

**MCKINLEY ELEMENTARY INTERNATIONAL WORLD SCHOOL
2013-2014**

Dear Parents and Students:

Welcome to the 2013-2014 school year at McKinley Elementary International World School. Thank you to all McKinley students, families, and staff for making our school so wonderful!

At McKinley, we believe that the experience your child has in his/her elementary education establishes the foundation for personal, social, and academic achievements. The McKinley learning community provides your child an exemplary standards-based education within a learning environment that promotes educating the whole person, emphasizing intellectual, personal, emotional, and social growth to become a responsible citizen.

As an authorized IB World School for the Primary Years Program, McKinley continues to implement the components of the program focusing on creating a learning environment in which the following characteristics are evident and embraced by all members of the learning community. Our goal is to foster global learners who are: inquirers, knowledgeable, critical thinkers, and communicators, risk-takers, principled, caring, open-minded, well-balanced and reflective.

Throughout the McKinley Learning Community, we will focus on the development of positive attitudes towards people, towards the environment, and towards learning. All members must exhibit and embrace the following attitudes: appreciation, commitment, confidence, cooperation, creativity, curiosity, empathy, enthusiasm, independence, integrity, respect and tolerance.

As a school community we are in partnership to honor these values and ensure all students are developing to their fullest potential. The "McKinley Community Expectations" outlines the expectations we have at McKinley for all members of our learning community to ensure all students have access to a safe and positive learning environment in which to thrive.

Please read over the "Community Expectations" with your child. Sign and return the last page to your child's teacher. Keep this document to use as a reference throughout the year. Please contact your child's teacher or the school office (619-282-7694) if you have any questions. We look forward to your partnership and assistance as a member of the McKinley Learning Community. Thank you!

Julie Ashton-Gray
Principal

San Diego City Schools Mission Statement

All San Diego students will graduate with the skills, motivation, curiosity and resilience to succeed in their choice of college and career in order to lead and participate in the society of tomorrow.

McKinley Elementary School Mission Statement

McKinley Elementary prepares students to become critical thinkers, who are compassionate and lifelong learners who are responsible global citizens to create a more peaceful world.

IBO mission statement:

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the IBO works with schools, governments and International organizations to develop program of International education and rigorous assessment.

These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Attendance –Please see Parent/Student Handbook

On Time, Every Day!

Children are expected to arrive at school by 9:00 a.m. When the 9:05 a.m. bell rings students must line up. Instruction begins promptly at 9:10 a.m. Please assist your child to develop responsible and positive habits by encouraging punctuality. **Late students must report to the office for a tardy slip or they will be marked absent for the day. Late arrival or early departure for any reason, will count against perfect attendance.** Any tardiness which is more than 30 minutes and is not related to health, medical or legal reasons are considered unexcused (**U**). Please accompany your child to the office to give the reason for the tardy or provide a note describing the health issue.

If a student continues to be tardy, the following steps will be taken:

- Three unexcused tardies/early leaves of 30 minutes or more are considered truant tardies. A letter of truancy is sent to the parents and the school district is contacted.
- The District Counselor will interview students. Students who continue to be tardy will make up time at recess or after school.
- Continued unexcused tardies will require a parent conference that includes the teacher and the Principal, and District Counselor.

Dismissal/Arrivals –Student Safety

- To keep a safe school environment, school gates will be opened at 8:30 a.m. daily to allow students access to breakfast in the cafeteria and will be locked at 9:15 a.m. Gates will be re-opened at 3:40 p.m. on Mondays, Tuesdays, Wednesdays, and Fridays and locked at 4:00 p.m. On Thursdays, gates will be opened at 12:55 p.m. and locked at 1:15 p.m.

- The gated staff parking lot on Redwood **IS FOR STAFF ONLY**. Please do not drop off or pick up students in this unsafe area.
- Before school, all students on the playground participate in the “Run for Your Life” program to get energized and ready to learn.
- Students are required to leave school grounds immediately after supervised recreational or educational activities are concluded.
- Students waiting to walk with a brother or sister, or are waiting for a ride, need to wait in an orderly manner in front of the school.
- Students riding the school bus or the “Y” bus should proceed directly to the bus zone on Redwood Street.
- Students attending an after school program should proceed directly to the classrooms or agreed upon meeting area.
- The blacktop area will be opened at 4:00 p.m. each day for the **After School Program (6-to-6)**, except for Thursdays when it will open at 1:00 p.m. **The kindergarten yard or playground structures are not to be used by any students before or after school as there is limited staff supervision.**

McKinley Students are Respectful, Cooperative and Respectful!

Students are expected to know and adhere to the following expectations:

- **Be Knowledgeable:** strive for excellence and do their personal best on a daily basis
- **Be Reflective:** use our smart thinking strategy - STOP, THINK and CHOOSE to make good choices
- **Be a Problem Solver:** find ways to contribute to make a positive difference and solve problems peacefully
- **Be Safe and Play Fair:** hitting, kicking, fighting, play fighting or biting, or any behavior that harms another person is prohibited
- **Take Pride in Our School:** keep our school clean, recycle paper, cans and bottles in appropriate containers, and never deface or destroy any property!
- **Be Courteous and Cooperative:** with all students and staff members. Use positive language and good manners that show respect for others.
- **Be Respectful:** show respect for themselves, others, and cooperate with all adults
- **Have Integrity:** be honest and do what is right at all times and in every situation
- **Be Responsible:** maintain regular school attendance, come to class on time, be prepared to work, and take responsibility for their learning

In addition to the general school expectations, each class will develop “Essential Agreements” for all learners to ensure a positive and safe learning for all learners to thrive!

Cafeteria/Lunch Arbor Expectations – Manners Count!

Students are expected to know and adhere to the following cafeteria and lunch arbor expectations:

- Teachers walk their students up the ramp to the lunch line.
- Students use soft voices in line, in the cafeteria and in the lunch arbor.
- Students need to pick up their trash.
- To be dismissed, students raise their hand to be excused and leave the lunch table in an orderly manner.

- **Healthy eating habits are encouraged. Soda, candy, gum, and “hot flavored Cheetos” are not allowed and will be confiscated! Thank you for your assistance!**

Playground and Campus Expectations – Play Safe!

Students are expected to know and adhere to the following playground expectations:

- Play in areas assigned by your teacher. Follow the directions of peace managers, yard duty personnel and other adult supervisory staff.
- Play all games according to school rules.
- Foul language, pushing, fighting, kicking, etc., are not allowed on campus, and will result in a referral.
- **At recess, students freeze and drop immediately when the bell rings.** Students must remain silent without moving until an adult staff blows a whistle. When the whistle is blown, students **walk** directly to their line. No balls or equipment may be used after the bell rings.
- Food and snacks are not allowed on the playground but can be eaten at the lunch tables.
- **Personal toys, athletic equipment (including personal balls), skateboards, CD players, iPods, phones, computer games, cards, etc. are NOT allowed on the playground or on campus and will be confiscated.**
- Playground “problems” are to be reported to the teacher in charge, adult yard duty personnel, or peace managers.

Bicycles, Skateboards and Roller Blades

- Bicycles may be ridden to and from school by all students. 4th and 5th grade students may ride by themselves. **All Kindergarten through 3rd graders must be accompanied by an adult.**
- **Helmets must be worn in accordance with state law.**
- All bicycles must be walked while on school grounds.
- Bicycles are to be locked in the bike racks immediately upon arrival at school.
- Students and parents take responsibility for any bicycles ridden to and from school. The school and school district will not be responsible for the loss or damage of a bicycle, scooter, etc.

Students are not allowed to ride skateboards to school as we cannot keep them secure.

Health Office

McKinley has a nurse - Mrs. Lee Kooima. She is here on Tuesday and Wednesday. Our health technician – Mrs. Jenny Stabile is here Monday and Friday, 8:40 am – 3:30 pm. and Thursday from 8:40 am- 1:00 pm. The health tech and office personnel will treat minor injuries that are not handled by the classroom teacher.

Cell Phones

- Students with cell phones must keep them secure and on silent. They are not to be used during the school day, **only** before or after school. Misuse of cell phones may result in confiscation and release only to parents/guardians.

Dress Code

All clothing worn to school should be clean, practical, and modest and not distract from the learning environment. Students will be required to change the clothing item that does not meet our dress code, which may include calling home for a change of clothing or shoes. **Students will NOT wear the following on campus:**

- **Short shorts or short, tight skirts**
- Clothing which leaves the waist (tummy area), or shoulder bare; girls should not wear shirts with spaghetti straps, or low cut tops
- Clothing or hats with offensive and inappropriate language, symbols, or pictures
- Make-up or anything disruptive or distracting to learning such as press-on or artificial nails, press-on tattoos, excessive jewelry and/or large, dangling earrings
- Sandals, flip-flops, high-heeled shoes, shoes with wheels, open-backed, or any shoe inappropriate for physical education and playing at recess
- Hair color that does not occur naturally (example=blue, purple, bright red hair, dyed or sprayed) or hair styles that cause disruption in the classroom

EVERY ACTION IS A CHOICE AND YOU MUST ACCEPT THE REWARDS OR THE CONSEQUENCES OF YOUR CHOICE!

Awards and Recognition

Students who consistently follow the rules on campus and when traveling to and from school deserve to be recognized for their efforts. At McKinley, we recognize them with the following:

- Perfect attendance recognition
- School-wide award ceremonies
- End of the year awards ceremony
- A variety of special events and presentations both on and off campus
- Student leadership positions

Zero Tolerance

The Zero Tolerance Policy defines a weapon as a firearm, pistol replica, starter pistol, stun, BB or pellet gun, knife or any size/type, dirk, dagger, razor, slingshot, explosive and all fireworks. Any object used in a threatening manner and not usually considered a weapon will be considered a weapon under the Zero Tolerance Policy. See the *Facts for Parents* handbook that was sent home to all parents. The policy is included in the Universal Form.

The Zero Tolerance Policy is designed to ensure the safety of those attending the San Diego City Schools and to provide an appropriate learning environment for all students. There can be no acceptable reason for possession of a weapon on the school grounds. **Toy weapons and dangerous objects, or objects used in a dangerous manner are prohibited and may result in suspension.** See the *Facts for Parents* handbook that was sent home to all parents. The policy is included in the Universal Form.

Student Discrimination, Harassment and Bullying Policies

The Board of Education has approved the Student Discrimination, Harassment and Bullying Policies, to afford all persons, staff and students in public schools equal rights and opportunities in education. The complete policies can be found in the *Facts for Parents* on pages 1-3.

The McKinley Community is committed to providing all students with a safe learning environment where everyone is treated with respect and no one is physical or emotionally harmed. Along with the Board of Education, we do not tolerate any student or staff member being bullied (included cyber-bullying), harassed, or intimidated in any form at school or school-related events.

Bullying acts are those that are reasonably perceived as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sexual orientation, ancestry, national origin, ethnic group identification, mental or physical disability or any other distinguishing characteristic. The district and school further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying or cyber-bullying, harassment or intimidation. Staff who overhear or otherwise witnesses bullying, harassment, or intimidation, or to whom such actions have been reported must take prompt and appropriate action to stop the behavior and to prevent its reoccurrence. Students are encouraged to report the behaviors to a staff member. The staff is responsible for investigating complaints alleging violations of this policy. (District Administrative Procedure, 6381).

Parents' Responsibilities

As outlined in the Education Code, parents "shall be responsible financially and otherwise, for the willful misconduct of their children."

McKinley Elementary Positive Behavior Plan

Teaching and learning in a safe environment is most important. To help students take responsibility for their own actions, reflect on their behavior, and make positive choices, teachers work with students through progressive discipline strategies to ensure students have opportunities to make positive choices on a daily basis.

In order to provide a safe learning environment and quality educational experience for every learner, we expect students to:

- **Follow codes of behavior in all settings; accept responsibility for appropriate behavior; respect others; make wise choices; cooperate and resolve conflict.**

If a student needs redirection, the following steps will be taken:

1. Student receives a **verbal warning** of misbehavior.
2. If misbehavior continues, the student will receive a **second warning** as determine by the teacher or staff.
3. If further redirection is needed, **student will lose 10 minutes of afternoon recess. Student will report to teacher on supervision.**
4. If student has not made a positive choice, he/she will be **sent to a quiet place in another classroom**. Student will be required to write a personal evaluation about their inappropriate

choice. Student will take paper home for parent's review and signature. **Parent will be contacted by the teacher.** Signed document must be returned to the teacher the next day.

5. For continued disruption, student will be sent to the principal with a **formal referral** listing all interventions that have been tried. **A conference with parent, student, teacher, and principal is required.** Consequences will result in **loss of privileges which may include loss of field trips, assemblies, classroom parties etc.**
6. For **serious infractions such as fighting**, the student will be sent on **formal referral directly to the principal.** Consequences will follow District Policy and **may include In-School Suspension or Formal Suspension.**

Time Out (Playground Behavior Only)

- Playground supervisors will assign a time out of 5-10 minutes for behavior that breaks the playground rules
- If students have behavioral problems in line after recess, the classroom teacher will be notified
- On-going behavior problems will result in a meeting with student, teacher, parents and the principal

Please see back page for signatures.

Signature Page

We appreciate the time you have taken to read and discuss the McKinley Community Expectations with your child. Please complete the form below and return this form to your child's teacher. Keep your copy of the 2013-2014 McKinley Community Expectations for future reference.

Thank you for your cooperation and support.

Sincerely,

The McKinley Elementary School Staff

Please sign and return the bottom half of this page to your child's teacher. Thank you!

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We have read and discussed the 2013-2014 McKinley Community Expectations with our child and will keep it available for future reference.

Name of Student: _____

Student Signature: _____

Parent/Guardian Signature:

Date: _____

Room #: _____

Grade: _____