come to the office and provide the reason verbally as well. Please know that students will be accountable for their tardiness each semester.

Below are definitions of several types of tardiness:

Excused Tardy: Illness, medical/dental appointments for the student or funeral of an immediate family member may be excused if the tardy has been verified by a parent/guardian by a note, a phone call, by email or if the student is accompanied by the parent to the office. The parent/guardian must verify the reason for the tardy within 72 hours or the tardy will be unexcused. Students must be verified through the attendance office.

Unexcused Tardy is any other reason given. Missed bus, car trouble, oversleeping or other reasons are not excused.

Truant Tardy: If the student is over thirty minutes late when arriving at school, it is considered a partial absence. A total of three tardies over thirty minutes is equal to one day's unexcused absence. A student who is late 30 minutes or greater to school, must be accompanied by a parent/guardian to the office for a late pass. Tardies will not be excused without parent verifications within 72 hours.

Five or more tardies (1 –29 minutes late to school) is considered excessive. Students will be required to make up time. The school understands that tardies are usually not the student's fault; however, a student with excessive tardies, as defined above, will be placed on a tardy contract and appropriate consequences will be assigned.

Tardies from the fall semester do not carry over into the spring semester.

SATURDAY SCHOOL

Saturday School provides any student that has been absent due to illness, doctor appointments, or an out of town visit an opportunity to clear one absence per Saturday School session attended. Saturday School is designed to help your child catch up on schoolwork they have missed, as well as provide them with some enrichment activities. Students who have ten or more excused absences and/or one or more unexcused absences begin the Student Attendance Review Board process and may be required to attend Saturday School. Students must turn in permission slips in order to attend --no exceptions. **Students will not be allowed to walk home.** Only persons listed on the permission slip can pick up a student from Saturday School. All students in attendance must be on campus NO LATER than 8:15 a.m. Only students who need to clear an absence and have reserved a spot may attend. If a student arrives later than 8:15 a.m., they will not be admitted. Doors open at 8:00 a.m. All students must be picked up NO LATER than 12:25 p.m. Students who are not picked up on time will not be able to attend any more sessions for the remainder of

the school year. If a student becomes a discipline problem during Saturday School he/she will be required to be picked up and will not be allowed to attend any more sessions for the remainder of the school year.

Mandatory Saturday School

Truant students may be assigned Saturday School involuntarily to make up unexcused absences commencing with the third and subsequent partial or full day unexcused absence or tardy. Saturday “Make Up” provides the opportunity for the unexcused absence to be cleared and may mitigate referral to and action by SARB.

DISMISSAL

All private vehicles bringing children to school or picking them up after school should enter the office driveway (1st entrance) on Blythe Avenue and exit through the 2nd driveway. **At no time should the students walk in the fire lane without adult supervision.** This takes only a couple of additional seconds and will provide much greater safety for those who are so special to us--our children!

At no time should student be dropped off or picked up on or along Blythe Avenue.

All kindergarten students are picked up from the front of the school.

Students who are parent pick up:

- Parents who do not wish to get out of their car will pull into THE LOADING ZONE to get their children. Parents will be asked to PULL ALL THE WAY FORWARD. Drivers MUST stay with their car. DO NOT LEAVE YOUR CAR UNATTENDED IN THE LOADING ZONE.
- Parents who wish to park in the lot will need to exit their cars to pick up children who will be waiting for them in the loading zone of the school. Students will NOT be released from the front of the school until an adult personally escorts them safely to their vehicle.

**Students must be picked up by 3:20 p.m. each day (1:45 on Wednesdays). There is no adult supervision after this time. Any parent or adult picking up a child after this time must personally come inside the office for the release of their child. Multiple late pick-ups will necessitate further school action.

Parking Lot Rules

1. Pull all the way forward to the farthest point in the drop off/pick up lane.
2. Never leave your car unattended unless it is parked in a stall.
3. Be courteous to other drivers and please take the extra time to ensure the safety of all of our students.

~Let's Show P.R.I.D.E. in our Parking Lot~

For the Safety of your child we will only release students to authorized persons

Authorized Persons for Student Pick Up:

All individuals picking up students MUST present current identification

- Anyone listed on your emergency card will be authorized to pick up your child.
- A child will not be released to anyone who is not listed on his or her emergency card and who does not present a current driver's license.
- It is the parent and/or guardian's responsibility to provide the school with any court orders (i.e. custody papers or restraining orders).
- If you would like someone who is not on the emergency card to pick up your child on a particular day we will require a handwritten note with a parent signature and a contact number that matches the emergency card provide to the school in the beginning of the year.
- We will not accept any phone calls to release students. Emails will only be accepted when the email address matches the name of the parent/guardian. However, the note can be scanned and sent to the school.
- Any person who is picking up a child during the school day or after school must present a current driver's license.
- Any student who is under the age of 18 picking up a student during school hours must have written parent consent with parent signature and must show a current school ID or driver's license. The school does reserve the right to call and make contact with the parent prior to release a student to a minor. Any, even with a parent note. Signatures must match the signature on the emergency card filled out in the beginning of the school year.

Security Cameras

For the safety and security of our students, staff, and our campus, McKinley Elementary has surveillance cameras located throughout the campus including the school parking lot. Please be aware that the security cameras are on and are recording 24 hours a day 7 days a week.

