



McKinley Elementary School

2023-2024

FAMILY HANDBOOK

McKinley Elementary School
1125 E. Taft Avenue Appleton, WI 54915
Phone (920) 852-5510 Fax (920) 852-5511

mckinley.aasd.k12.wi.us
McKinley-Elementary@asd.k12.wi.us

Nondiscrimination Statement

The Appleton Area School District does not discriminate against pupils on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

El Distrito Escolar de Appleton no discrimina a los alumnos con motivo de sexo, raza, color, religion, lugar de origen, ascendencia, credo, gravidez, estado civil o de paternidad, orientacion sexual, o incapacidad fisica, mental, emocional, o de aprendizaje o minusvalfa en los programas educacionales o actividades. La ley federal prohbe la discriminacion en el empleo por motivo de edad, raza, color, origen nacional, sexo, religion, o minusvalfa.

Cov tsev kawm ntawm hauv Appleton no txwv tsis pub thuam, cem, cais, thiab ua tsis ncaj ncees rau ib tug tibneeg twg vim nws yog pojniam lossis txivneej, nws cev nqaj daim tawv, los yog xim qaj daim tawv ntawm nws haiv neeg, nws txoj kev ntseeg lossis kev dab qhuas, nws haiv neeg, nws caj ces mus rau poj koob yawm txwv, kev lis kev coj, muaj/tsis muaj menyum, muaj/tsis muaj pojniam lossis txiv, muaj/tsis muaj tub ki, kev plees kev yi, lossis puas tes puas taw ntawm cev nqaj daim tawv, kev nyuaj siab ntov plawv, kev kawm tsis tau lossis ib yam dabtsi qeeb/poob qab ntawm kev kawm. Txoj cai hauv Federal txwv tsis pub thuam, cem, cais thiab ua haujlwm vim nws lub hnuv nyoog, nws haiv neeg, nws cev nqaj daim tawv, nws caj ces, los yog xim qaj daim tawv ntawm nws haiv neeg, yog pojniam lossis txivneej, nws kev ntseeg los yog kev dab qhuas thiab puas/xaim ib qho dabtsi ntawm cev nqaj daim tawv lossis hauv hlwb (handicap).

Need our handbook translated?

We currently do not have copies of our handbook in languages other than English. Please accept our apology for any inconvenience this may cause. We would be happy to make arrangements to have an employee available to review the handbook with you in your native language. Please contact the McKinley office at (920) 852-5510 to make these arrangements. Thank you!

Por el momento no contamos con copias de nuestro manual en otro idioma que no sea el inglés. Por favor acepte nuestras disculpas por cualquier inconveniente que esto pudiese causarle. Nosotros estaremos felices de proporcionarle un empleado disponible para que revise el manual con usted en su idioma natal. Por favor llame a la oficina del colegio McKinley al (920) 852-5510 para hacer estos arreglos. Gracias!

Tamsim no peb phau ntawv handbook (phau ntawv qhia txog kev cai, kev haujlwm nyob rau tsev kawm ntawv) tseem tsis tau muaj txhais ua lwm horn lus tsuas muaj lus Asmeslikas xwb. Thov zam txim ua tsis tau li nej lub siab xav. Peb txaus siab yuav nrhiav ib tug neeg hais nej cov lus los piav phau ntawv handbook rau nej. Thov hu rau McKinley Office rau tus xov tooj (920) 852-5510 lawv yuav nrhiav neeg rau nej.

Bienvenidos!

Zoo siab txais tog nej !

The McKinley Elementary School Family Handbook has been designed as a year-long reference guide for McKinley Elementary School students. If you have any questions or concerns, please feel free to contact the school office at (920) 852-5510. We welcome and encourage your feedback and suggestions.

McKinley Elementary School offers exciting educational programs that provide our children with "a place to grow." Programs for students with unique learning and emotional needs are provided in addition to a variety of special programs such as Battle of the Books, band, orchestra, a musical, and a talent show. Children learn leadership skills through Service Club, Peer Mediation & Safety Patrol. The community is always welcome in our school!

Vision Statement

McKinley Elementary School is a place to grow and succeed.

Mission Statement

McKinley Elementary School's mission is to create a nurturing place for each student to grow academically, socially, emotionally, and physically in a safe, caring environment.

Value Statements

- Utilizing "best teaching practices" based on current research
- Acceptance of new educational strategies and ideas
- Instruction based on district and state curricular standards
- High academic expectations that challenge all students to reach their full potential
- Integration of appropriate and effective technology and multimedia resources
- Analyzing data to identify student needs and improve instruction and performance
- Encouraging the intrinsic joy of learning
- Recognition of achievements/accomplishments
- Promotion of physical and emotional wellness
- Collaboration of staff, families, and community to meet the needs of students
- Creation and maintenance of a safe and welcoming environment
- Respect and compassion that supports everyone within McKinley's diverse community
- Nurturing the principles of integrity for responsible decision-making
- Personal responsibility and accountability
- Fostering citizenship for our global community

McKinley Elementary School Song

*Hats off to our McKinley!- Our colors flying high!
Gold is for the friendships we make
As the years go by.
Blue is for loyalty. We're faithful, and
We're true
All hail our McKinley! All hail our
Gold and blue!
RAH, RAH, MCKINLEY!*

Help Your Child Achieve!

ATTENDANCE Regular attendance is very important and closely related to success at school.

- Arriving on time and remaining for the entire day helps your child receive maximum instruction time and develop good work habits.
- If it is necessary for your child to be absent, call the attendance line.

COMMUNICATION Communication is the key to being involved and informed.

- Attend scheduled conferences.
- Request a conference with the teacher if you have a concern.
- Inform the teacher of any special circumstances that may affect your child's performance or behavior.

HEALTH Good physical and mental health contributes to school achievement.

- Establish a bedtime that allows your child to get a sufficient amount of sleep.
- Provide nutritious meals and snacks.
- Schedule timely visits to the doctor for immunizations and physicals.

INTEREST Your child needs to know that his or her progress in school is important to you.

- Ask your child questions about his or her day. Ask questions in a manner that encourages them to answer without a simple yes or no. (Tell me about your day ...)
- Show your interest by discussing your child's progress on his/her report card and set goals for improvement.

EXPECTATIONS Expect the best from your child. Expect them to use the "ABC" rule. Expect them to:

- Ask questions and ask for assistance when they need help.
- Behave in a manner that allows them and others to learn.
- Complete class and homework assignments.

VOLUNTEER Show your interest and support by volunteering to assist in some capacity.

- Contact your child's school or PTA to express your interest in helping.
- Volunteering for one event or activity shows your child that you want to help the school.

ENCOURAGE Encourage and recognize your child's effort.

- Express your confidence in them daily.
- Display their work in your home.
- Celebrate and recognize their effort

McKinley Elementary School & Education Program Staff 2023-2024

Principal: Andrea Vinje
 Dean of Students: Jennifer Hopfensperger

Head Secretary: Nancy Moua
 Assistant Secretary: Torrie Kalkofen
 Building Engineer: Nick Damsheuser

McKinley Homeroom Teachers		Other McKinley Teaching/Support Staff	
K	Tessa Konkol	Art	Lexie Sleeter
K	Anna Kafka	Band	Julie Brown
K	Kendra Witak	EL & Newcomers (English Learners)	Lisa Blenker
1 st	Kris Mielke		Ai Lee
1 st	Carol Chroge		Lori McInnes
1 st	Aimme Hansen		Alyssa Schrimpf
2 nd	Rachael Coenen	School Counselor	Lori Smestad
2 nd	Terry Schaefer	LMC/Media Specialist	Melanie Lofgren
2 nd	Ireland Fidlin	Literacy Coach	Jaime Reichelt
3 rd	Matthew McCallum	Music	Jennifer Griffith
3 rd	Emily Loux	Math Intervention	Cheri Geniesse
4 th	Kelly Fassbender	Nurse	Kara Schroeder
4 th	Jordan Albers	Occupational Therapy	Krista Holland
4 th /5 th	Maggie West		Elisa Kjorlien
5 th	Jill Geerts	Orchestra/Strings	Gwen VanderPas
5 th	Sammie Wollner	Phonology	Mary Sargent
6 th	Amber Ruffing	Physical Education	Heather Heisler
6 th	Sara Kolakowski	Physical Therapy	Connie Riska
6 th	Amy VanZeeland		Danielle Lecker
McKinley Paraprofessionals		Psychologist	
		Reading Intervention	Brooke Rozek
Instructional K-6	Amanda Cross	Satellite Teacher	Barbara Graunke
	Kristen Hoppe	School Resource Officer	Austin Lawrence
	Melissa Rehberg	Social Worker	Alexandra Nicholas
LMC / Instructional K-6	Savannah Still	Special Physical Education	Mackenzie Lubeck
Phonology	Laura Schumacher	Special Education	Stevie Aguilar

Special Education	Angela Dahn		Carrie Walkup
	Ashley Debyl		Kelli Cross
	Kari Mapes		Cassy Howard
	Stephanie Rademacher		Marke Lamers
			Kyle Thompson
			Faith Haupt
4K	Holly Lamb	Talented and Gifted	Rebecca Hendrick
		Technology Integration Specialist	Brian Bartel
		Youth Advocate	Lynne Pruetz
McKinley Interpreters		YMCA Coordinator	Rena Johnson
EL/Newcomers - Hmong	Yer Vue	4K	Melissa Coyle
EL/Newcomers - Spanish	Eloisa Fernandez		Heather Forseth
		Gabriela Foat	Chartwells Food Service
EL/Newcomers - Swahili	Adele Feza	Lead	Dawn Verbeten
		Cook	Cindy
		Prep	Cheryl

2023- 2024 PTA Officers And Committees

PTA Officers	Name	Phone	Email
President	Danielle Veith	791-0184	mckptapresident@gmail.com
Vice-President			mckptavicepres@gmail.com
Treasurer	Jamie McMahon	205-4190	mckptatreasurer@gmail.com
Secretary	Kendra McMahon	608-617-4737	mckptasecretary@gmail.com
PTA Committees	Committee Chair	Phone	Email
Basket Raffle	Danielle Veith	791-0184	danivonveith@gmail.com
Book Fair			
Budget Committee	Jess Wheaton	858-2493	
Cash Back Programs			
City-Wide PTA Rep			
Conference Meals	Jenny Hintz	428-9756	jenny.hintz@sbcglobal.net

Dances			
Holiday Craft Sale	Jenny Hintz	428-9756	jenny.hintz@sbcglobal.net
Membership	Danielle Veith	791-0184	danivonveith@gmail.com
Memory Book	Mike Sherry	733-1571	fourboysnus@new.rr.com
Newsletter (PTA page)			
One-Stop-Shop	Jenny Hintz	428-9756	jenny.hintz@sbcglobal.net
Picture Day			
Reading Incentive	Katie Lenz	427-5858	lenzfam2010@gmail.com
Spirit Wear	Jamie McMahon	205-4190	peotsr@hotmail.com
	Kendra McMahon	608-617-4737	
Staff Appreciation Week	Amber Ruffing		
Turn Off Screen Week			

GENERAL INFORMATION

VISITORS & VOLUNTEERS (During regular school hours)

Please check-in at the office first to receive a visitor badge. Welcome to McKinley! For the safety and concern of all, please enter the building using the front entrance facing Taft Avenue where you can sign in and receive a visitor badge (all other entrance doors are kept locked for safety and security purposes).

Staff will direct you back to the office should you not have a McKinley visitor badge on, so please visit the office first! When your visit is done, please sign out in the office, return your visitor badge, and have a great day!

DAILY SCHEDULE K-6

8:10 a.m.	Supervision begins outside
8:22 a.m.	Warning bell
8:27 a.m.	A.M instruction begins
10:00 a.m. - 10:20 a.m.	Grades K and 1 Recess
11:40 - 12:30 p.m.	Kindergarten Lunch and Recess
11:50 a.m. - 12:40 p.m.	Grades 1-3 Lunch / Grades 4-6 Recess
11:50 a.m. - 12:40 p.m.	Grades 4-6 Lunch / Grades 1-3 Recess

12:40 p.m.	P.M. instruction begins
1:50 p.m. - 2:10 p.m.	Grades 3 and 6 Recess
2:10 p.m. - 2:30 p.m.	Grades 2, 4 and 5 Recess
3:20 p.m.	End of the day

Please recall that we have a "secure" facility during the school day. For this reason, we ask that you work with your student(s) to determine a meeting spot after school. If you wish to speak with a teacher, please enter the main doors and go into the office.

Please make an appointment for a future visit. Our teachers are busy before and after school preparing to provide your children with a positive learning experience; this time is precious and we value you reaching out to set up an appointment. Thank you!

4K

A.M. - 8:27 a.m. - 11:11 a.m.

P.M. - 12:32 p.m. - 3:16 p.m.

Please remember to use exterior door C on our blacktop for pick-up/ drop-off.

OFFICE HOURS

Office hours are 7:30 A.M. to 4:00 P.M. during the school year.

ABSENCES

If your child will be absent, please remember to call the school or leave a message before 8:30 a.m. for the morning session and before 12:00 p.m. for the afternoon session. When an absence is of a known duration, just one call is necessary. If the illness is of undetermined length, please call before the start of each school day.

- The McKinley phone number is (920) 852-5511.
- The McKinley fax number is (920) 852-5510.
- In the case of a communicable disease, in addition to calling McKinley, please call the Health Department at (920) 832-6429 as soon as the illness is diagnosed.

STUDENT ATTENDANCE

School attendance, all day, every day, is incredibly impactful on students' academic success starting in preschool and continuing through high school. Even as your students grow older and more independent, our families play a key role in making sure students get to school safely every day and understanding why attendance is so important for success in school and in life. [Learn more here.](#)
[Please see Board Policy 430 and 430 Rule.](#)

HOMEWORK POLICY FOR ABSENCES

After an absence of TWO consecutive days, a request to pick up homework assignments should be

made at the time a parent reports the student's absence to the office. This will allow time for teachers to get homework to the office by the end of the school day and does not cause unnecessary interruptions during instructional time. Staff will not be able to get homework to parents on short notice.

Homework will be available for pickup by parents or siblings by 3:20 p.m. on the day requested. Students are expected to complete any work missed in a reasonable amount of time, and teachers will consider each student's circumstances when determining assignment due dates.

DOES YOUR CHILD RIDE THE SCHOOL BUS?

Do you have questions regarding [student transportation](#)?

Have questions regarding bus eligibility, what the bus routes are, bus times, and bus stop locations? All regular education busing (public and parochial) questions go directly to Lamers Bus Lines at (920) 832-8800 extension 2.

All questions regarding special education busing should be directed to the AASD Special Education office at (920) 852-5300 ext. 62111 or 62112.

Lamers and the AASD have developed a handbook for rules & policies concerning bus transportation. These handbooks will be distributed to bus riders during the first week of riding the bus and parents will be expected to return a signed sheet indicating they have read the information and have discussed it with their children. [Find more information here.](#)

SUPERVISION BEFORE SCHOOL

Before-school supervision on the McKinley playground begins at 8:10 a.m. The McKinley staff is greatly concerned for the safety and welfare of those children who are arriving at school before 8:10 a.m. If your schedule is such that you will need to drop your children off before 8:10 a.m., please enroll your child in the YMCA Learning Center program. See page 19 of this handbook for further information about the before and after-care programs.

Staff members have other obligations and professional responsibilities before the start of the school day; therefore, students are not allowed in the building before 8:22 a.m. without a pass or parent (see below for rain & bitter-cold procedures). The first bell rings at 8:22 a.m., and children should arrive only a few minutes before that time. Students are to be seated in their classrooms by the 8:27 a.m. bell.

IT'S COLD! IT'S RAINING! KIDS INSIDE???

On mornings when it is raining or when the temperature is 5° F, students will be ft*ft* allowed in the building at 8:10 a.m. (Look for the GREEN CIRCLE on the doors = OK to come in) McKinley's paraprofessionals and interpreters will provide supervision in designated areas of the building until the bell rings at 8:22 a.m. Students will not be allowed to go to their classrooms early to allow teachers time to prepare for the day.

LEAVING SCHOOL FOR APPOINTMENTS

Students must have a written permission slip from a parent/guardian to leave school for appointments. For the safety of your child, we require that you pick your child up in the school office and communicate with office staff that you are taking your child/children.

If your child returns to school the same day, please report to the office before returning to class, communicate with office staff, and get a hall pass for your student to give to his/her teacher. As a reminder, it's best to get a slip from the appointment excusing the absence. Thanks for your cooperation!

RECESS (OUTDOOR) NON-PARTICIPATION REQUESTS DUE TO ILLNESS/INJURY

One Day Only: Upon written request by a parent/guardian, a student will be allowed to stay indoors for recess and /or gym for one school day due to illness/injury. Students will be supervised in the office during recess and lunch.

More Than One Day: Requests for permission to have a student stay indoors for more than one school day require written authorization from the student's health care provider. Such written requests should be presented to the student's classroom teacher. If there are extenuating circumstances, please contact Principal Vinje at (920) 852-5510. [Find forms here.](#)

ADDRESS and PHONE CHANGES

It is important that parents keep ALL [information up to date](#) on the [Parent Portal of Infinite Campus](#). ***Automated phone alert messages, and non-emergency and emergency calls won't get to you if we don't have current phone numbers!***

If at any time during the school year, a student moves to a different address, this change must be reported to the school office immediately. Likewise, a change in telephone numbers (home, work, cell) should be reported to the office. Being able to contact a parent is imperative! We also need up-to-date emergency contact information on file at all times. Thanks for keeping us informed!

CANCELLATION OF SCHOOL

On days when the weather is bad, listen to any local radio or television station for information about school closings. You can also check the district's [website](#) and the district's [social media](#). The district will also utilize Infinite Campus alerts with robocalls, emails, text messages, or a combination in an effort to reach all families. Please ensure that your [Infinite Campus notifications settings](#) are up to date.

Emergency School Closing notification information is filled out during online registration for each child. This will allow you to indicate what you would like the school to do if school is closed during the day earlier than the usual dismissal time. It is the policy of the AASD to close only during "extreme" circumstances.

FEES

[School fees](#) are assessed at the beginning of each school year. Fees are as follows:

- 4K & Half-Day Kindergarten: \$15.00
- Full-Day Kindergarten: \$30.00
- Grades 1-6: \$30.00

Checks should be made payable to McKinley Elementary School. Families with incomes below established guidelines may qualify for a waiver of school fees. The school fee waiver application is combined with the [free & reduced lunch application](#). All applications are treated confidentially. Students who enter school later in the year are assessed prorated school fees.

EMERGENCY FUND

Sometimes there are family circumstances that make it financially difficult, if not impossible, for a McKinley family to cover the cost of a classroom/school activity. No McKinley student will ever be excluded for this reason. That is why we have established the McKinley Emergency Fund.

If a family ever needs financial assistance to cover the costs of a school activity, they can either make the classroom teacher or the office staff aware of the need. All requests are approved by the principal and are kept completely confidential. Requests need to be made by an adult.

MEDICATIONS AT SCHOOL

In compliance with Wisconsin State Law, the Appleton Area School District has adopted a policy for the administration of medications. For school personnel to administer medication safely and efficiently, parents/guardians and/or adult students must comply with district policy.

Medications should be administered at home whenever possible. Parents/guardians are urged to consult with the prescribing practitioner to determine if medications can be scheduled outside school hours. In the event that this is not possible, designated district staff will administer medication according to district policy ([453.4](#)). [Find medication forms here.](#)

Prescription Medication

1. A current Administration of Medication Consent form must be on file in the school office. These forms may be obtained in the school office or on the district [website](#).
2. The prescription medication must be supplied in the original pharmacy-labeled bottle indicating the correct dosage and administration instructions. This information must be the same as provided in the above-noted form. Only the amount of medication needed at school shall be contained in the bottle. All medication will need to be transported to/from school by a parent or guardian. Children are not allowed to transport medication.

Over-The-Counter-Medication (Non-Prescription)

1. The parent/guardian must complete an Administration of Medication Consent form.
2. Medication must be supplied in the original container with the student's name written on the container. No more than a ten-day supply may be kept at school.

3. Cough and/or throat lozenges are discouraged; water bottle is encouraged

Self-Medication - Elementary Schools

1. Although it is permitted, and sometimes necessary, for students to carry and administer their own medication, it is not recommended for elementary-age students. If a parent wants their child to possess medication for self-administration, the parent should contact the school nurse to discuss this. Due to a change in state law and district policy, asthma inhalers and controlled substances (such as Ritalin, Adderall, & Codeine) need parent and physician authorization in order to be self-administered.
2. Authorization forms are available in the school office. Please contact the school nurse if you have any questions.

PROGRESS REPORTS

Elementary progress reports are issued twice a year. The reports are a formal evaluation of each student and are only one form of communication of a student's progress and level of development. Parents should be continually aware of their child's progress through completed assignments and other communication with teachers. It is important to remember that your child is an individual and the information should not be compared with any other child's progress report.

FIELD TRIPS

Make sure the permission slip is filled out completely (2-sided or 2 pages); a student cannot attend a field trip if the permission slip is not turned in and filled out completely. Please make checks out to McKinley Elementary or send the exact amount for the cost of the field trip as the office does not have change. If financial assistance is needed an adult may contact the office as no student will be denied attending a field trip due to financial hardship.

TOYS, VALUABLES, ELECTRONIC DEVICES

Please do not allow your child to bring toys, electronic devices, valuables, and good jewelry to school. This includes but is not limited to trading cards, stuffed animals, iPods, cellular telephones, and fidget spinners. We maintain this policy to limit the risk of theft and to maintain a learning environment free of distraction. The only exception to this policy is when a teacher requests that students bring these items to school for a class.

Students are prohibited from using cellular phones, electronic paging, two-way communication, or gaming devices during the school day (8:10-3:30) per school policy. See the [Appleton Area School District's Family Elementary School Policy Manual \(policy 443.5\)](#) for specific information regarding electronic communication devices. McKinley's policy on the return of confiscated devices: 1st Offense ~ Get back at end of the day; 2nd Offense~ Parent comes to pick up; 3rd Offense ~ Get back at end of the school year.

BIRTHDAY PARTY INVITATIONS

Policy adopted by McKinley Staff September 2007

Invitations

If you are planning on having a birthday party for your child during the school year, you may NOT distribute invitations at school. This includes putting invites into class mailboxes, into individual backpacks, distributing them in class, the hallway, or on the playground. When you plan a birthday party, please distribute your invitations through U.S. mail.

Teachers may provide parents with a listing of student names to assist in the process of identifying their child's classmates. Release of students' addresses is prohibited; however, phone numbers provided with permission to the PTA for inclusion in the Student Directory will be available only upon distribution of the directory to McKinley families.

Treats

Due to [School Wellness Policy #458](#), we will no longer allow treats to be brought in and shared with the class. Please refer to your classroom teacher and know we will still recognize our special birthday student in a non-food manner.

Recognition for a special occasion without treats-(taken from AASD School Wellness Policy #458)

- Recognitions for special occasions (birthdays, holidays, etc.) during the school day (starting at midnight the day before through a half-hour after students are dismissed for the day) will not include students bringing in snacks/treats from outside of the District for other students and will instead take place through non-food practices.

AASD Complaint Procedure

In the Appleton Area School District, we deeply care about your concerns and strive to provide the best educational experience for your student(s). We want to ensure that your voice is heard and that we address any issues or concerns in a timely and effective manner. To ensure the most efficient resolution process, we request that you follow the established [AASD Complaint Procedure](#). This procedure consists of five steps designed to address concerns at different levels within the district:

1. First, we encourage you to reach out to the **classroom teacher or staff member** directly involved. Communication is key, and initiating a conversation can often lead to a swift resolution. If you believe the issue is serious, we recommend scheduling a face-to-face meeting, which can provide a more comprehensive understanding of the situation.
2. If a resolution is not reached or your concern is school-wide, please contact the school's **Principal/Administrative Supervisor**. They will be dedicated to addressing your concerns and working towards a resolution.
3. If a resolution is still not reached, contact the **Assistant Superintendent** assigned to your school at (920) 852-5300 ext. 60133. They have the knowledge and experience to further address the matter and explore potential solutions.
4. Should your concerns persist despite previous steps, you have the option to escalate the matter to the **Superintendent** at (920) 852-5300 ext. 60111 or

Superintendent@aasd.k12.wi.us. The Superintendent will carefully review your concerns and work towards a resolution that meets the best interests of all parties involved.

5. If, after exhausting all previous avenues, you find your issue unresolved, you may submit a written appeal to the **Board of Education**. Please address your appeal to AASD Scullen Leadership Center, P.O. Box 2019, Appleton, Wisconsin 54912-2019, or email AASDBoard@aasd.k12.wi.us. The Board of Education will review your appeal and consider further actions as necessary.

We want to assure you that AASD staff members are committed to working closely with parents and guardians to address any issues or concerns that may arise. Our goal is to find mutually agreeable resolutions that benefit all parties involved.

Thank you for your understanding and cooperation in following the established Complaint Procedure. By doing so, we can ensure that your concerns are addressed promptly and effectively. We greatly appreciate your partnership in supporting your student's education.

Use Of Building

Any group that wishes to use the McKinley School for a meeting place must contact the [Use of Buildings](#) Coordinator for the East Cluster at Appleton East High School, (920) 852-5400 ext. 52035.

Use of Building forms for Boy & Girl Scouts are available at the school office.

Safety Information provided by the Appleton Police Department & Department of Public Works

The safety of McKinley Elementary School students is of utmost importance, and we are providing the following safety-related information to use as a basis of discussion between parents and children. It is hoped that this information, along with the [Safe Walking Route Map](#), will assist you in determining the safest route home for your child. Parents who drive children to and from school can also take safety precautions.

Traffic & Parking Safety

Traffic and parking rules around schools are created and enforced for the safety of the students. Each year, the Appleton Police Department and Traffic Section receive calls related to unsafe driving in school zones. Unfortunately, the majority of violators are parents who are picking up or dropping off their children at school.

Some of the issues include

- Illegal parking or stopping
- Failure to obey the Crossing Guard
- Failure to yield to children in the crosswalk
- Speeding in the school zone

Drivers

1. To avoid traffic congestion, park further away from school and let your child cross the street at a crossing guard, safety patrol, marked or unmarked crosswalk. Never let your child cross between parked cars or mid-block!
2. At the time you are picking up or dropping off your child, many other people are doing the same thing and creating a lot of congestion. Because of this, if the child has to cross the street without the aid of a crossing guard or safety patrol, you as a parent should help your child cross the street.
3. Follow all posted signs!
 - a. No Stopping, Standing, or Parking: These areas may not be used as a drop-off zone. Vehicles cannot stop in this area - even momentarily - to drop off or pick up passengers as these areas are off-limits to vehicles during the posted times. This is the most frequently violated sign; please obey this sign. Violators are subject to a parking citation or, in some cases, a traffic citation.
 - b. No Parking 7:30 a.m. - 4:30 p.m. on School Days: These designated areas may be used to drop off or pick up students if the driver does not leave the vehicle. If the operator occupies the vehicle you may stop and wait for your children to be picked up. Vehicles parked without a driver are subject to a parking fine.
 - c. 5 Minute Loading Zone (or another time parameter): In these designated areas you can leave your vehicle unoccupied in this area for the designated time. This area is intended for the loading and unloading of persons and/or property. Violators are subject to a fine.
 - d. Statutory Parking Restrictions: Vehicles parked within four feet of a driveway, ten feet of a fire hydrant, or fifteen feet of a marked or unmarked crosswalk are subject to a fine. Since these types of restrictions are statutory and considered "Rules of the Road," all licensed drivers are obligated to abide by them, whether marked or unmarked by signage or curb markings.
 - e. Unrestricted Parking: This may be used for dropping off & picking up students or for parking.

Additional issues to be aware of:

- Stopping in an intersection is not legal (this includes the top of "T" intersections). This area is off-limits to stopped vehicles. Please do not drop off your child in the street. This violation can result in a traffic citation.
- Double-parking (or stopping) of vehicles is not legal. You may not stop your vehicle on the roadway side of any parked vehicle. This violation can also result in a traffic citation.

Over the last several years there have been several children struck or barely missed, by vehicles in and around school zones. As a result, the Appleton Police Department will be aggressively enforcing parking, traffic, bicycle, and pedestrian violations in and around the school zones.

Pedestrians

Choose the safest route to and from school using the school's [Safe Walking Route Map](#), and instruct your children how to use it. Even if it is not the shortest route, it is considered to be the SAFEST.

Where there is no sidewalk and it is necessary to walk in the roadway, state law requires that pedestrians always walk on the side of the street facing traffic.

Some other points to consider are:

- Cross streets ONLY at marked or unmarked crosswalks. Do not cross mid-block.
- DO NOT cross the street between parked cars.
- Watch for turning vehicles.
- WALK, don't run, when crossing the street
- Obey traffic signals and wait for the walk signal.
- ALWAYS obey all police officers, adult crossing guards, and school safety patrols.

Bicycles

The following are basic rules of the road that every bicycle rider should know and obey:

- Ride on the right side of the road and close to the edge of the pavement, in the same direction of flow as the traffic. They may ride on the sidewalk (except Taft Avenue in front of the school or on Berry Drive between Taft and Roeland), but pedestrians have the right of way. They should be courteous to pedestrians.
- Obey all stop signs, yield signs, and traffic signals.
- Signal all turns and stops using the proper hand signals.
- Ride single file and pass parked or moving cars with care
- Walk your bicycle at busy intersections and corners; if you are turning left, use the pedestrian crosswalk.
- Let pedestrians go first at crossings and on sidewalks.
- Because of heavy pedestrian traffic, students MUST walk their bikes on school property to ensure safety.
- Bicycles should be placed appropriately and locked in the bike racks, and remember that bikes should be walked when on school property!

School-Safety Patrol

The Student Safety Patrol intends to control the movement of children at designated crossings near the school. The Safety Patrol will only be stopping children, not vehicles. The Safety Patrols are restricted to the curb when controlling pedestrian movement.

The only control device they will be utilizing is a Safety Patrol staff with an attached flag. The safety of all the children in the school is our main priority. The job of controlling traffic (vehicles) is the responsibility of the [Adult Crossing Guards](#). The Crossing Guards are employees of All City Management with statutory authority to stop vehicles.

Please do your part by driving safely, with courtesy and respect for everyone in the school zones.

[Fire, Tornado & Safety Drills](#)

We constantly strive to make McKinley a safe place for all students and staff. As in the past, fire and tornado drills (which are required by law) will be held to familiarize our students with the procedures.

In addition to those drills, we will be practicing safety drills. While we hope we will never have a real fire or experience a tornado, we also hope we never have an intruder in our building. Just like we need to be prepared in case of a fire or tornado, we need to be prepared should we have an intruder.

Teachers will discuss safety drill procedures with the students in each classroom. This will be done in such a manner that it will not frighten the younger students and yet will allow us to be prepared should the necessity to employ the AASD Building Intruder Policy ever arise.

[Bully & Incident Reporting](#)

If you think there's a threat to you, a friend, your school, or the community, don't wait. **SPEAK UP, SPEAK OUT** with a confidential tip that can bring much-needed help.

The **SPEAK UP, SPEAK OUT** School Resource Center isn't just for students. Parents and community members can submit a confidential tip when they notice unsafe or risky behaviors that might be putting their child, other children, or the community in danger.

Students, parents, school staff, or any community members can submit a school safety concern or threat via a website, mobile phone application, or toll-free number. We recommend typing in "AASD" into the search field to see all AASD schools.

- [Submit a tip now](#)
- You may also make a report using your smartphone by downloading the **SPEAK UP, SPEAK OUT** app from the [Apple Store](#) and [Google Play](#)
- or by calling 1-800-MY-SUSO-1 to speak to a resource center analyst.

LUNCH & BREAKFAST INFORMATION

McKinley is eligible for the [Community Eligibility Provision\(CEP\)](#); therefore, we can offer free breakfast and lunch to ALL students. Breakfast will be served in the classroom right when the school day begins. A menu will be provided [online](#) through the online Nutrislice program.

Please know to continue to be eligible for this program and other Title programs, we must show the need for it. We strongly encourage all families to fill out the [free/reduced lunch form](#). This information is kept extremely confidential; please check the "share" box in order to qualify to waive your school fees.

Students may wish to bring bag lunches from home. If a student brings a lunch from home and wishes to purchase milk, the cost is 40¢. If a student wishes to purchase a second entree, the cost is \$2.70. The student must have the funds in the account in order to purchase milk or a second entree. Parents are welcome to join their children for lunch at a cost of \$3.75 per adult.

Lunch Procedures

In order to help reinforce the manners that students are taught at home, we must enforce certain rules and procedures. Any student not following the acceptable procedures as outlined below may be assigned consequences, which may include losing the privilege of eating lunch at school.

1. Students adhere to the directions of the noon supervisors to provide a safe and welcoming environment.
2. Students stay on the school grounds during the lunch hour unless they have their parent's **written** permission to leave. Students are to give this written permission to their homeroom teachers.
3. Students use good manners, including clean-up, and voice/volume control.
4. All school rules are in effect during the lunch hour.

PROGRAMS, CLUBS & ACTIVITIES

SCHOOL CLUBS & ACTIVITIES

Peer Mentors

Peer Mentors is a program in which students are given in-depth training in conflict resolution skills designed to help other students solve their conflicts. Peer Mentors meet throughout the year with advisors as well as provide peer mediation for students.

Other activities they may be involved in are introducing games outside at lunch recess or providing classrooms with a chance to have mentors visit their classrooms. School-based peer mediation provides a time and a place for students who have a disagreement to come together and "talk out" the problem so that they can resolve it. By setting aside a time and a place for resolving conflict, students learn that conflict is natural and acceptable, and they must make some thoughtful choices about managing their own conflict.

Safety Patrol

The McKinley Safety Patrol is composed of fifth and sixth graders. A rotating schedule is developed between classrooms. Specific information will be provided during the school year.

Service Club

The McKinley Service Club provides an opportunity for students to be involved in school and community service projects. The McKinley Service Club is made up of representatives from the fourth through sixth-grade homerooms. Planning and promoting the activities fosters school spirit while developing leadership skills. The representatives' duties include attending all meetings, participating in meeting discussions, and taking part in planning and preparing for various projects. It is important for members to set a good example in and out of school.

Other Activities

McKinley Elementary has also offered Art Club, Battle of the Books, Chorus, Intermediate Musical, Intermediate Intramurals, Running Club, Ski Club, and Walk/Run Club in past years.

PTA-SPONSORED PROGRAMS & ACTIVITIES

Parent-Teacher Association (PTA)

The McKinley PTA serves to promote the welfare of the children in the school, at home, and in the community, and to enhance the relationship between parents and teachers. PTA sponsors numerous programs. The PTA budget is approved on an annual basis, and copies are available from the PTA officer. Meetings are generally held on the third Thursday evening of each month.

Every parent and teacher is invited to attend these meetings and participate in the PTA-sponsored activities. Please show your support by becoming a PTA member and volunteering. The cost of membership is only \$6.00/person. Membership forms are available in the school office or online.

Detailed information, updates, and information on available opportunities may be found on the PTA website at www.mckinley-elementary-pta.wikispaces.com

Fundraising

The PTA is committed to supporting McKinley's school assembly programs, reading incentive awards, and the school's Classroom of the Future fund which supports the use of technology in the classrooms~ and there's more! Fundraising enables us to better serve all students. School-wide participation in the fundraiser is encouraged but never required.

- Holiday Craft Sale -The Holiday Craft Sale consists of inexpensive crafts and gifts made and donated by individuals. The goal of this sale is for every student to purchase some small gifts for their loved ones for holiday presents. We are always in need of volunteers to make small, inexpensive crafts that the children can purchase. The price range of these items is 50 cents to \$3.00. Contact Jenny Hintz at Jenny.hintz@sbcglobal.net if you can volunteer your talents!
- Basket Raffle - The Basket Raffle is held each spring along with the spring dance. Baskets are filled with donations from area businesses and McKinley families and raffled off Last year we had more than 70 baskets up for raffle!

Yearbook

The McKinley Yearbook is published yearly for distribution at the end of each school year. The yearbook includes individual pictures of each student and teacher from picture day, plus candid photographs from throughout the school year. Order forms will go home in spring.

Newsletter

The "Paw Print" (school newsletter) is published at the beginning of each month during the school year. In our newsletter, you will find the McKinley PTA Corner (information from and regarding PTA and upcoming events), school information, upcoming events, and important dates. McKinley's newsletter can be found on our [McKinley website](#) under the "News" tab. A message to parents will go out monthly via the parent portal with the link to McKinley's website. Paper copies will be available in the office upon request.

Picture Day

MARK YOUR CALENDARS! Picture Day is Wednesday, Oct 4, 2023. Picture RETAKES will be taken on Tuesday, November 14, 2023. PTA volunteers assist with paperwork, lining up classes, and aiding photographers. Parents can sign up at any time during the school year to assist with the following school year's picture day.

Reading Incentive Program

McKinley School's Reading Incentive Program is a voluntary, individualized reading incentive program for all students. The McKinley PTA helps sponsor this program for the purpose of encouraging independent reading for enjoyment. Tickets to a spring Timber Rattler game can be earned amongst other incentives! Ongoing information will be sent home throughout the school year to encourage your child to participate in this program. Parents, please promote & participate with your child - ONCE A READER ALWAYS A READER!

OTHER PROGRAMS & ACTIVITIES

[YMCA Learning Center Before-School Program \(before school only\)](#)

The YMCA provides high-quality, sustainable out-of-school time learning opportunities and programming for students at McKinley before school begins. The morning program starts at 6:30 a.m. The YMCA offers a sliding fee scale for families who cannot afford the full cost of care. Further information and registration may be obtained by calling the YMCA at 954-7641. Applications are available in the school Office.

[McKinley/ YMCA Community Learning Center Program \(after school only\)](#)

K-6 McKinley students are welcome to attend this after-school program from 3:20- 6:00 p.m., which will provide enriching activities that support your child's development. A typical daily schedule will be Arrival, Sign-In, Snack from 3:20-3:30, and Tutoring and Power Hour from 3:30-4:30 p.m. For more information contact Renae Johnson at (920) 209-0680 or mckymca@asds.k12.wi.us.

The MJ Way

McKinley Elementary School's purpose is to educate and to help your child grow as a considerate and productive person. Students have the right to feel safe at school, to have fun, to have their personal property respected, and to be free from hitting, name-calling, teasing, or inappropriate language. Along with these rights come certain expectations of the students. The expectations are high because we value our students and staff.

It is well known that schools are successful when they help children grow academically, socially, and emotionally. For this to happen, it is imperative that we have a safe environment that is supportive and conducive to growth. By setting forth clear social and behavioral expectations, it is our goal to create an atmosphere for learning.

The MJ Way has 5 components:

- Behavioral Expectations Matrix - Be Responsible, Be Respectful, Be Safe

- Cool Tools - Lesson plans used to teach students the behavioral expectations
- Recognition - An acknowledgment/reinforcement system
- Office Discipline Referral Forms - ODR's
- Celebrations - Held during various points throughout the school year.

Philosophy

The MJ Way (PBIS) is a team-based systemic approach in teaching behavioral expectations throughout the school. It is based on a proactive model, which teaches the behaviors, reinforces and recognizes children who are able to model these behaviors, and has systems in place to support children who have a difficult time. The team approach is what truly makes this system work and we really need every family's support to help us be successful.

Approach

Instead of using a patchwork of individual behavioral management plans we have moved to a school-wide discipline system that addresses the entire school, the classroom, areas outside the classroom (such as hallways, restrooms, cafeteria, offices, playground, etc.)

Every person who works in the school is aware of the behavioral expectations and works to ensure students are consistently getting the same message regardless of the setting they are in, or the adult they come in contact with.

Implementation Plan

Behavioral Expectations are defined: A small number of clearly defined behavioral expectations are simply stated in positive terms. Please be aware of our school expectations:

- Be Safe
- Be Respectful
- Be Responsible

Behavioral Expectations are Taught:

- Monthly, students and staff participate in a School-Wide Expectation Booster Session and presentations. During these presentations, staff will be briefly teaching expectations based on our data.
- Each Wednesday, all students at McKinley will be taught social skills, problem-solving and coping strategies, skills to work successfully within collaborative groups, respect for self, others, and the environment, responsibility, and safety.

Appropriate Behaviors are Acknowledged:

- Once appropriate behaviors have been defined and taught, they are acknowledged in various ways on a regular basis. You may see students' pictures up, or a "Spot" come home, their names may be announced, and classroom recognitions.

When Students Have a Difficult Time with One of the 3 School-Wide expectations (safety, respect, and responsibility), they are corrected proactively:

- When students break one of the expectations they are immediately corrected, discuss how their actions broke one of the expectations, and are re-taught the correct and appropriate behaviors to replace the inappropriate behaviors with. There are clear consequences that students are aware of when rules are not followed.

Data Collection:

- Office Discipline data is collected on school-wide behavior and a data team reviews the data regularly to determine when and where the problems are occurring. The committee then brainstorms ways to proactively address the problems.

Individual support is provided for students not responding to the School-Wide System:

- McKinley has a Student Solutions Team, which works on plans for individual students who may have a difficult time and need more support in the school setting. This team meets on a bi-monthly basis. Parents are active partners in developing plans to help these students succeed.

Active Support by All Stakeholders:

- The entire school community is needed to be actively involved in order to make the system successful. PBIS is a school-wide system for establishing a positive culture in the school.

Benefits of the MJ Way (PBIS research-based):

1. Increase attendance.
2. Student self-reports of a more positive and calm environment.
3. The teacher reports a more positive and calm environment.
4. Reduction in the proportion of students who engage in behavioral disruptions.
5. Reduction in the number of behavioral disruptions.

For more information about PBIS please contact Andrea Vinje at (920) 832-6285 or go to www.pbis.org

Give Me Five

We will use "Give Me Five" to quiet students in line, the lunchroom, etc. The staff member states, "Give Me Five," and holds up one hand. The students do not call out the numbers. The staff member slowly lowers one finger at a time, and by the time all fingers have been lowered, the students should have stopped talking and be quietly waiting.

Arrivals

1. Students should arrive no earlier than 8: 10 a.m.
2. Students should line up properly when the bell rings.

Playground

1. Students will play safe games that do not involve rough contact. (Examples of inappropriate activities: tackle football, play fighting, king of the mountain, and rock or snowball throwing).
2. Students will play kicking or throwing games on the field.

3. Students will use playground equipment in a safe manner.
4. Gum, candy, food, beverage, etc. are not permitted on the playground.
5. Riding rollerblades, scooters, and bikes are not permitted on school grounds. Students should carry these items once they reach school grounds. Bicycles are to be walked on and off the school campus.
6. Students are expected to park their bikes in the racks provided.
7. All students are required to wear boots to play in the snow. Students in grades K - 3 will also need snow pants.
8. Students may not use electronic devices in school or on the playground.

Noon Hour (More detailed information available with the lunch information)

1. Students will sit at their assigned tables, by homeroom or grade level.
2. Students will demonstrate good manners in eating and conversation.
3. Students will clean up their table and floor area and follow the dismissal procedure.

Consequences

McKinley strives to work cooperatively with parents to help students develop attitudes, habits, and behaviors that foster a positive school climate. When students do not follow the rules of proper conduct, several steps can be taken.

Students who misbehave at school can expect consequences. Consequences will be carried out in a respectable manner, will fit the behavior or situation, and will relate to the age and developmental level of the student. These may include parent conferences, loss of privileges, conferences with the principal, reflection time at lunch, restitution, behavioral contracts, in-school/out-of-school suspensions, or referral to law enforcement.

Incidents of irresponsible behavior will have consequences based on the frequency and severity of the problem, Appleton Area School District Board Policy, and Wisconsin State Statutes. We are committed to teaching students responsibility and believe that you share the desire to see students internally motivated to act in a responsible manner.

Homework Policy

Homework is an extension of the learning that takes place in school. It provides practice that reinforces classroom learning and provides opportunities for independent study, research, and creative thinking.

Homework assignments will vary at different grade levels. It teaches students responsibility and time management skills. It provides communication between the parent, child, and school regarding the students' educational experiences. It has a positive impact on learning. Parents, students, and teachers all have a role in ensuring a successful homework experience.

Teachers will:

1. Provide the necessary instructions and directions, with expectations for quality and due dates.

2. Provide individualized homework assignments when necessary.
3. Provide a variety of homework assignments: review, practice, and enrichments.
4. Review and provide feedback for all homework.
5. Contact parents when there are concerns regarding their child's homework
6. Require the use of assignment notebooks in grades 2 - 6.
7. Provide parents with guidelines for homework expectations for each grade level.

Students will:

1. Ask questions when confused about homework assignments.
2. Write homework in their assignment notebooks and communicate the assignment to their parents.
3. Complete work that reflects their best efforts.
4. Complete and return homework on time
5. Read or be read to for at least 15 minutes each night.

Parents will:

1. Provide a quiet, comfortable place for work.
2. Help the child establish a homework routine.
3. Review the assignment notebook
4. Provide support when asked by the child.
5. Communicate concerns regarding student needs/frustrations to the teacher.
6. Ensure that their child will be reading on his/her own or being read to for at least 15 minutes a night as well as 15 minutes of studying math facts a night.

DRESS CODE

Note: This document was created during the 2006-07 school year for all schools that feed into East High School. The principals developed the code to assist with consistency and also to provide to parents before "spring" shopping for the upcoming school year.

DRESS CODE GUIDELINES:

We take pride in the appearance of our students. How students act is often affected by what they wear. Students are expected to dress appropriately in clean, well-fitting clothing appropriate for the weather. This makes them feel more comfortable about school and increases their chances of being successful students ready to learn. Students' dress or attire must adhere to the following minimum standards. The standards maintained align with the [BOE-approved policy 443 .1](#).

- Students may not wear scanty/revealing clothing. Examples of these items include but are not limited to tube tops, halter tops, backless tops, strapless tops, and clothing that expose the midriff and/or undergarments. **NO SHORT SKIRTS OR SHORTS.**
- Jackets, coats, and gloves must be removed at the student's locker/hallway hook area. Any such items may not be worn around the building during school hours.
- **Winter gear = December 1st or the first significant snowfall, whichever comes first:**
 - Grades K-3 must wear snow pants & boots to play on the field

- Grades 4-6, must wear boots to play on the field
- Students are not allowed to wear headgear in the school building. Removing a person's hat when entering a building is a well-established sign of respect in our country and one that will be reinforced in our schools. Examples of headgear include but are not limited to hats, caps, and bandanas.
- Students must wear shoes/appropriate footwear in and around the school at all times. Shoes with wheels are not allowed.
- No garments that advertise alcohol, alcohol establishments, tobacco products, or other drugs may be worn.
- No attire with messages or symbols that include profanity, violent or sexual language/actions, or inappropriate subject matter is allowed to be worn in the school buildings.
- Any attire or accessory which by its design, use or intended use, could cause bodily harm, property damage, or intimidation to other persons, may not be worn. Examples of these items include but are not limited to chains, leather straps, pet collars, and spikes.
- No attire with any gang-related purpose is allowed.
- Body markings or tattoos that do not meet the above standards must be fully covered at all times.

This policy is in force during the school day, in school vehicles, and at all school activities. The wearing of outer garments and headwear will be permitted in school vehicles and at school activities when deemed appropriate by the building administration. This list is not meant to be exhaustive; rather it is intended to provide some idea of acceptable dress.

Since styles of clothing change rapidly, the administration reserves the right to restrict certain fashions that are inappropriate as well as interpret what is considered to be in poor taste or distracting to the learning environment. Members of the staff will use their professional judgment when enforcing this policy.

Authority of Principals and Consequences for Violations:

If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing and body markings, the principal or his/her designee will review the situation and make a final decision. Violations of any of the above standards will be subject to disciplinary actions specified in school handbooks.

All Other District Policies

All other district policies can be found in the Appleton Area School District School Policy Manual, which is available in the school office or via the [district website](#). This manual includes the following policies:

- | | |
|---|--------------------------------------|
| ● Alcohol & Drug-Free Schools | ● Attendance Guidelines |
| ● Alcohol, Tobacco & Other Drug Abuse (ATODA) Classroom Instruction** | ● Bullying and Harassment |
| ● Animals in the School | ● Cancellation of School (Emergency) |
| | ● Code of Classroom Conduct |

- Dress Policy
- Electronic Communication Devices
- Field Trips & Co-Curricular Trips
- Fourth-Grade Promotion
- Gang Activity Prohibited
- Head Lice/Nits
- Homeless Education Program
- Homework
- Illness/Communicable Diseases
- Internet Safety Policy
- Medication Administration
- Nondiscrimination
- Nutrition
- Open Enrollment/Student Transfers
- Parties/Celebrations and Movies
- Photographing & Videotaping in Schools
- Records
- Religious Beliefs, Accommodation of
- Search of Lockers and Desks
- Sexual Harassment
- Smoking, & Tobacco Use
- Staff
- Suspensions & Expulsions
- Telecommunications, Use of District
- Violence & Intimidation
- Visitors in Schools
- Volunteers in Schools
- Weapons

*** Regarding Alcohol, Tobacco & other Drug Abuse Classroom Instruction: The Appleton Area School District provides classroom instruction regarding alcohol, tobacco and other drug abuse (ATODA) to all students in compliance with state and federal law. Parents who wish their child or children to be withdrawn from these instructional lessons and assemblies during the school year should call the school office.*

MCKINLEY ELEMENTARY SCHOOL'S PARKING LOT

