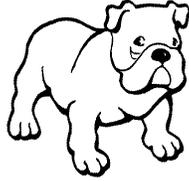


# McKinley School



## Bulldogs

### Welcome to McKinley School

-A K-2 School where we can focus on the academic and social need of early learners-

At McKinley, we are proud of our tradition of excellence and commitment to helping each child reach their personal best through rigorous goals for our young learners. Our school community takes to heart that we need to work together in unison so our students can excel to great heights.

A monthly school newsletter is sent home to help keep families informed of school activities. Annually we host many activities including Back to School Night, Literacy Nights, Christmas Programs, a Fall Carnival, Dr. Seuss Night, and many more with the help of our PTA. Joining PTA is a great way for parents to be involved in their child's education. Our PTA is very active, and is a great supporter of all McKinley School activities.

McKinley School, in cooperation with Lassen County Office of Education, has an on-campus after school program called our Bulldog Adventure Club. Our after school program staff helps students with homework and with areas where they are struggling, and also teaches fun enrichment activities.

#### **-WE CELEBRATE STUDENT SUCCESSES-**

There are many opportunities for our young learners to be recognized, both in the classroom and school wide. These recognitions include:

Good Choice Recognitions – Bulldog Bucks for good citizenship, helping others, and making good choices – classroom drawing every week.

Academic Recognitions – Academic successes, reaching reading and math achievement growth.

Attendance Recognition – Attendance & Academic Assemblies at Trimester and End of Year Recognition

# Introduction to PBIS

## McKinley School

Students choose...



To be SAFE



To be RESPONSIBLE



To be RESPECTFUL

### What is PBIS?

School-Wide Positive Behavioral Interventions & Supports (PBIS) is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on **prevention** of problem behavior, development of pro-social skills, and the use of data-based problem solving for addressing existing behavior concerns. School-wide PBIS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individual interventions.

**The key components of an effective school-wide PBIS system involve:**

- Clearly defining and teaching a set of behavioral expectations
- Consistently acknowledging and rewarding appropriate behavior
- Constructively addressing problematic behavior
- Effectively using behavioral data to assess progress

## ATTENDANCE

It is important that your child maintains excellent attendance at school on a regular basis to support student learning. When your child is absent, please notify the school office or send a note the next day. The school attendance phone number is 252-6051. Any absence without notification will be considered unexcused. Unexcused absences are considered truancies. Qualifying for perfect attendance includes being to school on time. Tardiness will exclude a student from perfect attendance.

**EXCUSED ABSENCES:** An excused absence is one due to illness or medical appointment. Please try to schedule medical appointments for after school whenever possible. If a medical appointment must be scheduled during a school day, please have your child attend as much of the school day as possible.

**UNEXCUSED ABSENCES:** An absence for any reason other than illness or medical appointment is considered an unexcused absence.

## SCHOOL NURSE

School staff will treat minor injuries. When a student experiences more severe injuries, such as a head injury, the parent/guardian will be contacted. In turn, the school will complete an Incident Report. It is imperative that we have working contact numbers to reach the child's parent or emergency contact. The Susanville School District employs a part-time health clerk. If a child is injured or becomes ill at school, parents will be contacted to pick up their child. **It is very important that you notify the school office with any changes in your current home, work and emergency contact numbers.**

## PARENT DROP OFF/PICK UP

Due to our Transitional Kindergarten through Second Grade population, it is important that safety be our number one priority. When doing a drive-thru drop off or pick-up, please stop in the designated area in front of the school. Parents, if you are parking, please walk your child across the crosswalk area. Please **DO NOT drop off your child before 7:45 a.m. on the campus as there is no one on duty to monitor.** In turn, you may walk students to class or the playground in the morning, but you are not allowed to linger on campus for more than a few minutes without a Megan's Law Background Check which has cleared. Please check in at the school office and obtain a badge. If you come early to pick up your child, PLEASE check in at the office, have our office staff call your child to the office and have your picture ID available. PLEASE DO NOT GO TO YOUR CHILD'S CLASSROOM as this disrupts the learning environment. We will call your student up to the office.

It is the policy of the Susanville School Board that classroom interruptions are to be kept to a minimum. Telephone messages for teachers and students will be forwarded to the teacher's voice mail.

## **SCHOOL VISITORS AND VOLUNTEERS**

McKinley School welcomes volunteers to support our learning environment. All volunteers must complete a volunteer form to attend field trips, volunteer, or participate in any classroom celebrations. You need to be cleared prior to being on the school campus. If you would like to volunteer in your child's classroom it is recommended that you attend one of our volunteer trainings. All visitors and volunteers must report to the office before entering any other area of the school campus. Visitors must sign in and obtain a badge to wear while on campus. This is a Susanville School Board policy instituted for safety. Student safety is a major concern of McKinley School and the Susanville School District. Please help us keep our campus safe.

## **PARENT-TEACHER ASSOCIATION (PTA)**

McKinley School has an active PTA. PTA brings parents, school staff, community members, and students together to share thoughts and ideas about programs and activities that benefit our children. McKinley PTA sponsors special assemblies, extra enrichment events, and purchases items unaffordable or beyond the school district's budget.

## **LOST & FOUND**

Please clearly mark all student lunch boxes, sweaters, jackets, etc. with a lasting ink marker. The Lost and Found is located just inside the front entrance of the school. Items not claimed are periodically donated to charity.

## **PERSONAL ITEMS**

Personal items such as toys, pets, cell phones, etc. should not be brought to school unless the teacher has granted prior permission. We cannot be responsible for such items, even if they are given to the staff for safekeeping. Please check your child's backpack regularly as young children tend to bring a lot of toys to school which can create many challenges and distractions.

## **DRESS CODE FOR STUDENTS**

Clothing must be appropriate for school. Word/phrasing on shirts must be appropriate in nature. Flip flop style shoes and baseball caps are not permitted at school. No spaghetti strapped shirts or dresses allowed. The principal will decide the appropriateness of any clothing.

## **MCKINLEY DISCIPLINE PLAN**

Our goal is to provide a safe and effective learning environment that enables our students to achieve to their highest level. To that end, we utilize a progressive discipline plan and aim for all disciplinary consequences to be respectful, related, and reasonable. Ed Code 48900 and 48915 is followed for suspendable offenses.

## **BUS TRANSPORTATION**

The Susanville School District, in cooperation with the Lassen High School District, provides bus transportation to students who live outside the one mile radius from the school site. If you live outside the one-mile radius and would like bus transportation, you will need to complete a bus pass application. Applications are available in the school office or can be down-loaded on our web site: [www.susanvillesd.org](http://www.susanvillesd.org).

Designated bus stops are provided at set locations. These locations are made considering child safety and traffic safety. If you need to consult with the Transportation Department, please call:

JIM LEE, BUS SUPERVISOR, 257-5280

Bus transportation is a privilege, and may be revoked by the principal, bus driver, or designee if your child becomes a discipline and/or safety problem on the bus. Bus drivers will issue citations to students who do not follow bus rules. The original copy of the citation must be signed by the parent and returned to the bus driver before the child will be allowed to ride the bus.

## **EMERGENCY CLOSURE OF SCHOOL/LATE START**

### **WHEN SCHOOL IS CANCELED BEFORE SCHOOL BEGINS IN THE MORNING**

If over-night road and weather conditions necessitate the close of school before school starts in the morning, please listen to KSUE or JDX. They will begin making school closure announcements as soon as they are advised by our District Superintendent. When possible, the District will make an "all call" to parents advising them of school closures.

**LATE START** - School will start 1 hour later than normal.

### **EMERGENCY SCHOOL CLOSURE DURING SCHOOL HOURS**

If weather conditions necessitate the closing of school during the school day, students will be held at school until a parent or authorized emergency contact can pick them up or be contacted if they ride the bus. Students will not be allowed to walk home or ride the bus without parents contacted. Listening to the local radio stations is important since you may not be able to reach the school by telephone.

### **EMERGENCY CARD INFORMATION**

**It is important that we have current emergency card information on file. Please remember to contact the school whenever you have a change of address, phone number or employer, and names of persons who can be contacted in the event you cannot be reached. You can help the school provide for the safety of your child by keeping your emergency card current.**

People to Know At McKinley School
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Name	Position	E-mail	Room
PARKER, Lynn	PRINCIPAL	<a href="mailto:lparker@susanvillesd.org">lparker@susanvillesd.org</a>	OFFICE
WOOD, Leanna	ADMINISTRATIVE ASSISTANT	<a href="mailto:lwood@suanvillesd.org">lwood@suanvillesd.org</a>	OFFICE
SANDEEN, Heidi	SCHOOL SECRETARY	<a href="mailto:HSandeen@susanvillesd.org">HSandeen@susanvillesd.org</a>	OFFICE
KORTUEM, Jessica	HEALTH CLERK	<a href="mailto:jkortuem@susanvillesd.org">jkortuem@susanvillesd.org</a>	OFFICE
ADAMS, Rene	SECOND GRADE	<a href="mailto:radams@susanvillesd.org">radams@susanvillesd.org</a>	25
ALEXANDRU, Maria	KINDERGARTEN	<a href="mailto:MAlexandru@susanvillesd.org">MAlexandru@susanvillesd.org</a>	3
BERTOCCHI, Terri	SPEECH THERAPIST	<a href="mailto:speech@susanvillesd.org">speech@susanvillesd.org</a>	SPEECH
CARTER, Julie Ann	FIRST GRADE	<a href="mailto:jcarter@susanvillesd.org">jcarter@susanvillesd.org</a>	11
CELUM, Emily	KINDERGARTEN	<a href="mailto:ECelum@susanvillesd.org">ECelum@susanvillesd.org</a>	2
CHAPIN, Chelsey	RSP TEACHER	<a href="mailto:cchapin@susanvillesd.org">cchapin@susanvillesd.org</a>	17
DUNLAVY, Claudia	TITLE VI/EL COORDINATOR	<a href="mailto:cdunlavy@susanvillesd.org">cdunlavy@susanvillesd.org</a>	16
DUNN, Linda	SECOND GRADE	<a href="mailto:ldunn@susanvillesd.org">ldunn@susanvillesd.org</a>	18
FLEMING, Kim	SECOND GRADE	<a href="mailto:KFleming@susanvillesd.org">KFleming@susanvillesd.org</a>	20
GEORGE, Susan	READING INTERVENTION SPECIALIST	<a href="mailto:sgeorge@susanvillesd.org">sgeorge@susanvillesd.org</a>	14
HANCOCK, Kathleen	SECOND GRADE	<a href="mailto:khancock@susanvillesd.org">khancock@susanvillesd.org</a>	18
HARTRUM, Linda	FIRST GRADE	<a href="mailto:lhartrum@susanvillesd.org">lhartrum@susanvillesd.org</a>	9
HUDSON, Patty	KINDERGARTEN	<a href="mailto:phudson@susanvillesd.org">phudson@susanvillesd.org</a>	6
LAW, Erica	KINDERGARTEN	<a href="mailto:elaw@susanvillesd.org">elaw@susanvillesd.org</a>	7
MANKINS, Maria	TRANSITIONAL KINDERGARTEN	<a href="mailto:mmankins@susanvillesd.org">mmankins@susanvillesd.org</a>	1
MOORE, Theresa	FIRST GRADE	<a href="mailto:TMoore@susanvillesd.org">TMoore@susanvillesd.org</a>	15
NEUENSCHWANDER, Jodi	SECOND GRADE	<a href="mailto:jneuenschwander@susanvillesd.org">jneuwenschwander@susanvillesd.org</a>	27
O'BRIEN, Carolyn	KINDERGARTEN	<a href="mailto:cobrien@susanvillesd.org">cobrien@susanvillesd.org</a>	4
PASSWATERS, Michelle	LIBRARY TECH	<a href="mailto:MPasswaters@susanvillesd.org">MPasswaters@susanvillesd.org</a>	Library
ROBERTS, Linda	TRANSITIONAL /KINDERGARTEN COMBINATION	<a href="mailto:lroberts@susanvillesd.org">lroberts@susanvillesd.org</a>	5
SEITZ, Nicole	SECOND GRADE	<a href="mailto:nseitz@susanvillesd.org">nseitz@susanvillesd.org</a>	26
SHIRLEY, Regina	FIRST GRADE & SECOND GRADE	<a href="mailto:rshirley@susanvillesd.org">rshirley@susanvillesd.org</a>	9/27
SPEIKER, Alice	COMPUTER TECH	<a href="mailto:aspeiker@susanvillesd.org">aspeiker@susanvillesd.org</a>	Computer Lab
STEEN, Heidi	FIRST GRADE	<a href="mailto:hsteen@susanvillesd.org">hsteen@susanvillesd.org</a>	12
TERRY, Ellen	FIRST GRADE	<a href="mailto:eterry@susanvillesd.org">eterry@susanvillesd.org</a>	10
WANLESS, Robin	SECOND GRADE	<a href="mailto:rwanless@susanvillesd.org">rwanless@susanvillesd.org</a>	28
WESTABY, Colleen	PE	<a href="mailto:cwestaby@susanvillesd.org">cwestaby@susanvillesd.org</a>	29
WIENS, Kimberly	FIRST GRADE	<a href="mailto:KWiens@susanvillesd.org">KWiens@susanvillesd.org</a>	8
ZAVALA, Christina	PE	<a href="mailto:czavala@susanvillesd.org">czavala@susanvillesd.org</a>	29

ADDRESS: 109 S. Gilman Street  
Susanville, CA 96130

PHONE: (530) 257-8200  
(530) 257-8246 (FAX)

SUPERINTENDENT: Jason Waddell

SCHOOL BOARD OF TRUSTEES: James Hall..... Term ends 2018  
Jenna Aguilera ..... Term ends 2020  
Camille Buehler..... Term ends 2018  
Pam Woodworth ..... Term ends 2020  
Jolene Phillips..... Term ends 2018

BOARD MEETINGS: Third Wednesdays, 5:30 p.m.  
District Office, 109 S. Gilman St.

## SUSANVILLE ELEMENTARY SCHOOLS

### **GRADES K-2**

McKinley School  
Lynn E. Parker, Principal  
2005 Fourth Street  
Susanville, CA 96130  
(530) 257-5161  
(530) 257-4967 (FAX)

### **GRADES 3-5**

Meadow View School  
Charlotte Klinock, Principal  
1200 Paiute Lane  
Susanville, CA 96130  
(530) 257-3000  
(530) 257-2631 (FAX)

### **GRADES 6-8**

Diamond View School  
Jamie Huber, Principal  
850 Richmond Road  
Susanville, CA 96130  
(530) 257-5144  
(530) 257-7232 (FAX)