

2019 - 2020

McKinley Primary



Parent Handbook

<https://www.facebook.com/profile.php?id=100009967690603>

Table of Contents

McKinley Primary School Mission Statement	3
McKinley Primary School Office Staff	4
Gridley Unified School District Board of Trustees	4
Gridley Unified School District Superintendent	4
Welcome Letter by the School Principal	5
Cafeteria & Food Services	6
McKinley Daily Class Schedule	6
McKinley Teachers & Support Staff	7
Parent Conferences / Visitors	8
Early Release	8
Arrival & Dismissal Information	8
Attendance	8
Procedure for Clearing An Absence	8
Student Dress Code	8
Party Invitations	8
McKinley School Accountability Report Cards (SARC)	8
Miscellaneous	8
Medications Taken At School	9
Injuries & Illnesses	9
Student Conduct Guidelines	10
Suspension / Expulsion	10
Bus Transportataion	11
Bicycles	11
Williams Complaint Classroom Notice 2019-20	12
Uniform Complaint Procedures	12
Uniform Compliance Procedures	13
Student Attendance Calendar	14
Mental Health Services	15

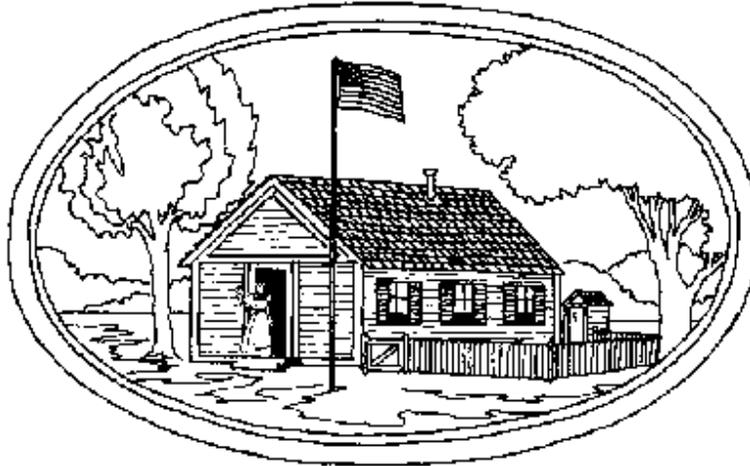


McKinley School

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	Adriana Martinez

DISTRICT ADMINISTRATION

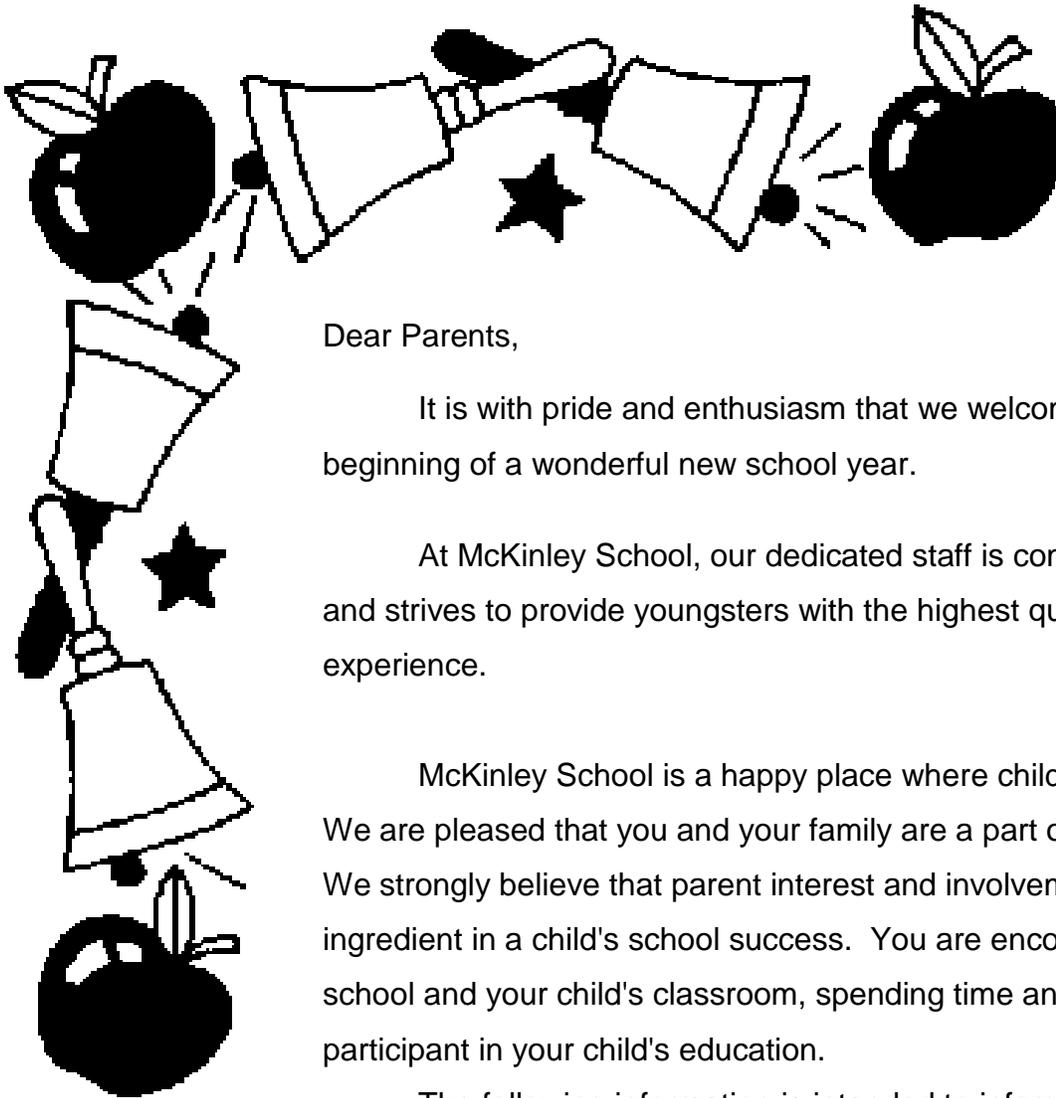
429 Magnolia Street — 846-4721

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

Breakfast Times for ALL Students

(7:45 A.M.–8:20 A.M.)

Lunch Times for Kindergarten

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

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

Lunch Time for 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 Gridley Unified School District students. These meals meet or exceed the new United States Department of Agriculture (USDA) standards for Child Nutrition Programs that include the School Breakfast Program and National School Lunch program. We look forward to offering student meals that emphasize fruits, vegetables and whole grains.

All students will receive free breakfast and lunch thanks to the Community Eligibility Program (CEP). There is no need to fill out a meal application. In order to qualify for other low cost or free services and increased funding for education, families will need to fill out an Alternate Income Form. If you receive this form, please complete and return it to your child's school site as some of the District funding is based upon these forms. Any questions can be directed to Scott McMillan, Director of Child Nutrition, 846-4172 or smcmillan@gusd.org

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, religious creed, disability, age, political beliefs, 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, audiotape, 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: How to File a Complaint, 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 Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202)690-7442; or
- (3) Email: 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 & Kathryn Kern / Shannon McCamy
Room 3	Diana Pontarolo
Room 4	Heather Frandrup
Room 5	Karen Rudd / Andria Paul-Busch
Room 9	Julie Busch

Health Services

Anita Oberle
Gladys Diaz
Jennifer Williamson

Psychologist

Lily Terstegge

Reading Recovery Specialist

Debra Foster, Amber Bozzo
& Mike Tuft

Resource Specialist

Stephanie Gualandi

Speech/Language

Rob Rethans
Jennifer Arntzen - SLPA

First Grade Teachers

Room 6	Sandra Allen
Room 7	Mary Manouse
Room 8	Stephanie Olson
Room 12	Shelley Hamman
Room 14	Amber Bozzo/Mike Tuft
Room 15	Don McVicker
Room 16	Daniel Ocampo

Yard/Cafeteria Supervision

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

Custodian

David Burr

Media

Debbie Wood

Counselor

Toni Ormachea

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.

SCHOOL ACCOUNTABILITY REPORT CARDS (SARC)

The School Accountability Report Cards (SARC) is updated each year and a revised copy is placed on our webpage in January. If you want a hard copy of the SARC, please contact the McKinley School Office.

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

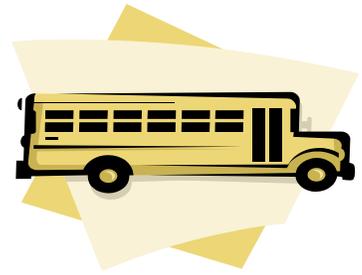
Positives

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.**

Williams Complaint Classroom Notice for 2019-2020
Gridley Unified School District
Notice to Parents, Guardians, Pupils, and Teachers

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.

2. School facilities must be clean, safe, and maintained in good repair.

3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at <http://www.gusd.org>. You may also download a copy of the California Department of Education complaint form in English and in other languages from the following Web site: <http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>

UNIFORM COMPLAINT PROCEDURES

It is the policy of the Gridley Unified School District not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

UNIFORM COMPLIANCE PROCEDURES

McKinley Primary School has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

McKinley Primary School shall investigate and seek to resolve complaints using policies and procedures known as Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and /or federal laws in:

- Consolidated Categorical Aid Programs
- Migrant Education
- Career Technical and Technical Education and Training Programs
- Child Nutrition Programs
- Special Education Programs
- Safety Planning Requirements

A complaint or noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- 1) A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- 2) A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- 3) A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Mr. Chris McIntire
McKinley Primary School Principal
1045 Sycamore Street, Gridley, CA 95948

McKinley Primary School

Student Attendance Calendar

2019-2020

August 23. Kindergarten Orientation

August 26 First Day of School

September 2 Labor Day Holiday (no school)

September 5 Back-To-School Night (6:30 p.m.)

November 11 Veteran's Day Holiday (no school)

November 22 End of 1st Trimester

November 25 – 29..... Thanksgiving Holidays (no school)

December 2 – 6..... Parent Conferences

December 23 - January 3 Winter Break (no school)

January 20 Martin Luther King, Jr. Holiday (no school)

February 17 Presidents' Day Holiday (no school)

March 13 End of 2nd Trimester

March 16 - 20 Parent Conferences

April 6 - 10 Spring Break (no school)

May 7 Open House

May 25. Memorial Day Holiday (no school)

June 5 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.

MENTAL HEALTH SERVICES

Gridley Unified School District has compassionate, well trained counselors to help students and their families with mental health concerns. **If you are in a life-threatening situation or experiencing a mental health emergency, please call 911 immediately.**

<p>24-Hour Crisis Services 1 (800) 334-6622 OR 530-891-2810 560 Cohasset Rd. Suite 180 Chico, CA 95926</p> <p>Stabilization Line 530-891-3277</p> <p>National Suicide Prevention Lifeline suicideispreventable.org 1(800) 273-TALK (8255)</p> <p>Resource needs in Butte County Dial 211</p> <p>Drug & Alcohol Screenings Chico 530-879-3950 Oroville 530-538-7277</p>	<p>Red Nacional de Prevención del Suicidio 1(888) 628-9454 (Español)</p> <p>Crisis Text Line Text HOME to 741741 anywhere in the US</p> <p>North Valley Talk Line (Warm Line) 1-855-582-5554 NON-CRISIS, PEER SUPPORT Open 4:30 p.m.-9:30 p.m. Every Day</p> <p>Behavioral Health Youth Screenings (By appointment only) Chico Youth 530-891-2945 Gridley Youth 530-846-7305 Oroville Youth 530-538-2158</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Gridley Unified School Counselors

School counselors provide short-term individual and group counseling for at-risk students, provide behavioral techniques for teachers, parent consultations, education and resource linkage. If your student is in need of a mental health referral please contact Behavioral Health at 530-846-7305 or call your school counselor directly for assistance.