

MCKINLEY

Elementary School

2024-2025

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645 W. Olive Avenue Redlands, CA 92373

Phone: 909-307-5570 / Fax: 909-307-5577

Visit us at: www.mckinley.redlandsusd.net

Dear McKinley Families:

Welcome to the 2024-2025 school year! On behalf of the entire McKinley Staff, we are looking forward to providing your student the best academic experience and instructional programs available. This booklet will provide families with McKinley's overall expectations, policies, and procedures.

Please take a moment to review our Parent & Student HANDBOOK which contains important information about McKinley Elementary School.

These tools help us maintain a safe, orderly, and positive climate on campus as well as reinforce the expectations of achieving academic success. Therefore, please read and discuss all pertinent information of this handbook with your child/children.

With your help, I know this new school year will be outstanding!

Sincerely,

Mrs. Jennifer Sherman

Principal



School Hours

REGULAR SCHOOL DAYS:

- Transitional Kindergarten – AM Program: 8:00am – 11:40am
- Transitional Kindergarten – PM Program: 9:45am – 1:50pm
- Kindergarten: 8:00am – 1:50pm
- 1st thru 5th Grades: 8:00am – 2:00pm

MINIMUM DAYS:

- Transitional Kindergarten – AM & PM Programs: 8:00am – 11:40am
- Kindergarten: 8:00am – 11:50am
- 1st thru 5th Grades: 8:00am – 12:00pm

BREAKFAST & LUNCH

- School breakfast and lunch is free for all students at McKinley. Breakfast begins at 7:30am in the cafeteria every morning.

ARRIVAL & DISMISSAL @ McKinley School

- 1st – 5th grade student arrival and dismissal will be at GATE #1 – Olive Ave. at the steps and GATE #5 – Clark St. (TK & Kinder may also enter at these gates.) GATE #2: on Michigan St. will remain closed.
- Transitional Kinder. & Kindergarten students may arrive and dismiss from GATE #3 – Michigan St. (Siblings ONLY of TK & Kinder students may use this gate when their younger sibling is entering/exiting.)
- Students having breakfast should arrive at GATE #1
- Please remember when dropping off students –
 - Please be sure that your child can exit your vehicle on the curb side!
 - For 1st thru 5th grade students: Once they exit your vehicle, please pull away from the curb to leave, so other parents may drop off at the curb.
 - For TK & Kinder children: You may walk them to the gate, but then you need to immediately return to your vehicle and leave the drop off curb for the next family trying to drop off. Once students learn the routine, you may allow them to walk to the gate on their own. If parents do this and pull out from the curb this will allow a smoother drop off and students may be closer to the gate when dropped off.

C L A R K S T .

GATE #5

GRASS FIELD

No
Entry

Room 21

Room 22

Room 23

Room 20

Room 19

Room 18

GATE #4

Student
Restroom
Boys

Student
Restroom
Girls

Room
16

Room
9

Room
15

Room
10

Room
14

Room
11

Room
13

Room
12

GATE #3

Kinder Playground

GATE #6

Block
House

Library
Room 8

Room 7

Room 6

TextBook
Room

No Entry

RESTROOMS

MPR

GATE #2

Room 17

No Entry

Room 1

Room 2

Room 3

Room 4

Room 5

School
Office

GATE
#1

O L I V E A V E .

McKinley Elementary School

(not to scale)



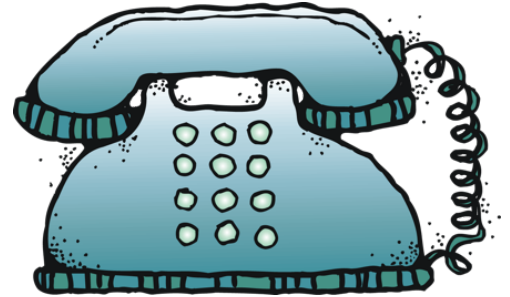
M I C H I G A N S T .

C E N T E R S T .

Attendance

At McKinley School, we feel it is important to stress that students attend school regularly and arrive on time. When your child is absent, please call the office and speak with the school clerk, send a note, or leave a message on the voice mail (909-307-5570.) The school voicemail is available 24 hours a day, 7 days a week. You can leave a message at any time! In order to “clear” your child’s absence, this information must be given to the office staff and not the teacher. A parent or guardian must verify all absences. A normal absence rate is less than five (5) days per year.

We understand that on occasion an emergency arises that causes a student to be tardy. However, it is also important that we teach our children the importance of attending school every day, on time. When a student arrives late they have missed valuable instruction and disrupted the instruction occurring at the later time they arrive.



When your child is sick:

When your child gets sick, it is usually appropriate to keep them home from school until symptoms have improved. A child who is sick will not be able to perform well in school and is likely to spread the illness to other children and staff. If your child ends up being absent from school for 3 or more days at a time, please obtain a doctor’s note for verification of illness and submit this to the school office.

The following list includes some of the symptoms to consider when evaluating whether to send you child to school.

- Body or muscle aches
- Chills
- Congestion or runny nose
- Cough
- Diarrhea
- Headache
- Fatigue
- Fever
- Nausea
- Sore throat
- Stomach-ache
- Vomiting

If your child experiences symptoms that may be the result of allergies or asthma, please contact the school to ascertain whether this is documented within your child’s health record at school. If it is not, please obtain this documentation from your child’s physician to provide to the school.

When your child becomes ill at school and the teacher or school Health Technician feel the child is too sick to benefit from school or is contagious to other children, you will be called to come and take them home from school. PLEASE make sure all phone numbers and Emergency Contacts are up to date!! Please call the school’s Health Office if you have any questions or concerns. 909-307-5570 Ex: 59104

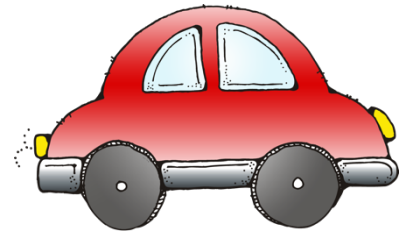
PARKING at McKinley School

McKinley is fortunate to be a TRUE neighborhood school. The result of this is that we do not have a parking lot! We all park along curbs that surround the school and across the streets from the school. Please do not park or "wait" at the drop-off/pick-up curbs. These areas include: The curb on Olive Ave. in front of the cafeteria & office, the bus loading zone AND the curb on Michigan St. from the corner of Olive Ave. to the designation sign along the curb. Please help us be a good neighbor and do not block driveways and be courteous to home owners and each other!

Student Drop off/Pick-up

To ensure the safety of all of our students, we ask that you follow these guidelines:

- **Properly utilize the DROP OFF/PICK-UP curbs(zones) on the streets surrounding the school.**
- **Entry/Exit Gates are located on the following streets:**
 - **Olive Ave – GATE 1**
 - **Michigan St. – GATE 3 – TK & Kindergarten ONLY**
 - **Clark St. – GATE 5**
- **Observe the 25-mph speed limit.**
- **Please DO NOT make U-Turns in the middle of any of the streets around the school.**
- **Please use crosswalks.**
- **Please do not park and wait at the drop off curbs. Once your child exits your vehicle, move out of the drop off area.**
- **Allow your child to exit your vehicle ONLY when you are at a CURB.**
- **Please help us be a good neighbor and do not block driveways.**



The Redlands Police Department periodically monitors traffic around our school and will cite individuals in violation.

Arrival at School & Breakfast

Students may come into the cafeteria starting at 7:30am to eat breakfast. All students at McKinley School may eat breakfast at no charge! If your child is not eating breakfast at school, they may enter campus at 7:45am. Students are then able to put their backpacks at the door of their classroom and go out to the playground. If your child wants breakfast before school, they need to be in the cafeteria by 7:50.

Bikes/Scooters

Your child may ride their bike or scooter to school and must wear a helmet. In addition, your child should be prepared to park and lock their bike/scooter in the bike rack next to Room 20. (All bikes/scooters must be walked while on the school campus.)

Dismissal from School

At Dismissal students need to go directly to the gate at which they will be picked up. Students that attend the after-school program should report directly to the cafeteria or picnic tables. Students are not permitted to play on the playground or loiter on campus.



Breakfast

All students may have a nutritious breakfast free of charge at McKinley school! Breakfast before school is from 7:30 – 7:50am in the school cafeteria.

Breakfast Recess

Your child will have the opportunity to have breakfast at their morning recess. To do this, students simply go into the cafeteria to get breakfast. They sit at the picnic table to eat, then they may go and play when they are done. Your child's teacher will review this with them when school begins.

Lunch

All students may have a nutritious lunch free of charge at McKinley school! Students are also welcome to bring their lunch from home! We do encourage students to bring a water bottle (no glass please) with their name on it. We now have filtered, cold water stations at school to refill them!! ☺

Proper Dress for School

- Hats/caps may only be worn outside of buildings, with brim forward.
- Shirts/blouses must cover midriff and cover shoulders with at least 1-inch straps for tank tops.
- Extremely brief/short garments are not appropriate.
- Shoes must have a closed toe and enclosed back or heel strap.
- Shoes with wheels **MUST** have the wheels removed while at school.
- Pants should fit properly at the waist and in the crotch.
- Clothing and accessories shall be free of writing, pictures or any other insignia or logos which are crude, violent, obscene or suggestive or which advocate tobacco, alcohol or racial, ethnic and religious prejudice.
- Earrings, jewelry, or accessories, which present a safety hazard to the wearer or others, are not suitable for school wear.

Toys and Personal Items from Home

Students should **NOT** bring any toys, electronic devices or other personal items from home. If a child brings any of these items from home, we will hold them in the classroom/office for the remainder of the day on the first offense. Upon the second offense, we will hold the item(s) in the office for a parent or guardian to pick up.

In addition, please know that “heelies”, skates, skateboards or scooters are strictly prohibited. The City of Redlands has indicated it is unlawful under Section 594 & 602 of the Penal Code and Section 21113 of the Vehicle Code to use these items around public buildings. If your child uses a scooter to get to school, they must walk it while inside school grounds.

Early Release of Students

If you need to pick up your child before the normal dismissal time please visit the school office. Be sure to have a valid ID so the office staff may check that the person picking up has permission to do so. At that time, the student's classroom will be called to have the child come to the office.

Medication Disclosure and Administration

If your child needs to take any type of medication – prescribed or over the counter (OTC) - during the school day, you must do the following:

- Have your pediatrician complete the Physicians Instructions for School Assisted Medications form. The form must be signed by your doctor and returned to the office prior to administering any medication. This form can be found on the RUSD district web site on the Health Services page or picked up in the school Health Office.
- Bring the medication in the original container with the prescription label attached to the school Health Office. This is important as we cannot accept medication in any other container. (Note: With respect to inhalers, please have the pharmacist label both the inhaler and box.)
- When dropping off Medication and Physician Instruction form to the health office you will be required to sign the Medication Check List, located in the School Health Office, verifying Medication and Amount received. PLEASE DO NOT just leave medication in the school office without notifying the Health Tech, as there are signatures that are required prior to leaving and/or administering medication for your student.
- For the safety of our children all medication is kept in a locked cabinet.



First Aid – Bumps and Bruises

At McKinley School we strive to keep our students safe and “hurt free”. There may be times that a student gets bumps and/or bruises. Please know that they get wonderful care in our Health Office. In the cases of head injuries and major lacerations (or scrapes) the parent will be called. If the bumps and bruises occurred during an altercation with another child the parent/guardian will be notified.

Classroom Visitors and Volunteers

Classroom visitors and volunteers are welcome at McKinley. All visitors and volunteers must visit the school office and be cleared through the RAPTOR safety system. Before, volunteers/visitors are admitted to our classrooms they must have proof of a recent negative TB test submitted to the school office and be approved by the Board of Education. Please visit the school website and click on the “Raptor Volunteer Application” to begin this process.

Communication Between School and Home

Educating our children is a team effort and communication between home and school is a major part of that. There are various ways that we will provide information and communication. These may include parent square posts and alerts, email, phone calls, and class dojo. Please be sure that our school phone number (909)307-5570 is in your contact list and is not blocked so that we may reach you! If you do not have the Parent Square app download on your phone, you are encouraged to do this! This makes it even easier for you to receive information!

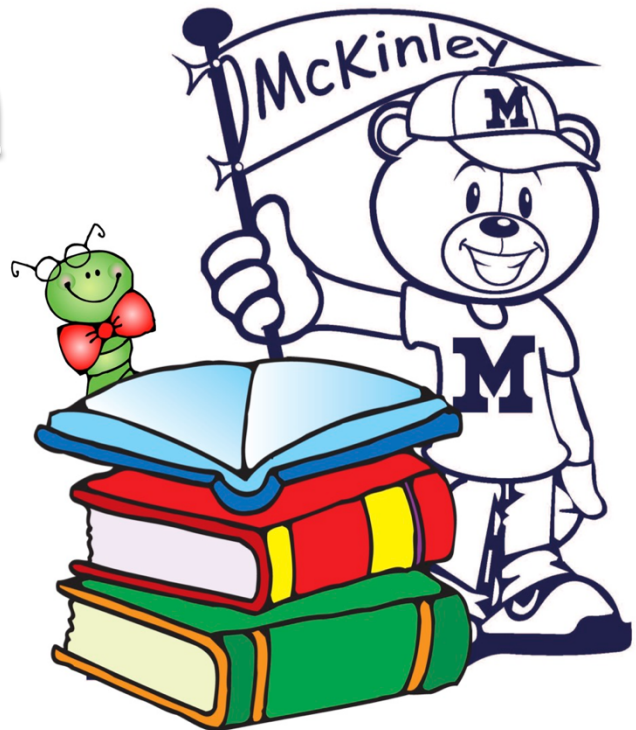


ParentSquare

Cell Phones at School

Students may carry basic cell phones in their backpacks that are powered off and stored out of sight during the school day. If a student feels that they need to contact their parent/guardian they must talk with their teacher and/or the office. Students not following these rules will have the cell phone confiscated and returned at the end of the day for a first offense. Parents will have to pick up the phone from the office in the event of a second offense.

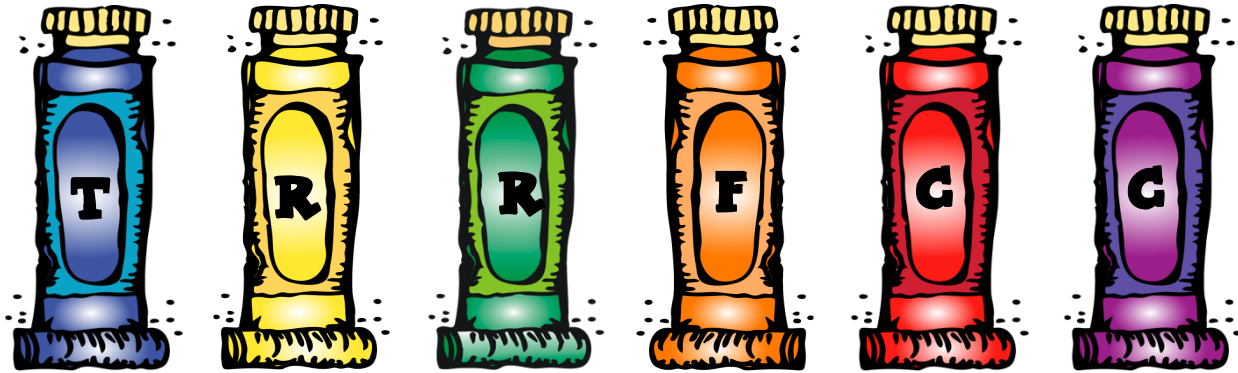
Read me a
STORY...



The Six Pillars of Character Counts! Program

McKinley Bears are TERRIFIC!

T R R F C C



McKinley School prescribes to the *Character Counts!* program and adheres to the Six Pillars of Character. All students will be learning about proper behavior, resolving conflicts, exhibiting self-control, and many other beneficial strategies that we all need to navigate life. Each week of the school year a different “Pillar” is stressed. Here are the descriptors for the “Pillars of Character”.

- ★ **Trustworthy**: Be honest, don't deceive, cheat or steal. Be loyal and reliable. Have the courage to do the right thing. Build a good reputation.
- ★ **Respectful**: Treat others with respect. Be tolerant and accepting of others. Use good manners. Deal peacefully with anger. Be accountable for your actions.
- ★ **Responsible**: Do what you are supposed to do. Plan ahead. Persevere: keep on trying! Use self-control.
- ★ **Fair**: Play by the rules. Take turns and share. Treat all people fairly. Do not take advantage of others.
- ★ **Caring**: Be kind and compassionate. Express gratitude. Help people in need. Be forgiving.
- ★ **Citizenship**: Do your share to make McKinley a better place to learn! Obey the rules and expectations. Respect authority. Be a good neighbor.

To promote a positive atmosphere at school, expectations are established for just about everything we do at school! These will be explicitly taught by all the adults on campus. We are all involved here at McKinley School!

McKinley School Expectations

McKinley School has 3 Overarching Expectations that are reflected in everything that we do.

McKinley Bears are to:

BE SAFE

BE RESPONSIBLE

BE RESPECTFUL ... in everything we do!

The following graphics provide you with the specific expectations in each of the major school-wide areas on campus.

ACADEMIC EXPECTATIONS

GREAT WORK! DO YOUR BEST! SUPER STUFF!

- ☆ Put forth your best effort at all times.
- ☆ Do your best work & turn it in on time.
- ☆ Arrive to class on time & ready to learn.
- ☆ Be prepared for class each day.
- ☆ Follow directions when given.
- ☆ Pay attention, participate and ask questions.
- ☆ Preserve a positive learning environment.
- ☆ Take responsibility for your actions.

Be McKinley KiND!

VOICE LEVELS

Silence Please shhh... 0

Whisper 1

Quiet Voice Group Talk 2

Normal Class Discussion 3

Teacher Voice Presentation 4

OUTSIDE Playtime! 5

McKinley Elementary
Welcome to School!

BE SAFE

BE RESPONSIBLE

BE RESPECTFUL

Be McKinley KiND!

OFFICE

BE SAFE

- Enter Quietly
- Follow Directions

BE RESPONSIBLE

- Stay behind the counter
- Ask for help
- Return to class promptly

BE RESPECTFUL

- Wait Patiently
- Use Manners

RESTROOM

BE SAFE

- Walking feet
- Quiet voices

BE RESPONSIBLE

- Go, Flush, Wash, Leave

BE RESPECTFUL

- Respect everyone's privacy

HALLWAY

(Walking/Waiting in Lines)

BE SAFE

- Always Walk!
- Be watchful of doors

BE RESPONSIBLE

- Use a hall pass **HALL PASS**
- Be aware of those around you

BE RESPECTFUL

- Follow directions
- Quiet Voice
- Use appropriate words

PLAYGROUND

BE SAFE

- Stay in designated area
- Follow playground rules

BE RESPONSIBLE

- Bell Rings = FREEZE
- Return equipment
- Character Counts!

BE RESPECTFUL

- Include others
- Follow directions
- Use equipment properly

LIBRARY

1
Voice Level

BE SAFE

- Use place holders
- Always Walk



BE RESPONSIBLE

- Treat books carefully
- Return books on time
- Push in chairs



BE RESPECTFUL

- Follow Directions
- Take Turns
- Monitor your voice



ARRIVAL & DISMISSAL

3
Voice Level

BE SAFE

- Wait in designated areas
- Walk bikes, scooters, skateboards on campus

BE RESPONSIBLE

- Be at school ON-TIME
- Care for your belongings
- Leave school right at dismissal



BE RESPECTFUL

- Keep a positive attitude
- Be patient



ASSEMBLY

0
Voice Level

BE SAFE

- Enter Quietly
- Follow Directions



BE RESPONSIBLE

- Give presenter your attention

BE RESPECTFUL

- Clap when appropriate
- Use Manners

McKinley Elementary
Welcome to School!



BASKETBALL

- ★ 3 ON 3
- ★ Dribble, Pass, Catch or Throw the ball
- ★ Basketball & Handler remain inbounds
- ★ Rotate in new players
- ★ NO Physical Contact

McKinley Elementary
Welcome to School!



Hula Hoops

- ★ Hula around the waist
- ★ Rolling is o.k.
- ★ Share with others

Jump Ropes

- ★ Use for jump rope only

McKinley Elementary
Welcome to School!



GAGA Ball

- ★ One hand only
- ★ One hit at a time
- ★ Ball can only be touched by a hand
- ★ Ball stays in the Pit
- ★ Enter thru the gate
- ★ Leave over the wall
- ★ "Referee" must be present

McKinley Elementary
Welcome to School!



PLAY STRUCTURE

- ★ Go down the slides
- ★ 60-second on the swings
- ★ Always Moving
- ★ Monkey Bars start on structure

McKinley Elementary
Welcome to School!



HANDBALL

- ★ Ball stays inbounds
- ★ One bounce before hitting the wall or being hit by the next player
- ★ Ball must "HIT" the wall.
- ★ Winner stays to play the next in line.

McKinley Elementary
Welcome to School!



SOCCER

- ★ 5 ON 5
- ★ Use Cones for boundary & goals
- ★ Ball & Players stay in bounds
- ★ FEET Only!
- ★ Rotate in new players

There are other expectations for the many activities, lessons and exciting things that your student will be learning about in their classroom here at McKinley School!

Recognition

Students are recognized in a variety of ways including but not limited to: Verbal praise, Charms, Beads, Bear Paws, Classroom incentives, and other special awards. On their first day at McKinley School students will receive a lanyard. Students may earn beads and charms throughout the school year to put onto their lanyard. Students that fill their lanyard may have the opportunity to be highlighted on the "Wall of Fame" in the school office.

Consequences

When an expectation is not being met after warning and/or re-teaching a student could receive a "Character Citation". A copy of the citation will be sent home with the student. A student may also receive recess detention. However, if a student exhibits chronic behavior problems or an extreme behavior other means of correction may be initiated.

Note: Please refer to RUSD's Progressive Discipline Policy and Educational Codes for more information at www.redlands.k12.ca.us.

McKinley Elementary School

COMPACT



STUDENT PLEDGE

I realize that my education is very important to me. I also understand that my family and teachers want to help me do my best in life and school. I know that I am the one responsible for my own success, and that I must work hard to achieve it. Therefore, I agree to the following pledges:

- ★ I will come to school every day, on time, ready to learn.
- ★ I will put forth my best effort in everything we do.
- ★ I will be an active participant and listener in class.
- ★ I will return completed assignments on time.
- ★ I will read at home at least 20 minutes every day.
- ★ I will maintain follow school expectations.

PARENT/GUARDIAN PLEDGE

As a parent or guardian, I realize my child's education is one of the most important endeavors he/she will encounter. I understand that my participation in my child's education is essential to their achievement, attitude, and success. Therefore, I agree to the following pledges:

- ★ I will see that my child has regular attendance and arrives at school on time.
- ★ I will show interest in my child's education by participating in school activities, attending conferences.
- ★ I will make sure my child gets adequate sleep and rest.
- ★ I will communicate regularly with the teacher about my child's progress.
- ★ I will provide a quiet place at home for my child to do homework and monitor its completion.
- ★ I will read with or encourage my child to read at home at least 20 minutes every day.
- ★ I will share with my child the importance of learning and doing his/her best best daily.

TEACHER PLEDGE

I understand the importance of education to every student and my role as a teacher and model. Therefore, I make the following pledges:

- ★ I will provide a safe, positive, challenging, and nurturing learning environment for all students.
- ★ I will teach grade level standards and concepts important to student growth and success.
- ★ I will communicate regularly with parents regarding student academic progress and behavior.
- ★ I will communicate homework and classwork expectations.
- ★ I will strive to be aware of the individual needs of each student.

McKinley Elementary

BEHAVIOR REFERRAL PROCESS

3 MINOR CITATIONS FOR THE SAME BEHAVIOR = A MAJOR CITATION

Behavior is managed in the...

Classroom Interventions

- 5:1 Positive Praise
- Reteach Expected Behavior
- Practice Expected Behaviors
- Peer Mediation
- Tangible Recognition
- Modified Assignments
- Seat Change
- Student Conference
- Redirection
- Choices
- Proximity
- Loss of Privilege
- Verbal/Non-Verbal Prompt
- Parent Phone Call
- Parent Conference
- Extra Assistance
- Self-Monitoring
- Detention
- Buddy Classroom
- Classroom Calm Spot

TEACHER MANAGED BEHAVIOR

- INAPPROPRIATE LANGUAGE
- PHYSICAL CONTACT
- DEFIANCE/DISRUPTION
- PROPERTY MISUSE
- MINOR DRESS CODE VIOLATION
- MINOR PEER CONFLICT
- MINOR ELECTRONIC VIOLATION
- OUT OF ASSIGNED AREA
- OTHER

Administrator Interventions

- Positive Corrective Feedback
- Reteach Expected Behavior
- Peer Mediation
- Conference With Student
- Check Progress
- Remove Obstacles For Student
- Collect Student Data
- Loss of Privilege
- Conference With Parent
- Detention
- Behavior Contract
- SEB Referral
- IST
- Sent Home
- RCSS Referral

ADMINISTRATOR MANAGED BEHAVIOR

- INAPPROPRIATE/ABUSIVE LANGUAGE
- PHYSICAL AGGRESSION/FIGHTING
- DEFIANCE/DISRESPECT
- DESTRUCTION OF SCHOOL PROPERTY
- SEVERE DRESS CODE VIOLATION
- HARASSMENT/BULLYING
- SEVERE ELECTRONIC VIOLATION
- 4TH CITATION
- OTHER

Classroom Minor Offenses

USE AT LEAST 3 CLASSROOM INTERVENTIONS &
DOCUMENT OUTCOMES 4-6 WEEKS

DOCUMENTED INTERVENTIONS NOT
WORKING? SCHEDULE LEVEL 1 IST

DOCUMENT INTERVENTIONS & OUTCOMES
4-6 WEEKS. INTERVENTIONS NOT WORKING?

SCHEDULE LEVEL 2 IST & MAKE SEB
REFERRAL

DOCUMENT INTERVENTIONS & OUTCOMES
4-6 WEEKS

DOCUMENTED INTERVENTIONS NOT WORKING?
SCHEDULE LEVEL 3 IST

Office Major Offenses

SEND STUDENT WITH OFFICE
PASS/CITATION

ADMIN DETERMINES LEVEL OF OFFENSE

ADMIN FOLLOWS THROUGH ON
INTERVENTION

ADMIN PROVIDES TEACHER
FEEDBACK/FAMILY CONTACT

ADMIN DOCUMENTS IN
SWIS & AERIS