

PARENT-STUDENT HAND BOOK

McKinley Elementary



909-307-5570

645 W. Olive Avenue, Redlands, CA 92373





OUR MISSION



At McKinley Elementary, we believe in the power of community and are dedicated to providing a high-quality education that nurtures a lifelong love of learning, bilingualism and biliteracy. Through strong partnerships among parents, teachers, and students, we cultivate an inclusive and supportive environment that extends beyond academics to promote strong values and cultural awareness. Respect, responsibility, safety, and kindness are at the heart of the McKinley experience.

STAY CONNECTED

We Are Here to Support You

Department	Contact
Principal	Minerva Castorena
Office Manager	Deserea Caldera
Attendance Clerk	Edith Saldana
Health Care Technician	Nancy Tapia
School Counselor	Alyssa Cavanaugh



Phone

909-307-5570



School Website

[www.https://mckinley.redlandsusd.net](https://mckinley.redlandsusd.net)





SCHOOL POLICIES

School Hours

REGULAR SCHOOL DAYS:

- Transitional Kindergarten – AM Program: 8:00am – 11:40am
- Transitional Kindergarten – PM Program: 10:05am – 1:43pm
- Kindergarten: 8:00am – 1:50pm
- 1st thru 5th Grades: 8:00am – 2:00pm

MINIMUM/ COLLABORATION DAYS:

- Transitional Kindergarten – AM & PM Programs: 8:00am – 11:40am
- Kindergarten: 8:00am – 11:50am
- 1st thru 5th Grades: 8:00am – 12:30pm

BREAKFAST & LUNCH

- School breakfast and lunch is free for all students at McKinley. Breakfast for grades K -5 and the AM TK program begins at 7:30am in the cafeteria every morning. Breakfast for the PM TK Program begins at 9:50am.

Arrival & Dismissal

- 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.)
- Transitional Kinder. & Kindergarten students may arrive and dismiss from GATE #3 on Michigan St. (Siblings ONLY of TK & Kinder students may use this gate when their younger sibling is entering/exiting.)
- Students having breakfast between 7:30-7:50 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

McKinley Elementary School

(not to scale)



GATE #6

Block
House

Library
Room 8

Room 7

Room 6

TextBook
Room

No Entry

GATE #3

Kinder Playground

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 .

M I C H I G A N S T .

C E N T E R S T .

DAILY SCHOOL SCHEDULE



Regular Bell Schedule

	TK AM	TK PM	KINDER	1ST GRADE	2ND GRADE	3RD GRADE	4TH GRADE	5TH GRADE
ARRIVAL	8:00 am		8:00 am	8:00 am	8:00 am	8:00 am	8:00 am	8:00 am
RECESS Breakfast	9:45 am 10:05 am	Arrival 10:05 am	9:30 am 9:45 am	9:30 am 9:45 am	9:45 am 10:00 am	9:45 am 10:00 am	10:00 am 10:15 am	10:00 am 10:15 am
RECESS Lunch	10:50 am 11:10 am	11:20 am 12:00 am	11:00 am 11:40 am	11:00 am 11:40 am	11:40 am 12:20 pm	11:40 am 12:20 pm	12:15 pm 12:45 pm	12:15 pm 12:45 pm
RECESS Afternoon	—	12:45 pm 1:00 pm	12:45 pm 1:00 pm	1:00 pm 1:15 pm	1:15 pm 1:30 pm	1:15 pm 1:30 pm	—	—
DISMISSAL	11:38 am	1:43 pm	1:50 pm	2:00 pm	2:00 pm	2:00 pm	2:00 pm	2:00 pm

Minimum/ Collaboration Bell Schedule

	TK AM & PM	KINDER	1ST GRADE	2ND & 3RD GRADE	4TH & 5TH GRADE
ARRIVAL	8:00 am	8:00 am	8:00 am	8:00 am	8:00 am
RECESS Breakfast	9:30 am 9:45 am	9:05 am 9:30 am	9:30 am 9:55 am	10:00 am 10:25 am	10:25 am 10:50 am
RECESS Lunch	11:00 am 11:25 am	—	—	—	—
DISMISSAL	11:40 am	11:50 pm	12:30 pm	12:30 pm	12:30 pm

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 for grades K -5 and the AM TK program begins at 7:30am in the cafeteria every morning. Breakfast for the PM TK Program begins at 9:40am at the Kindergarten playground at GATE #3.

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! Students may not share their food while at school. 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!! Students may not share their food while at school. We also do not allow student to chew gum on campus. Please help us to facilitate these things.

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 may 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.

Safety Drills and Emergencies

Monthly safety drills are conducted according to the McKinley and Redlands Unified School District's safety plans. It is important that all students and staff understand what to do in an emergency. Teachers will instruct students regarding specific procedures and necessary safety precautions. In the event of an emergency, every attempt will be made to contact parents if a student requires immediate medical attention. Each student must have updated information on file so that the school has the necessary information to make the proper contacts.

In the event of an emergency, only the person(s) listed on the emergency card will be allowed to take students from campus—please login to Aeries Parent Portal to complete and update emergency cards. If Aeries Parent Portal doesn't allow you to make changes, please contact the front office.

PARENT INVOLVEMENT



Volunteers and Visitors

McKinley is proud of the educational programs being offered on a daily basis. It's a pleasure to have parents/guardians visit their child's classroom. In order to ensure student safety and to prevent disruption in the daily instructional program, visitation requests must be made as follows:

- If you wish to volunteer at McKinley for any length of time, fill out a district Volunteer application. You will need to be board-approved, have a current TB test, and be fingerprinted through the district. Volunteers are required to fill out a volunteer application each year.
- Notify the school or teacher at least twenty-four (24) hours before coming to visit. This will enable the teacher to inform you of any previously scheduled testing, study trips, assemblies, or other student programs. Volunteers need to follow the schedule provided by the teacher.
- All visitors and volunteers must sign in through the Raptor system with a photo ID. When you leave the school, make sure you check out in the office through the Raptor system. It is an important safety precaution to allow us to identify and locate anyone on our school campus during the school day.
- Do not bring small children when visiting classrooms, as they often distract students from their classroom work. Unfortunately, we are unable to provide babysitting services.

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, and phone calls. 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!

Communication Channels

Method

Parent Meetings/ Phone calls

School Emails

School Apps / Portals

Purpose

Discuss student progress

Important announcements/ Sunday Message

Academic updates



ParentSquare



Redlands Unified School District PARENT/GUARDIAN COMMUNICATION GUIDE



What is the issue concerning your student?

Identify Concern:

- Academic
- Safety
- Behavior
- Staff Interaction
- Other

Examples of when to contact the appropriate staff regarding your student:

- Academic progress
- Participation
- Behavior
- Incident
- Physical/Social Development
- Special Learning Programs
- Attendance

McKinley Elementary

645 W. Olive Avenue
Redlands, CA 92373
909-307-5570

Redlands Unified

School District Office
20 w. Lugonia St
Redlands CA
909-307-5300



Compliance

The District takes Title IX concerns seriously. Use the QR code to file a complaint or review resources.



Or email us at:
compliance@redlands.k12.ca.us

AFTER IDENTIFYING YOUR CONCERN, FOLLOW THE STEPS BELOW. START WITH STEP 1.

STEP 1

CONTACT PERSON MOST DIRECTLY RELATED TO THE CONCERN

Teacher
Counselor

Staff Member
Coach /Advisor

Concern Resolved? If no, go to Step 2

STEP 2

CONTACT PRINCIPAL: Minerva Castorena
minerva_castorena@redlands.k12.ca.us

Concern Resolved? If no, go to Step 3

STEP 3

CONTACT EDUCATIONAL SERVICES
Patti Buchmiller, Assistant Superintendent
Ashley_Palmer@redlands.k12.ca.us

Concern Resolved? If no, go to Step 4

STEP 4

CONTACT SUPERINTENDENT
Juan J. Cabral
patricia_velazquez@redlands.k12.ca.us



RUSD Students Eligible to Receive Meals under AB 130

Redlands Unified School District announced today its policy for serving meals to students under the California Universal Meals Program (AB 130) for the 2022-2023 school year. All RUSD students are eligible to receive one healthy breakfast and one lunch at no cost each school day. Every child will be able to participate in these meal programs without having to pay a fee or submit a meal application. Breakfast breaks will be provided at the morning elementary recess and morning passing periods at the middle and high schools. Nutritious lunches will be served every school day, including minimum days. The afterschool meals program will also be offered district-wide at no cost.

Bullying- Cyberbullying

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. (cf. 5131, cf. 5136, cf. 5145.3, cf. 5145.7, cf. 5145.2)

Bullying Prevention

To the extent possible, district and school strategies shall focus on the prevention of bullying by establishing clear rules for student conduct and strategies to establish positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, and mechanisms available for reporting.

Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employees so that the matter may be investigated.

Discipline

Any student who engages in bullying on school premises, or off-campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. (cf. 5138, cf. 5144, cf. 5144, cf. 5144.2, cf. 6159.4)

Sexual Harassment

Redlands Unified School District is committed to a work and educational environment in which all individuals are treated with respect and dignity. Each individual has the right to work and learn in a professional atmosphere that promotes equal employment and educational opportunity and is free from discriminatory practices. Sexual harassment is a violation of Title IX of the Education Amendment Act of 1972, Title VII of the Civil Rights Act of 1964 and California Education Code. Therefore, the District strongly condemns, opposes and

PBIS Supporting Your Child Through Positive Behavior Intervention and Supports



Recognition

Students are recognized in a variety of ways including for exemplifying the McKinley Expectations of being **Respectful, Responsible, Safe, and Kind**. Recognition includes 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 Multipurpose Room (MPR).

Consequences

When a behavioral expectation is not met after an initial warning and/or re-teaching, a student may receive an "Expectation Citation." A copy of this citation will be sent home with the student.

Continuous or serious failure to meet school behavior expectations may result in one or more of the following consequences:

- **Reteach, Review, and Restore:** Re-learning the expectation and making amends.
- **Parent Contact or Conference:** A phone call, email, or scheduled meeting with parents/guardians.
- **Loss of Privileges:** Temporary removal from activities, alternative recess, or specific school events.
- **Staff-Determined Consequences:** Other appropriate actions as determined by school administration and staff.

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