

2017 - 2018

McKinley Primary



Parent Handbook

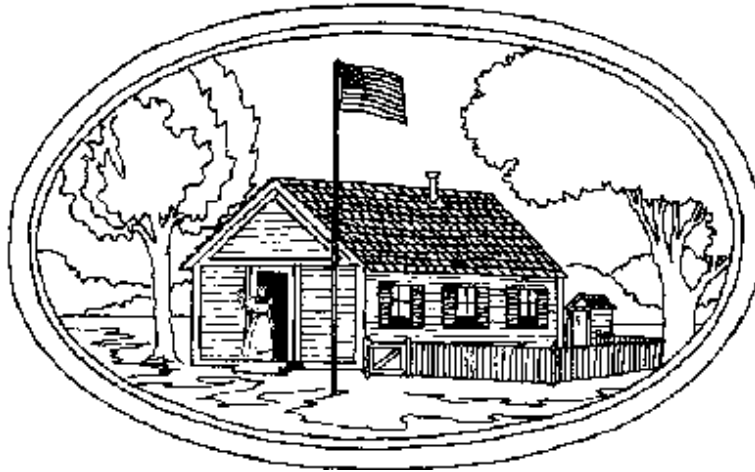


McKinley School

MISSION STATEMENT

Our MISSION is to provide a safe, nurturing, child-centered environment that ensures a developmentally appropriate education for ALL children. We are committed to a partnership with parents that fosters a curriculum which prepares students to be responsible citizens in our changing world.





MCKINLEY PRIMARY SCHOOL STAFF

1045 Sycamore Street — 846-5686

Principal	Chris McIntire
Secretary	Linda Lopez
Office Clerk	Patty Ramos

DISTRICT ADMINISTRATION

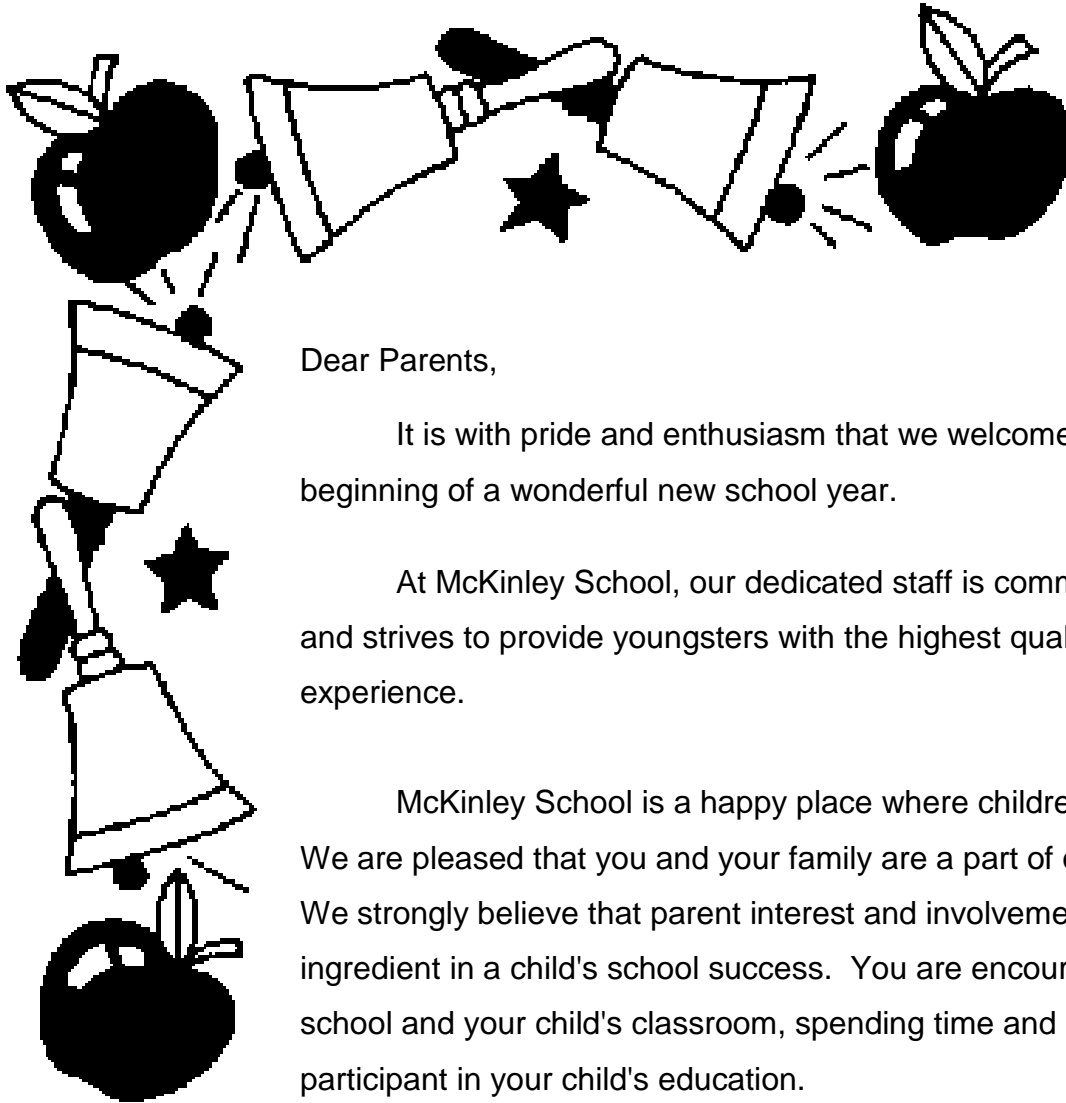
429 Magnolia Street — 846-4721

Board of Education

Eric Waterbury, President
Art Cota, Clerk
Stacy Anthony
Brandon Oakley
Lena Sannar
Kirsten Storne-Piazza
Sonia Zarate

Superintendent

Jordan Reeves



Dear Parents,

It is with pride and enthusiasm that we welcome you to the beginning of a wonderful new school year.

At McKinley School, our dedicated staff is committed to excellence and strives to provide youngsters with the highest quality educational experience.

McKinley School is a happy place where children learn and grow. We are pleased that you and your family are a part of our school family. We strongly believe that parent interest and involvement is an essential ingredient in a child's school success. You are encouraged to visit the school and your child's classroom, spending time and becoming an active participant in your child's education.

The following information is intended to inform you of some aspects of our wonderful school. Keep this handout available for reference throughout the year.

I'm looking forward to another exciting and rewarding year!

Sincerely,

Chris McIntire
Principal

CAFETERIA

Children may purchase lunch/milk in the cafeteria each morning

Breakfast

\$1.50 daily (7:45 A.M.–8:20 A.M.)

Lunch

\$2.75 daily Milk 50¢

Kindergarten

Morning (11:45 A.M.-12:15 P.M.)

Afternoon (11:20 A.M.-11:40 A.M.)

First Grade

(11:15 A.M.–12:00 P.M.)

DAILY CLASS SCHEDULE

Kindergarten

Morning — 8:25 A.M.–11:45 A.M.

Afternoon—11:45 A.M.– 3:05 P.M.
(No minimum day schedule for Kindergarten)

First Grade

Monday, Tuesday, Thursday, Friday

8:25 A.M. — 2:25 P.M.

Wednesdays and Minimum Days

8:25 A.M. — 1:25 P.M.



Every school day, breakfast and lunch are available for all GUSD students. These meals meet or exceed the new US department of Agriculture standards for Child Nutrition Programs that include the School Breakfast Program and National School Lunch program. We look forward to offering your student meals that emphasize fruits, vegetables and whole grains.

Free and reduced price meals are available to children who are eligible for benefits by submitting an application. It is necessary to complete only one application for an entire household and that application is valid for the entire school year. If the household income decreases or family size increases applications may be submitted any time during the school year. Households that are categorically eligible based on participation in other assistance programs are notified by mail before the start of that school year and do not need to complete an application. The full meal price is \$2.75 for lunch and \$1.50 for breakfast, reduced price lunch is \$.40 and breakfast is \$.30 with payments accepted in the dining room or via the internet through Paypams.com.

NON-DISCRIMINATION STATEMENT: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

TEACHERS & SUPPORT STAFF

Kindergarten Teachers

- Room 1 — Stacey Cranfill / Misty Weagant
- Room 2 — Shelley Beck & Amber Dudley / Shannon McCamy
- Room 3 — Diana Pontarolo
- Room 4 — Heather Frandrup
- Room 5 — Karen Rudd / Julie Gonzalez & Naomi Furst

First Grade Teachers

- Room 6 — Sandra Allen
- Room 7 — Mike Tuft / Debra Foster
- Room 8 — Stephanie Olson
- Room 12 — Shelley Hamman
- Room 14 — Amber Bozzo
- Room 16 — Daniel Ocampo

Health Services

- Anita Oberle
- Gladys Diaz
- Jennifer Williamson

Psychologist

- Lily Terstegge

Reading Recovery Specialist

- Cindy McIntire, Debra Foster
& Mike Tuft

Resource Specialist

- Stephanie Gualandi

Speech/Language

- Rob Rethans
- Jennifer Arntzen - SLPA

Yard/Cafeteria Supervision

- Terri Aldrich
- Maria Arroyo
- Sheryl Crater
- Emily Hoogeveen
- Amanda Monarrez
- Ana Vera

Custodian

- David Burr

Media

- Debbie Wood

PARENT CONFERENCES/VISITORS

Parents may make appointments for conferences with teachers or the principal by telephoning the school office at 846-5686. You are cordially invited to visit your child's classroom at any time during the school day. **Before visiting the classroom however, please notify and sign-in at the office.**

EARLY RELEASE

Once your child arrives on campus, he/she must not leave without proper release by the school. This is for your child's protection. Parents wishing to pick their child up from school **before dismissal time must sign him/her out at the school office.**

ARRIVAL/DISMISSAL FROM SCHOOL

Morning supervision is not provided until 8:05 A.M., therefore, students are not to arrive on campus until this time. Also, children are asked to leave the school grounds immediately after dismissal time as there is no supervision provided.

ATTENDANCE

All absences must be verified by a note or telephone call from the parent. The following information is necessary: child's name, dates and reason for absence. Excessive absenteeism has an undesirable effect on a child's classroom achievement. If a prolonged absence becomes necessary because of illness, parents are encouraged to request homework from the teacher.

PROCEDURE FOR CLEARING AN ABSENCE

When students who have been absent return to school, they are responsible for clearing the absence within 2 school days, or that specific absence(s) will be unexcused thereafter. Verify the reason for the absence using at least one of the following methods: 1) A signed written note (in ink) from parent with their phone number containing the following components: current date, student name, exact absence date(s), or hour(s) missed, and reason for the absence(s). 2) Conversation, in person or by telephone, between the verifying employee and the student's parent/legal guardian. 3) Written note from medical providers, court summons, employment appointment, etc.

DRESS

Girls – school dresses, long pants, socks, pant-dresses are acceptable. Shorts may be worn during warm weather. **Thong-type footwear is not to be worn.**

Boys – school pants and shirts are acceptable. Shorts may be worn during warm weather. **Thong-type footwear is not to be worn, and, please, no hats.**

PARTY INVITATIONS

Please do not send party invitations to school to be passed out unless the total class is to be invited. Too many hurt feelings can be created with a situation we have no control over. It is permissible to bring a "treat" for the entire class on your child's birthday if you so desire. **Please arrange this with your child's teacher ahead of time.**

MISCELLANEOUS

Students are responsible for any lost or damaged books or book bags which are property of the school. Students are to be discouraged from bringing toys and personal play equipment to school because the school is not responsible for lost or damaged personal items. **Exception:** sharing items for class discussion.

MEDICATIONS TAKEN AT SCHOOL

In compliance with Section 49423 of the California Education Code and

Section 2725(b) of the Nurse Practice Act, medication cannot be given to a student during school by the school nurse personnel or designated school personnel unless the school has on file written instructions and consent from both the physician and the parent.

If it is necessary for medication to be given during school hours, the following information must be received by the school:

1. A written statement from the physician detailing the name of the medication and the method of administration, dosage to be given and the time to be administered.
2. Written consent from the parent or guardian of the pupil indicating the desire that the school district assist the pupil.

ALL MEDICATIONS MUST BE in their **ORIGINAL CONTAINERS** and **ALL MEDICATIONS MUST BE KEPT IN THE SCHOOL OFFICE**. In addition, **"ASTHMA INHALERS"** and **"BEE STING KITS"** **CANNOT** be **CARRIED** by the student at school **WITHOUT A WRITTEN STATEMENT** from both the **PHYSICIAN** and the **PARENT**. This includes **OVER-THE-COUNTER MEDICATIONS**, such as **TYLENOL, MOTRIN, COUGH SYRUP** and **COUGH DROPS**.

Medication Authorization Forms are available in the school office.

INJURIES AND ILLNESSES

Health services are provided by our District School Nurse. She screens for vision, hearing and dental. The nurse also assists in dental screening and other district authorized health services. In addition, she acts as a resource person in classroom instruction and provides instruction on head lice and general health and safety.

The school nurse will divide her time among the four school sites. She is available at all times for emergencies. If children need to see the nurse, teachers are to send them with a note to the office.

By law, the school is prohibited from providing any medical treatment, other than first aid. If a child receives an injury requiring more than first aid treatment, or becomes ill at school, every effort will be made to contact the parent. It is very important that your child's school emergency card be kept up to date. Pupils will not be sent home because of illness or injury until the parent/guardian has been notified.

STUDENT CONDUCT Guidelines

1. Running is allowed only on the grass area.
2. Always play in a way that will keep yourself and others safe.
3. First person in line at a game is the referee. (His/her decision is final.)
4. Only school-provided equipment is allowed on the school yard (except books, crayons, coloring books, etc.).
5. Good sportsmanship always! (Polite, take turns, listen to referees)
6. Balls are to be used for designated games, not bounced off the walls.
7. Porches are not play areas, but children may sit on the benches.
8. Do not play between/behind buildings.
9. When the bell rings, drop from bars, stand up and FREEZE. Walk when group is called or whistle blows.
10. Playing in the bathroom is not allowed.
11. "Hands off" policy will be strictly enforced.
12. While in the cafeteria, speak quietly.
13. Stay in your own space (raise hand if you have a problem)
14. Do not share food.
15. No "put downs."

Consequences

1. Minor Offenses
 - a) Short time out ("walk with me", "try that the correct way", etc.)
 - b) Name on the clipboard
 - c) Campus clean up
2. Major Offenses
 - Physical abuse
 - Language abuse
 - Throwing objects (rocks, sticks, etc.)
 - Defiance of authority
 - a) Loss of the remainder of recess
 - b) Spend recess in the office or in a restricted area
 - c) Phone call/note home

Positives

1. Verbal praise ("thank you for walking", "you're doing a good job", etc.)
2. KELSO Caught You Being Cool Tickets
3. Rewards (stickers, pencils, etc.)
4. Special recognition awards
5. "WE'RE #1 banner"

Suspension/Expulsion

Students may be suspended or recommended for expulsion for any of the following: cause or threaten to cause physical injury to another person; possess, sell or furnish any firearm, knife, explosive, or other dangerous object; possess, use, sell or furnish any controlled substance, alcoholic beverage or intoxicant; commit or attempt to commit robbery or extortion; cause damage to school or private property; steal or attempt to steal school or private property; possess or use any tobacco product; commit an obscene act or engage in habitual profanity or vulgarity; possess, sell or furnish any drug paraphernalia; disrupt school activities or willfully defy the authority of school personnel; receive stolen school or private property; commit an act of sexual harassment.

School rules and consequences are in effect while students are on school grounds, while going to or from school, and during or going to or from a school-sponsored activity.



BUS TRANSPORTATION

Bus transportation should be considered a privilege by students. Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. Continued disorderly conduct or persistent refusal to submit to authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with regulations of the governing board of the district.

Children who do not usually ride the bus will not be permitted to ride, unless it is cleared by a phone call from the parents or by a personal visit to the school office. Bus riders who desire to ride on a different bus must go through the same procedure of clearing through the office (due to an overloading factor which might be created). Bus riders must ride the bus, unless the school receives a parent note stating otherwise.



BICYCLES

Bicycles are to be walked on the school grounds at all times. They must be kept locked up in the area provided. Students found tampering with bicycles will be held responsible for all damages. **Students who ride bicycles to school must wear helmets.**

McKinley Primary School

Student Attendance Calendar

2017-2018

August 25. Kindergarten Orientation
August 28 First Day of School
September 4 Labor Day Holiday (no school)
September 7 Back-To-School Night (6:30 p.m.)
November 10 Veteran's Day Holiday (no school)
November 21 End of 1st Trimester
November 22 – 24 Thanksgiving Holidays (no school)
November 27 – December 1. Parent Conferences
December 22 - January 5 Winter Break (no school)
January 15 Martin Luther King, Jr. Holiday (no school)
February 19 Presidents' Day Holiday (no school)
March 9 End of 2nd Trimester
March 12 - 16 Parent Conferences
April 2 - 6 Spring Break (no school)
May 3 Open House
May 28. Memorial Day Holiday (no school)
June 7 End of 3rd Trimester / Last Day of Student Attendance

Every Wednesday is a minimum day for all First Grade students; dismissal time is 1:25 p.m.

