

Parent & Student Handbook

MCKINLEY ELEMENTARY SCHOOL 2019-2020

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McKinley Elementary Mission Statement

McKinley Elementary staff delivers rigorous instruction which prepares each student for their journey towards college and career readiness. We are committed to the development of the whole child and celebrating their individual growth.

McKinley Elementary Vision Statement

Our McKinley community SOARs: We are Safe, Organized, Accountable, and Respectful.

McKinley Elementary Community Goals

- Increase Academic Achievement and Personal Growth
- Enhance our School Community
- Ensure a Safe and Welcoming Environment

School Hours

Start time:	8:20 AM	Grade Seven – Grade Eight
	8:25 AM	Kindergarten – Grade Six
	7:30 AM	AM Preschool
	11:30 AM	PM Preschool
Dismissal:	2:20 PM	Kindergarten – Grade Eight
	11:00 AM	AM Preschool
	3:00 PM	PM Preschool

Children should not be on campus prior to 7:50 AM as there is no supervision. Cafeteria opens for breakfast at 7:50 AM. Commerce gate opens at 8:05 AM & front gate at 8:10 AM. We stop serving breakfast at 8:15 and students must exit cafeteria by 8:20 AM. All children should be picked up no later than 2:30 PM.

Behavior Expectations

Students at McKinley Elementary will SOAR throughout the school day by following our Behavioral Expectations.

McKinley Behavioral Expectations:

- S Safe**
 - O Organized**
 - A Accountable**
 - R Respectful**
-

Safety, Organization, Accountability, and Respect are the basis of expected behavior at McKinley Elementary. Our goal is to provide quality instruction in a safe learning environment.

All teachers and staff will teach, model, and practice each of the McKinley Behavioral Expectations throughout the year. Teachers and staff will acknowledge student behaviors that meet the SOAR.

McKinley Expectations

McKinley expectations are posted for all students to see. Each teacher will apply consequences and rewards according to their classroom and school management plan.

All McKinley scholars are expected to:

1. Be Safe

- Keep your hands, feet, and objects to yourself
- Walk
- Follow the rules

2. Be Organized

- Bring all needed materials and assignments
- Keep your backpack, folders, and desk organized

3. Be Accountable

- Be responsible for what you say and do
- Be accountable for all issued materials
- Be at school and in class on time
- Show school pride by keeping our campus clean

4. Be Respectful

- Respect yourself and others
- Respect school and personal property
- Use kind and respectful language

Incentives & Celebrations

- Classes are allowed three (3) parties a year. Teachers will determine the date. Parties will take place the last 30 minutes of instruction. Only store-bought foods are allowed during the designated parties. Students need parent permission to participate and must sign a permission slip. If your child has any allergies, please notify the front office and teachers.
- Student Birthdays: In order to focus on instruction, parents, siblings, and friends are welcome to schedule a “Shout Out” for the child on the morning announcements. You are also welcome to send a book of your child’s choice to be read to the class, or a non edible goodie bag for the class (ie. pencils, erasers, etc.) No snacks or food are allowed as part of the celebration.

Dress Code

Per the Stockton Unified School District Board Policy #5132 and California Education Code §35294.1, the following clothing items or styles are not to be worn at school.

SHIRTS / TOPS:

- Backless shirts or blouses that do not cover the back entirely
- Bare midriff (stomach may not be exposed)
- Strapless / tube top shirts, off shoulder or single strap garments
- Short shorts or skirts, or slits up to the thigh area
- Micro miniskirts and shorts (shorter than mid-thigh)
- Excessively low cut tops, see through tops, spaghetti straps
- White muscle tank shirts, underwear shirts

PANTS / SKIRTS:

- Ripped jeans or pants, showing undergarments or skin above the knee
- Sagging or oversized clothing are prohibited - Pants must be worn at the waist
- Skirts or shorts no shorter than 2 inches above the knee

SHOES:

- Open toe or backless shoes, flip flops, slippers, or sandals are prohibited
- Red or blue laces are prohibited

OTHER:

- No Red/Blue Policy: All apparel that is red or all blue of any shade is prohibited (i.e.; shoelaces, jackets, sweatshirts, shoes, belts, shirts, shorts, pants, handkerchiefs, etc.)
- Clothing with symbols affiliated with illegal activity, including alcohol, tobacco, marijuana, or other drugs.
- Clothing displaying logos or symbols of racist groups, juvenile gangs, obscene language, vulgar gestures, sexual themes, violence, or intolerance.
- Wallet or waist chains, spiked jewelry
- No professional sports jerseys of any type
- No hats, bandanas, wave caps (do-rags), beanies, or head coverings of any kind (unless it is worn for religious beliefs)

*Administration reserves the right to make all decisions on clothing's appropriateness for school.

Cell Phone Policy

The district and McKinley school recognize the need for students and families to communicate with cell phones. Further we recognize that cell phones can be powerful educational tools. However, they are often a distraction to the learning environment and their misuse can lead to bullying and invasions of privacy. So in accordance with Board

Policy 5131, the school will confiscate all phones in sight, with the following consequences:

- 1st Offense: You may pick up your phone in the office at the end of the day, unless it is taken by a teacher in which case it will be returned the following day.
- 2nd Offense: Parent must pick up the cell phone.
- 3rd Offense: The cell phone will be kept until the end of the school year.
- 4th Offense: Suspension and a parent conference.

*All electronic devices of any type must be left at home. The school is not liable for any lost or stolen items.

Items Not Allowed

The following items are not allowed on school campus. If a student brings any of the items listed below, they will be confiscated. Subsequent offenses will result in disciplinary action, including detention and/or out of school suspension.

ELECTRONIC DEVICES:

- Cell phones / Music / video devices / MP3 players and iPods / cameras / recording devices / gaming devices / personal computers / tablets

CONTRABAND ITEMS:

- Fidget spinners
- Laser pointers
- Markers / liquid paper (white out) / Spray paint/paint pens
- Dice/trading / playing cards / toys
- Any weapons, look-alike weapons, or dangerous objects
- Illegal drugs or drug paraphernalia/gang affiliation paraphernalia
- Over-the-counter or prescribed medication (these must be cleared with the school site health office.
- Alcohol / Cigarettes / tobacco / matches / lighters

Bathroom Expectations

McKinley scholars work towards making the bathrooms a safe, clean, and functional place. We respect facilities, we respect the resources, and we respect each person's need for privacy.

All McKinley scholars are expected to:

1. **Be Safe**
 - Keep feet on the floor
 - Keep water in the sink
 - Wash your hands
2. **Be Organized**
 - Use bathrooms before the bell rings
 - When the bell rings walk to your line
 - Stay in a quiet and straight line
3. **Be Accountable**
 - Flush toilet after use
 - Use an appropriate amount of paper towels
 - Put garbage in the garbage can
4. **Be Respectful**
 - Give people privacy
 - Use quiet voices

When using the bathroom during class time, McKinley scholars are expected to do the following:

1. Obtain a hall pass for the bathroom from the teacher.
2. Go with another student appointed by the teacher (K-3).
3. Follow the bathroom rules and return quickly to the classroom.

Note: Students who lose instructional time for bathroom use can be held responsible for the instructional content and class time missed. Classroom teachers will apply appropriate classroom management strategies.

Cafeteria Expectations

All McKinley scholars are expected to:

1. **Be Safe**
 - Hands, feet, and objects to yourself
 - Eat your own food
 - Raise hand for permission to leave the table
 - Quietly walk in and out of the cafeteria
2. **Be Organized**

- Know your line order and assigned table
 - Listen to and follow all instructions
 - Stay in a quiet and straight line
 - All food and drinks must stay in the cafeteria
3. **Be Accountable**
- Focus on eating first
 - Follow all cafeteria procedures and rules
 - Clean up after yourself
 - Always use good manners / say please and thank you
4. **Be Respectful**
- Wait your turn
 - Use a soft voice
 - Respect cafeteria supervisors
 - Respect other's personal space

Hallway Expectations

- Students in the building must carry a hall pass.
- Students are to walk quietly in the hallways and keep hands to themselves.
- Students are to be in classrooms ONLY when a teacher is present.

Playground Expectations

All McKinley scholars are expected to:

1. **Be Safe**
- Hands, feet, and objects to yourself
 - Walk on the playground at all times
 - Play safely and on the playground structures
 - Contact games such as tag, football, wrestling, or play fighting are unsafe and are not permitted
2. **Be Organized**
- Use restroom and drinking fountain before bell rings
 - Stay in the designated playground area

- When the bell rings walk to your line
- Stay in a quiet and straight line

3. **Be Accountable**

- Follow all instructions from supervisors
- Report major problems to teachers or supervisors
- Eat all healthy snacks on the benches

4. **Be Respectful**

- Share equipment
- Play fairly and include everyone
- Respect yourself and others
- Take turns
- Use kind and respectful language

Attendance

The SUSD governing board believes that regular attendance plays a key role in student achievement. The board recognizes its responsibility under the law to ensure that students attend school regularly. Parents and guardians of children age six to eighteen are obligated to send their children to school. The board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy

A student's absence shall be excused for the following reasons:

1. Personal illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometric, or chiropractic appointments
4. Attendance at funeral services for a member of the immediate family
5. Participation in religious instruction in accordance with district policy
6. Justifiable personal reasons. Advance written request by the parent/guardian and approval of the principal or designee shall be required for absences for:

- Appearance in court
- Attendance at a funeral service
- Observation of a holiday of his/her religion
- Attendance at religious retreats for no more than four hours per trimester.

Consequences for truancy:

- Parents will be required to attend a parent meeting for students with chronic absenteeism.
- Students who are tardy or picked up early will not qualify for perfect attendance and could be subject to lunch detention.

Late arrival and early pickups:

- Teachers and Administration strongly discourage late arrivals and early pickups as it interrupts the learning of all children.
- Students attendance is affected by late and early pickups and can result in a truancy letter from Child Welfare and Attendance.

Description of Behavioral Offenses

- | | |
|--|-------------------------------------|
| • Using profanity / vulgar language | • Using the bathroom after the bell |
| • Getting out of seat, wandering around the classroom | • Inappropriate bathroom behavior |
| • Talking excessively / bothering others | • Not abiding by dress code |
| • Disobedience / disrespect | • Bringing gum or candy to school |
| • Not doing work / not participating | • Disrupting learning |
| • Bringing toys or electronic devices to school (phones, games, and music devices) | • Cheating on a test |
| • Inappropriate cafeteria behavior | • Throwing objects |
| • Playing after the bell | • Unsafe play |
| | • Playing in restricted areas |
| | • Littering / Spitting |
| | • In the hallway without a pass |
| | • Defiance |

Notice of Behavior Concern Guidelines

Purpose of Notice of Behavior Concern Form: To report misbehavior to parents and to document each behavioral incident.

Procedure:

1. Notice of Behavior Concern form is issued
2. Provide consequences (teacher may write the consequence(s) on the Notice of Behavior Concern)
 - Counseled/warned
 - Loss of recess
 - Time out in another teacher's classroom
 - Detention
3. Contact parent (If the student does not return the signed citation, the homeroom teacher will contact the parent.)
4. The teacher will contact a parent for any on-going discipline problem(s).
5. If the problem(s) persist, the homeroom teacher will schedule an appointment to meet with the parent. An administrator will attend.

Note: If a student has hurt someone or the offense is serious in nature, they will be sent to the office immediately with a Discipline Citation.

Note: Teachers will also send home the Positive Behavior Referral to acknowledge positive student behavior.

Notice of Behavioral Concern

McKinley Elementary School
(209) 933-7245

Notice of Behavioral Concern

Student Name: _____ Date: _____

Dear Parent or Guardian,

I am concerned about your child's behavior. The following incident occurred:

Please sign this note and have your child return it. Please feel free to call me if you have further questions or concerns. You can reach me at 933-7245 or at _____stocktonusd.net.

_____ 1st Notice _____ 2nd Notice _____ 3rd Notice

_____ Please provide an updated phone number: _____

_____ Please contact me so we can meet

Thank you,

Parent Signature: _____

White: Parent copy Yellow: Teacher copy

Description of Severe Behavioral Offenses

- Extortion
- Battery
- Fighting
- Causing physical injury
- Vandalism
- Theft
- Trespassing
- Interfering with persons breaking up a fight
- Possession of a firearm, knife, or other dangerous type of weapon. This includes fireworks, firecrackers, lasers and look-alike guns
- Possession of alcoholic beverages, tobacco, or controlled substance
- Committing or attempting to commit sexual assault or battery (4th – 8th grade)
- Harassing, threatening, or intimidating a witness in a school disciplinary action
- Misbehavior on school bus
- Sexual harassment (4th – 8th)
- Bullying
- Pulling the fire alarm
- Threatening students
- Threatening staff members
- Agitation / provoking a fight

Consequences

Consequences shall be administered as defined in the Stockton Unified School District Student Conduct Code Graduated Sanctions.

Discipline Citation Guidelines

Purpose of the Discipline Citation Form: To report misbehavior to administration and parents and to document each behavioral incident. Discipline Citations will be written for severe offenses and / or continued behavior concerns. Administrator will apply appropriate consequences as outlined in the Student Conduct Code Graduated Sanctions.

Procedure:

1. Teacher completes a Discipline Citation & calls parents as soon as possible.
2. Student is sent to the office with a completed Discipline Citation
 - Copy to administration
 - Copy to homeroom teacher
 - Copy to parents
3. Student returns Discipline Citation with parent signature. If the student does not return the signed citation, the homeroom teacher will contact the parent.
4. The teacher will contact a parent for any on-going discipline problem(s).
5. If the problem(s) persists, the homeroom teacher schedules an appointment to meet with the parent. An administrator will attend.

Discipline Citation

McKinley Elementary School
(209) 933-7245

Student: _____ Date: _____

Speech RSP

Teacher: _____ Time: _____

Classroom Playground Bathroom Cafeteria School Grounds

Behavioral Offense(s):

<input type="checkbox"/> Profanity / Vulgarity	<input type="checkbox"/> Vandalism
<input type="checkbox"/> Disrupting learning	<input type="checkbox"/> Weapons
<input type="checkbox"/> Disrespecting others / Defiance	<input type="checkbox"/> Sexual harassment
<input type="checkbox"/> Bullying	<input type="checkbox"/> Theft
<input type="checkbox"/> Play fighting / inappropriate play	<input type="checkbox"/> Possession of controlled substance
<input type="checkbox"/> Fighting / Causing injury	<input type="checkbox"/> Other: _____

Description of problem: _____

<u>Classroom Intervention(s):</u> <input type="checkbox"/> Parent contact Date: _____ <input type="checkbox"/> Counseled by _____ <input type="checkbox"/> Loss of recess Date: _____ <input type="checkbox"/> Detention Date: _____ <input type="checkbox"/> Time out teacher's class Teacher: _____ Date: _____ <input type="checkbox"/> Other _____	<u>Administration Intervention(s):</u> <input type="checkbox"/> Parent contacted Date: _____ <input type="checkbox"/> Detention Date: _____ <input type="checkbox"/> Reflection Sheet / Apology <input type="checkbox"/> SSC Referral Date: _____ <input type="checkbox"/> Out-of-school suspension Date: _____ <input type="checkbox"/> Other: _____
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Person completing form: _____

*Parent Signature: _____

White: Parent copy Yellow: Teacher copy Pink: Office copy

Extracurricular Activities and Promotion

In order to meet academic goals and be college and career ready, all students are expected to complete their assigned work consistently. All students need 70% of school work satisfactorily completed to participate in extracurricular activities including (but not limited to) field trips, parties, dances, school carnival, participation on sports teams, and the promotion for 8th grade.

In addition to having 70% of work completed, students must meet behavioral expectations. Any student engaging in “Caused, attempted to cause, or threatened to cause physical injury to another person” will result in loss of privileges and / or out of school suspension.

In light of safety considerations, McKinley teachers and administration reserve the right to bar any student with serious non-compliance incidents and / or suspensions from participating in extracurricular activities.

If students owe library fines or fundraising money, they will not be allowed to participate in any extracurricular activities, will not walk at promotion, and will not receive their report cards until their balance is paid in full. These fines will carry over to subsequent years until paid in full.

Parents please talk to your children about the importance of their education and the importance of following McKinley’s Behavior Expectations.

Transition For Students Who Ride the Bus

1. K-2 grade, teachers will walk their students to the bus area or implement a buddy system. Students will walk through school campus to exit through El Dorado gate.
2. All students will board bus on El Dorado St.
3. Designated staff will monitor their students’ behavior while the students are waiting to board the bus.
4. Students will wait quietly in line to board the bus.
5. Parents and Students need to make prior arrangements if the student is not riding the bus or getting off at a different bus stop. If getting off at a different bus stop, parents must call Transportation Department (933-7145).

Bus Rules

1. Board the bus in a quiet and orderly manner.
2. Follow all of the driver’s rules while on the bus.
3. Follow all bus rules as stated in the SUSD Conduct Code.
4. If a citation is issued, students are responsible for providing a copy to parents.

Students Who Walk Home or Are Picked Up

1. If students do not plan to go directly home after school, they need to make prior arrangements with their parents before they leave for school.
2. Students in K-3 exit on 9th Street & students in 4th – 8th grade exit on Commerce Street. Older siblings picking up younger students should wait in the designated areas then exit at the designated gate.

3. Students must use the crosswalks due to safety. DO NOT JAYWALK! Jaywalkers risk their lives and the lives of others because a car could swerve to avoid them and hit another student.
4. Parents dropping off and picking up students by car on Commerce St. and Ninth St. must appropriately park the car and have the children use the nearest crosswalk. Students can be dropped off at 7:50 a.m. and must be picked up by 2:30 p.m. El Dorado Street is designated for school buses only.

After-School Program Procedures

1. If students are registered in the after-school program or in a tutoring class, they must line up west of south wing and wait to report to their instructor.
2. Once tutoring is completed, students walk quietly back to the cafeteria.
3. If students are walking home, a permission slip to walk home must be in file.

Rainy Day Schedule

1. Before school starts, all students are in the cafeteria and sit at designated tables until teachers pick up students.
2. Be seated quietly and keep your hands and feet to yourself.
3. Walk in an orderly manner to the classroom.
4. Do not get up without permission.

Textbook and Library Book Check Out

Students in 1st - 8th grade will be issued textbooks via our district check out system. Each student is responsible for the safekeeping of these books. In primary grades (1-3), teachers will assist with this process. If books are lost or damaged (including library books checked out), the student will not be allowed to participate in extracurricular activities and report cards will be withheld until the book is returned or paid for.

Homework Policy

Homework is an integral part of McKinley's academic program. It is given so students can practice what they have been taught in the classroom. Teachers use homework to assess a student's understanding of concepts being taught and for planning instruction. Therefore, we ask that parents provide their child a quiet place to do homework on a daily basis. Homework should be checked by the parent and returned to school as assigned by the teacher.

The Governing Board recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards.

The Board expects students, parents / guardians and staff to view homework as a routine and important part of students' daily lives.

The approximate homework times will vary and may include longer term assignments by grade level.

****All students are required to read an additional 15-30 minutes every night. Homework should not exceed an hour at any grade level. It is the students' responsibility to ensure that school correspondence to parents / guardians reaches home.***

McKinley AVID Expectations

1) Student Planners (grades K-8):

- All students are expected to use a planner
- Homework will be recorded in the planner daily
- Assessments, projects, and special classroom activities will be recorded in the planner
- Parent signatures are required regularly

2) Student Binders (grades 3-8):

- All students are expected to keep their work organized by subject dividers
- Pencil pouch is required to keep supplies organized
- Parents check binders weekly for organization

3) Supplies Recommended for Success

- | | |
|-------------------------------------|---------------------|
| ● Pencils | ● Dividers |
| ● Erasers | ● Ruler |
| ● Binder paper | ● Flat 3 hole punch |
| ● Highlighters (2 different colors) | |

*** McKinley provides most of the above materials for the success of its students. If these materials are lost or damaged, parents are expected to replace them.**

Sexual Harassment

Definition: Sexual harassment is making unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature. Any student who feels she / he is being sexually harassed should immediately contact a school administrator, a school counselor, or a teacher.

Consequences: The consequence for sexual harassment is suspension, and / or other administrative action which may include calling SUSD police. If the behavior is severe and pervasive or causes an intimidating, hostile or offensive educational environment, the student may be expelled.

Examples of sexual harassment:

1. Touching or grabbing the private areas of another student.

2. Pulling a girl's bra strap.
3. Rubbing up against another student.
4. Kissing or attempting to kiss another student.
5. Verbal/ written remarks of a sexual nature, to another student or overheard by others.

Campus Visitors

- All volunteers and consistent unsupervised visitors must be cleared (fingerprints and Tuberculosis screen) to be on school grounds (AR 1250 & AR1240).
- All visitors must come to the front office, show identification, sign in, wear a McKinley visitor's badge at all times, and sign out.
- Parents are not to go to their child's classroom to pick them up or visit the classroom without prior approval.
- Parents and caregivers should go to the office to make arrangements to have their children released and wait in the office for their children to be sent by the teacher.

Healthy Snack Guidelines

Students may eat their snacks during morning recess, but must sit at a red bench.

Appropriate Snack Options:

- Fruit: bananas, apples, oranges, and grapes
- Nuts / Cheese / Raisins / Trail mix / ½ sandwich
- Graham crackers / Snack bars: granola, cereal, energy
- V8 / Bottled water

Unacceptable Snack Items:

- Soda / Powerade / Gatorade / Water Supplements
- Large bags of any type of chips
- Candy/ Sunflower Seeds / Gum / Beef jerky