

McKinley Elementary School Family/Student Handbook



2016 – 2017

McKinley Eagles...
Soaring to Success!

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INTRODUCTION AND GENERAL SCHOOL RULES AND EXPECTATIONS

At McKinley Elementary School, our number one goal is student learning. In order for students to be able to engage in learning, our school environment must be safe and orderly. To create this safe and orderly school environment, we strive to be positive and as consistent as possible in our rules and expectations. This handbook contains rules and expectations that all students are expected to follow.

When we want children to learn something, it is often necessary for them to hear it multiple times from multiple people. Therefore, the teacher and/or principal will review this Handbook at the beginning of each school year and periodically throughout the year as needed. We also expect that each parent will review this Handbook at the beginning of each school year and periodically throughout the year as needed. Please notify the office immediately if you have a change of mailing address, email address or telephone number (home, work, mobile).

BELL SCHEDULE

Monday, Tuesday, Thursday, Friday:

TK/Kindergarten: 8:10 - 1:50

1st - 3rd Grades: 8:10 - 2:10

4th - 5th Grades: 8:10 - 3:00

Shortened Wednesdays:

TK/Kindergarten: 8:10 - 11:40

1st - 5th Grades: 8:10 - 1:50

Note: Playground supervision begins at 7:45 so students may not arrive at school before that time.

McKinley Eagles S.O.A.R in all locations: *(see SOAR matrix on the following page)*

All McKinley students are being taught the four McKinley School Rules. The four school rules spell out the acronym S.O.A.R.

- Be **S**afe - Keep hands, feet, objects, and unkind words to yourself
- Be **O**rganized- Be in the right place at the right time
- Be **A**chieving – Put forth your best effort
- Be **R**espectful – Respect yourself and others

Procedures

1. The 4 McKinley rules consistent with district policies will be *taught, reinforced* and *posted* in each classroom.
2. Students who exhibit these behaviors may earn SOAR tickets.
3. Teachers will manage minor student behaviors in the classroom by using “Turn it Around” forms. If a student has 4 plus minor behaviors documented, the teacher has the option to refer to the office.
4. Students will be referred to the office if the behavior is a major student behavior
Office referrals can be handled in a variety of ways, including:
 - o Conference (with students, parents/guardians, principal, teacher – or any combination) by telephone and/or in person.
 - o Behavior contract and plan.
 - o Suspension process, if necessary (ed code 48900 or 48915 violations).
 - o Suspension process may also be used for three written citation forms (for repeated offenses).

Eagles S.O.A.R. Matrix

S.O.A.R. in all locations	Classroom	Hallway	Multi Purpose Room	Bathroom	Office	Playground	In Line
<p style="text-align: center;">S Safe</p> <p style="text-align: center;">Keep hands, feet, objects, and unkind words to yourself</p>	-keep hands, feet, and objects to yourself -keep four chair legs on the floor -walk -stay in assigned area	-keep hands, feet, and objects to yourself -walk	-keep hands, feet, and objects to yourself -walk at all times -sit in assigned areas -eat your own food	-1 child per stall -use quiet voices - keep floors clean	-keep calm -sit properly in the chair -keep hands, feet, and objects to yourself	-walk on the blacktop -keep hands, feet, and objects to yourself -stay in assigned areas	-keep hands, feet, and objects to yourself -keep eyes facing forward
<p style="text-align: center;">O Organized</p> <p style="text-align: center;">Be in the right place at the right time</p>	-keep room clean -keep supplies in the right place -use materials appropriately	-be in the correct place	-wait patiently in line -stay seated until dismissed and then leave	-use buddy system when appropriate	-stay in assigned area -be ready to share why you are here	-play games in designated areas -freeze at the bell; walk at the whistle -walk directly to the line	-stay in line order

			promptly -clean your area				
A Achieving Put forth your best effort	-follow directions the first time -be an active learner -do your best -complete assigned tasks	-follow directions the first time	-follow directions the first time	-be efficient -flush -wash hands	-follow directions the first time -complete assigned task	-follow directions the first time	-follow directions the first time -walk as a team
R Respectful Respect yourself and others	-be a team player -use kind words	-be a role model -honor the learning of others -open and close doors gently	-use an inside voice -use kind words	-no locking or crawling under stalls -keep the bathroom clean	-take off hats and hoods -be quiet and ready to listen -use good manners	-include others -use kind words and appropriate language	-be quiet

PLAYGROUND RULES

*All teachers should wear their S.O.A.R. lanyard during yard duty.

*All students need a pass to go to the office.

*“The wall” should not be used as a punishment for classroom behavior.

*Students who break playground rules can be sent to sit for a “time-out”.

Play structure

- NO TAG on the play structure.

Slide

- Go feet first down the slide.
- One at a time.

Monkey Bars

- Keep a safe distance between each other.
- Keep your hands and feet to yourself.
- No hanging upside.

Uneven Bars

- Hang by hands only.
- No flips.
- Keep your hands and feet to yourself.

Swings

- Face the portables.
- Count “20 McKinleys” for TK, K, and 1st graders.
- Count “50 McKinleys” for 2nd-5th graders.

Blacktop

- Stay away from Room 12 wall.
- Stay away from the portable windows.
- Keep off all portable ramps.
- Walk on the blacktop, with the exception of organized games on the basketball and kickball courts.
- Kickball is allowed on the blacktop during am and pm recess only. No kickball is allowed on the blacktop during lunch.
- Catch is not allowed on the blacktop. All games of catch should be played on the grass.

Picnic Tables

- Sit on the benches
- Do not sit or stand on the table tops
- Picnic tables near multipurpose room are off limits during recess and lunch.

Grass

- No students may go past Portable M during am or pm recess. Students may only go past Portable M during lunch recess.
- No tackling or wrestling.
- If a ball goes over the fence into the parking lot, students must find a yard duty person to help them get the ball.

Stop and Drop

- Stop and drop when the bell rings.
- When the whistle blows go directly to line; DO NOT go to the bathroom or drinking fountain after the bell.
- Teachers: keep drop time as short as possible; deal with discipline after releasing students.

ATTENDANCE

One of your most important jobs as a parent is ensuring that your child has good attendance. Studies show that one of the most significant factors in ensuring a child's long-term success is attendance. Students with poor attendance are significantly less likely to be able to read by third grade and students with poor attendance have significantly lower test scores in math and reading in fifth grade. When students struggle to read and have low test scores, they are far less likely to graduate. At McKinley Elementary School it is our goal that every student graduates high school ready for college, career and life . Your child's success with reaching this goal is dependent upon having good attendance from the first day of kindergarten and all the way through high school.

Excused Absence

Per California Education Code § 48205, an absence is considered excused if a student has an illness, medical appointment, death in the immediate family, court appearance, or religious observance AND the parent/guardian notifies the attendance office. Medical appointments require a note from the doctor's office. Extended illnesses of more than 5 days require a note from a doctor. With any absence, students need to complete make-up work provided by the teacher.

Unexcused Absence

An absence is considered unexcused if it is not due to illness, medical appointment, death in the family, court appearance, or religious observance. After three unexcused absences, a student is considered truant by the State of California. McKinley Elementary School and San Leandro Unified School District will notify parents/guardians when their children are considered truant and will attempt to support families in bringing their children to school on time. Parents/guardians who continually fail to comply with the State's compulsory education laws are subject to fine per California Education Code § 48200.

Tardy and Very Late

Students are expected to be lined up with their teachers at 8:10 every morning. A student is considered tardy at 8:15 and very late at 8:40. Students who regularly arrive to school late are at risk for falling significantly behind in whatever subject their teachers teach at the beginning of the day. Furthermore, their self-esteem is damaged as their late arrival draws attention. After three very lates, a student is considered truant by the State of California. McKinley Elementary School and San Leandro Unified School District will notify parents/guardians when their children are considered truant and will attempt to support families in bringing their children to school on time. Parents/guardians who continually fail to comply with the State's compulsory education laws are subject to fine per California Education Code § 48200. Similar consequences apply to students who are chronically tardy.

Clearing Your Child's Absence

You must call 510-618-4321 within 48 hours of your child's absence or it will be considered unexcused and cannot be changed.

Independent Study Contract

If your child has to miss more than five days of school, an independent study contract can be arranged through the office. Absences due to independent study cannot exceed 20 days. Arrangements for independent study must be made at least 1 week in advance with your child's teacher. This will avoid your child being marked absent and help keep him/her from falling behind in school.

Leaving School During the Day

We highly discourage picking up your child early before the end of the school day as it interrupts their learning as well as that of other students. If you must pick up early, we greatly appreciate your cooperation in following these procedures that are designed for the welfare and protection of your child:

- Only an adult listed on the student's Emergency Card can pick up a child.
- Any adult picking up a child early must go to the office, present proper identification, and fill out the sign out sheet. Office staff will send for your child—do not go to your child's classroom.
- Students may not be signed out in the last 10 minutes of the school day.
- If picking up a child during lunch or recess, please allow extra time for us to locate your child.
- Only a student's Dr. appt will excuse an early pick up from school provided a Dr. note is turned in to the office within 48 hours of leaving early.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival

Students may arrive as early as 7:45 to eat in the Cafeteria or visit the library. Also yard supervision starts at 7:45. **Students are not to arrive to school before 7:45** and must remain in supervised areas once they arrive. Dropping off students before school hours is considered to be child endangerment by the Child Protective Services and the Police Department. Children who are repeatedly being dropped off early (before 7:45 am) are at risk for a referral to one of these services. Students who ride their bikes to school must walk their bikes from the sidewalk to bike racks. Bikes and items with wheels are NOT to be ridden on campus between the hours of 7:00 a.m. and 3:30 p.m. (on school days).

Dismissal (Grades 1-5)

- Teachers will walk their classes to the front of the school.
- **Due to limited parking in the area and limited space in our driveway, it is highly recommended that you carpool, walk, or ride bicycles to McKinley.**
- If picking your student up by car, you have two options:
 - Wait in your car and pick up your child on the sidewalk that runs along the driveway from the main building to E. 14th Street. You must wait in line for your turn to pick up your child. Children will not be allowed to cross the driveway to access cars in the left lane. If you pull into the left lane, you will need to exit the driveway and either park on East 14th Street or drive around the block to get back in the line.
 - Park on E. 14th Street or side streets and walk to the front of the school to pick up your child. San Leandro Police allow cars to park in the white loading zone on E. 14th Street while waiting for their children in front of the school. For safety reasons, McKinley Elementary School and San Leandro Police only allow students to enter cars on E. 14th Street if an adult escorts them. This is to minimize the risk of children entering the cars of strangers or of being hit by automobiles traveling on E. 14th Street.
- If picking up your child on foot, you are to wait in the grassy area in front of the school.
- If walking from the Bancroft side of campus, you will have to access the front of the school by Warren Ave. or Blossom Way. Our driveway has no sidewalk and is unsafe for walking.
- The pick-up area is a **NO RUNNING OR PLAYING ZONE** due to its proximity to E. 14th Street. Please emphasize this point with your child and do your part to intervene if you see students running or playing in front of the school.

Dismissal (Kindergarten)

- There will be no car pick up for TK/ K students. All parents will wait for their children in the grassy area in front of the school.

- TK/K & Kindergarten will enter the cafeteria through the entrance near the Office for lunch on Wednesdays (early dismissal day). Parents with students in Kindergarten who wish for their children to eat school lunch on Wednesday will meet their children by the main entrance, walk their children to the Cafeteria, and wait for their children in front of the school. Children must be brought to the Cafeteria by 11:50 in order to receive lunch.

Late pick-up

There is no supervision for students after school who are not enrolled in an after school program, such as ASES. Seven-ten minutes after school, students who have not yet been picked up will be brought to the Office. You will need to come into the Office to pick up your child. Leaving students at school before or after school hours is considered to be child endangerment by the Child Protective Services and the Police Department. Children who have not had childcare provisions made for them and/or are repeatedly being picked up late are at risk for a referral to one of these services.

Students on Premises After School

All students must vacate the premises at the end of the school day unless participating in an approved extra-curricular activity, receiving after-school tutoring, or participating in other activities properly scheduled in advance. All students must be under the direct supervision of a staff member.

CAFETERIA

Breakfast Program

A healthy breakfast provides children with energy to learn and play. The Food Services Department provides a FREE Breakfast Program at McKinley School. Service begins at **7:45am** and **ends at 8:05 a.m.** While parents and family members are allowed in the Cafeteria in the morning, only enrolled McKinley students may eat breakfast. No food sharing is allowed.

Lunch Program

Lunch may be purchased for \$2.50. If your child wants to purchase milk only, it is available for 50 cents. You can pay cash each day or send a check, payable to the San Leandro Unified School District, to the school office. Students who forget to pay will be allowed to obtain food TWO times without paying, but parents must pay the balance they owe before their child can obtain another meal. All students must eat their lunches in the

cafeteria. If you have questions regarding the lunch program, call Food and Nutrition Services at 667-3508.

Apply online at:

<http://www.sanleandro.k12.ca.us/>

On the home page go to: Site Shortcuts

Click on: Online Meal Application

Only ONE meal application per family!

Lunch Schedule

11:30am - 12:15pm TK/K

11:40am – 12:25pm First grade

12:00pm – 12:45pm Second & Third grades

12:20pm – 1:05pm Fourth & Fifth grades

Delivering Lunch to Your Child

If you are dropping off lunch to your child, it must be in the office by 11:15am. Office and cafeteria staff will make sure your child receives their lunch.

VISITOR/VOLUNTEER POLICY AND PARKING

Visitor/Volunteer Policy

For student safety, McKinley Elementary School is a closed campus and follows SLUSD Board Policy 1250 for visitors to McKinley. Starting at 8:30 each school day until 15 minutes after all students have been dismissed (generally 3:15 Monday, Tuesday, Thursday, and Friday, and 2:05 Wednesday and other early release days) all visitors and volunteers must follow the following procedure:

1. All classroom visits require arrangements be made with the classroom teacher at least 24 hours before the visit. Volunteers must complete a volunteer packet in the Office before volunteering.
2. All visitors and volunteers must register in the Office before entering the school during school hours and must wear a visitor or volunteer badge while on campus.

Parking

Parent, family, visitor, and volunteer parking (except for handicap parking) is available on the streets surrounding McKinley. For two hour parking, park on East 14th Street. For parking of a longer duration, park on Blossom Way or Warren Avenue. All parking in the driveway (except for handicap parking) is for staff only.

DRESS CODE

Students should dress in a manner, which encourages good behavior and creates a good educational atmosphere in the school. McKinley Elementary School follows the San Leandro Unified School District dress code:

1. Shoes must be worn at all times. Flip flops are not acceptable.
2. Clothing, jewelry and personal items shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, gender, ethnic or religious prejudice.
3. Hats, caps, and other head coverings (other than for religious purposes) shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. Clothing should not be distracting to the learning environment. Bare midriffs, halter tops, or cut offs are not to be worn. Shorts, skirts, and dresses must be appropriate in length. Belts, collars, accessories, or clothing that contain spikes and/or sharp metal are not acceptable.

OTHER POLICIES

Concerns

In the event that you have questions or concerns about your child, a program, or classroom expectation, please contact the teacher first. If, after working with the teacher, you feel that your concerns are not handled in a satisfactory manner, please contact the principal. If, following a meeting with the principal, you feel your concerns have not been addressed, you may access the SLUSD Complaint Procedure by filing a written complaint on the form available in the school office.

Excused Participation from Physical Education Classes

If your child is to be excused from participation in physical education classes for health reasons, a written doctor's recommendation is required or note from guardian. Students will be required to attend the classes for the instructional component and observation.

Weekly Folders

Good communication between home and school is a key to student success. It is expected that each child bring home his/her weekly folder on the day designated by the classroom teacher and that each child return his/her weekly folder to school on the day designated by the classroom teacher. Parents are expected to review all items in the folder and return any items that the teacher is requesting be returned.

Use of School Telephones

The school and classroom telephones may be used by students IN THE EVENT OF EMERGENCY or extreme necessity. Students must ask permission from school staff before using the phone. We ask that parents and students make after school arrangements prior to students pick up from school.

Electronics and Nuisance Items

Gum, toys, personal electronics (i.e. iPods, portable game systems, cameras, etc.), scooters, skateboards, and roller blades/skates are not allowed at school. Students are never to bring large quantities of money to school.

Cell Phones

Cell phones may be brought to school, but should not be seen, heard or in use by students at any time on campus during school hours. Cell phones may only be used after school once a student has left the front door of the school. If a cell phone is seen, heard, or used, McKinley staff will take following steps:

1. The first time, the cell phone will be taken by school staff and returned to the student at the end of the school day.

2. The second time, it will be taken to the office and will only be returned to a parent/guardian.
3. The third time, it will be taken to the office and a mandatory conference will be held with the principal, student, and parent/guardian.

Lost and Found

It helps to have personal items marked with a child's name. When items are missing, have your child check the classroom and the Lost and Found in the main building hallway across from the cafeteria. Valuable or small items are kept locked in the school office. Please do not bring valuables to school, as we are not responsible for lost or stolen items. Items are kept in lost and found for one week and then donated to charity. Please ensure you check lost and found weekly. McKinley School is not responsible for any lost or stolen items.

Medications at School

Should your child need to take a prescribed or over-the-counter medication at school, it is imperative that:

- You obtain a written statement from your child's physician stating the medication, dosage, and time it is to be given. This can be written on a regular M.D. prescription form or you may obtain the regulation school medication form from the school office before going to the doctor.
- You must also fill out a school medication form giving us permission to dispense medication to your child. The medication must be sent to school in the original container, properly labeled with your child's name, name of medication, dosage, time to be administered, and doctor's name and phone number where he/she can be reached. Over-the counter medications need to have your child's name on the container with specific directions. All medication must be picked up at the end of the school year by a parent. Unclaimed medication will be discarded.
- Though this regulation (Education Code #49423) may seem to be unnecessary for a one time or short term medication, it is important for the protection of your child and others. If your child takes medication regularly (year to year) it is necessary to renew this order annually. Health Service's phone number is 510 667-3513.

No Smoking Policy

San Leandro Unified School District adopted a NO SMOKING policy on 9/7/94. Smoking and the use of all tobacco products is prohibited in all district buildings, on all school grounds and in district owned vehicles. This policy applies to all staff, students, visitors, and groups using district buildings, grounds, and vehicles. This policy also applies to all district sponsored events, including outdoor activities and sporting events.

Disaster and Fire Drills

Regular monthly disaster and fire drills are held at each school. Pupils are instructed to best prepare in the event of an emergency and practice proper evacuation and safety procedures. The school staff is organized as an Emergency Preparedness Committee Team. The SLUSD also provides disaster training and simulation drills to assist with

emergency preparedness for all SLUSD staff and students in the event of an actual emergency.

Parent-Teacher Conferences

Parent-teacher conferences are held in December for students in grades TK-5. Parents are encouraged to attend a conference with their child's teacher(s) during parent-teacher conferences. Teachers will facilitate the scheduling of conferences. Additional individual conferences may be held to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher. Parents who wish to schedule a conference with their child's teacher should contact the teacher to schedule an appointment.

Parent Teacher Organization

McKinley has a Parent Teacher Organization (PTO) that provides an important link between home and school. The PTO provides a number of activities to improve and support education and build school community. All parents are encouraged to join and support McKinley's school's PTO.

Dogs

As a general rule, dogs are not allowed at school during school hours. Therefore, if families are including a dog walk at the same time they are picking up or dropping off their child, we request that you do not bring the dog on campus. This precaution will help keep your pet from being overrun by well-meaning children and assure that our children are safe during the busy arrival and dismissal times. We have several students who are either afraid or allergic to certain types of pets, so this policy keeps our school environment safe and friendly.

If you notice a dog on campus, leashed or not, please inform the school office. It is our intention to keep our campus safe. Again, many thanks for your understanding of this school rule.

SIGNATURE PAGE

I have received and reviewed the 2016-17 McKinley Elementary School Family/Student Handbook with my child and family members.

Student Name (please print)

Teacher

Parent Signature

Date

Please return this page to your child's teacher within two weeks of starting at McKinley.