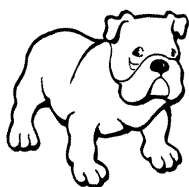


# Welcome to McKinley School



## Home of the Bulldogs

*\*A TK-2 School focusing on the academic and social needs of early learners\**

At McKinley, we are proud of our tradition of excellence and commitment to helping each child reach his/her 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 weekly school newsletter is sent electronically to help keep families informed of school activities. Paper copies are also available in the office. We also invite parents and the community to follow us on Class Dojo, Facebook, and Instagram.

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 the Lassen County Office of Education, has an on-campus expanded learning program offered before school for TK students and after school for grades TK-2. Our after-school program staff help students with homework, as well as, providing intervention and enrichment activities.

### School Hours

#### **TK**

9:15 School Begins  
1:35 Dismissal (M-F)

#### **Kindergarten**

8:15 School Begins  
1:35 Dismissal (M-F)

#### **First/Second Grade**

8:15 School Begins  
1:35 Dismissal (M only)  
2:35 Dismissal (T-F)

# 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

### **-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 – drawings every week. Monthly recognition for PBIS (Being Respectful, Responsible, and Safe)

Academic Recognitions – Academic successes, including the recognition of growth in reading and math

Attendance Recognition – Monthly attendance assemblies and end of year recognition

## 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.**

## ATTENDANCE

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

**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.

## STUDENT DROP OFF/PICK UP

Student safety is our number one priority. ***DO NOT drop off your child before 7:30 a.m. on the campus as there is no student supervision.*** Due to our Transitional Kindergarten through Second Grade population, drivers must stop in the designated area in front of the school when doing a drive-thru drop off or pick-up. Due to limited parking, parents must park on Fourth Street or side streets if choosing to walk students onto school grounds. Please walk your child across the designated crosswalk area to the cafeteria or playground gates. **Parents who wish to walk students to class or the playground in the morning must check in and obtain a visitor's badge.** Visitors are not allowed to linger on campus for more than a few minutes without a cleared Megan's Law Background Check.

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 child 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 voicemail.

## **BREAKFAST/LUNCH**

Breakfast and lunch are provided to all of our students free of charge. Breakfast will be served from 7:30-8:10 daily. Menus are sent home monthly and will be available on the school and district website and in our weekly newsletter. If your child has a medical note for food allergies or sensitivities, please provide a signed copy to the office.

## **SCHOOL VISITORS AND VOLUNTEERS**

McKinley School welcomes volunteers to support our learning environment. All volunteers must complete a volunteer form and have a cleared background check to attend field trips, volunteer, or participate in any classroom or school activities. If you would like to volunteer at McKinley School, it is recommended that you attend one of our volunteer training sessions. 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 priority of McKinley School and the Susanville School District. Please help us keep our campus safe.

## **DRESS CODE FOR STUDENTS**

Clothing must be appropriate for school. Word/phrasing on shirts must be appropriate in nature. Baseball caps are not permitted to be worn indoors. No spaghetti strapped shirts or dresses allowed. Flip flop style shoes are not 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 all of our students to achieve 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.

## **SCHOOL NURSE**

The Susanville School District employs a health clerk at McKinley. If a child is injured or becomes ill at school, parents will be contacted to pick up the child. 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 Accident Report. **It is imperative that we have working contact numbers to reach the child's parent or emergency contact. It is critical that you notify the school office with any changes in your current home, work and emergency contact numbers.**

## **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. For more information, please visit our school office.

## **LOST & FOUND**

The Lost and Found is located inside the cafeteria of the school. We make every effort to return missing items to students. Please clearly mark all student lunch boxes, sweaters, jackets, etc. with a permanent marker. 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 without teacher 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 toys to school which can create many challenges and distractions.

## **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 website: [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 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 overnight 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 2 hours 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.

## **AVAILABLE LANGUAGE PROGRAMS AND LANGUAGE ACQUISITION PROGRAMS**

McKinley School offers the following language and language acquisition programs for student enrollment. Parents/Guardians may choose a language acquisition program that best suits their child (EC Section 310[a]).

- Structured English Immersion (SEI) Program: A language acquisition program for English learners in which students are placed in general education classrooms and provided supports from properly credentialed educators, are given access to translator services as needed, and are supported by an English Language Learner Teacher that provides both in-class and pull-out support for integrated and designated English Language Development (ELD). Education Code (EC) sections 305(a)(2) and 306(c)(3).

### **HOW TO ENROLL YOUR CHILD IN A LANGUAGE ACQUISITION PROGRAM:**

Submit a verbal or written request to the office at the McKinley Office. \*Waivers are no longer required.

### **HOW TO REQUEST THE ESTABLISHMENT OF A NEW PROGRAM AT MCKINLEY:**

Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible. (EC Section 310[a].)

[Submit a verbal or written request to the office at the McKinley Office.]

## **ABOUT LANGUAGE ACQUISITION PROGRAMS AND LANGUAGE PROGRAMS:**

### Language Acquisition Program (English Learners)

The California Code of Regulations section 11309 requires that any language acquisition program provided by a school, district, or county shall:

- Be designed using evidence-based research and include both Designated and Integrated English Language Development;
- Be allocated sufficient resources by the local educational agency (LEA) to be effectively implemented, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent and community engagement to support the proposed program goals; and
- Within a reasonable period of time, lead to:
  1. Grade-level proficiency in English, and, when the program model includes instruction in another language, proficiency in that other language; and
  2. Achievement of the state-adopted academic content standards in English, and, when the program model includes instruction in another language, achievement of the state-adopted academic content standards in that other language.

### Language Program (non-English Learners)

- Language programs offer students who are not English learners opportunities to be instructed in languages other than English
- May lead to proficiency in languages other than English

## **Parent and Community Engagement**

Parents may provide input regarding language and language acquisition programs in the LEA or to be considered in the LEA during the development of the Local Control and Accountability Plan(EC Section 52062.) If interested in a different program from those listed above, please contact the District Superintendent at (530) 257-8200 to ask about the process.

## People to Know at McKinley School

Name	Position	E-mail	Room
COCKERILL, Traci	PRINCIPAL	<a href="mailto:tcockerill@susanvillesd.org">tcockerill@susanvillesd.org</a>	OFFICE
WOOD, Leanna	ADMINISTRATIVE ASSISTANT	<a href="mailto:wood@suanvillesd.org">wood@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
ALEXANDRU, Maria	KINDERGARTEN	<a href="mailto:malexandru@susanvillesd.org">malexandru@susanvillesd.org</a>	3
ANDERSON, Karla	SECOND GRADE	<a href="mailto:kanderson@susanvillesd.org">kanderson@susanvillesd.org</a>	29
BEYER, Coline	KINDERGARTEN	<a href="mailto:cbeyer@susanvillesd.org">cbeyer@susanvillesd.org</a>	1
BLUE, Stephanie	READING SPECIALIST	<a href="mailto:sblue@susanvillesd.org">sblue@susanvillesd.org</a>	28
BONDON, Katelyn	KINDERGARTEN	<a href="mailto:kmartin@susanvillesd.org">kmartin@susanvillesd.org</a>	5
BONILLA CHICAS, Rhonda	FIRST GRADE	<a href="mailto:rbonillachicas@susanvillesd.org">rbonillachicas@susanvillesd.org</a>	9
BROWN, Donna	SECOND GRADE	<a href="mailto:dbrown@susanvillesd.org">dbrown@susanvillesd.org</a>	19
CELUM, Emily	KINDERGARTEN	<a href="mailto:FCelum@susanvillesd.org">FCelum@susanvillesd.org</a>	2
CHAPIN, Chelsey	RSP TEACHER	<a href="mailto:cchapin@susanvillesd.org">cchapin@susanvillesd.org</a>	17
COLEMAN, Shannon	SECOND GRADE	<a href="mailto:scoleman@susanvillesd.org">scoleman@susanvillesd.org</a>	26
FLETCHER, Amy	PE	<a href="mailto:afletcher@susanvillesd.org">afletcher@susanvillesd.org</a>	20
JENNER, Jessica	TRANSITIONAL KINDERGARTEN	<a href="mailto:jjenner@susanvillesd.org">jjenner@susanvillesd.org</a>	13
LAW, Erica	FIRST GRADE	<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>	14
MOORE, Theresa	FIRST GRADE	<a href="mailto:TMoore@susanvillesd.org">TMoore@susanvillesd.org</a>	10
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
ROGERS, Adriana	SPEECH THERAPIST	<a href="mailto:speech@susanvillesd.org">speech@susanvillesd.org</a>	SPEECH
SANDEEN, Megan	COMPUTER TECH	<a href="mailto:msandeen@susanvillesd.org">msandeen@susanvillesd.org</a>	Computer Lab
SHAW, Salome	EL COORDINATOR	<a href="mailto:sshaw@susanvillesd.org">sshaw@susanvillesd.org</a>	18
SHRUM, Susan	SECOND GRADE	<a href="mailto:sshrum@susanvillesd.org">sshrum@susanvillesd.org</a>	25
STEEN, Heidi	FIRST GRADE	<a href="mailto:hsteen@susanvillesd.org">hsteen@susanvillesd.org</a>	12
TANCRETO, Patrisha	KINDERGARTEN	<a href="mailto:ptancreto@susanvillesd.org">ptancreto@susanvillesd.org</a>	6
TORRES, Jessica	FIRST GRADE	<a href="mailto:jtorres@susanvillesd.org">jtorres@susanvillesd.org</a>	11
VELAZQUEZ, Maira	SECOND GRADE	<a href="mailto:mvelazquez@susanvillesd.org">mvelazquez@susanvillesd.org</a>	29
WIENS, Kimberly	FIRST GRADE	<a href="mailto:KWiens@susanvillesd.org">KWiens@susanvillesd.org</a>	8
YOCIUS, Brittany	SECOND GRADE	<a href="mailto:byocius@susanvillesd.org">byocius@susanvillesd.org</a>	27



## SUSANVILLE SCHOOL DISTRICT

ADDRESS: 109 S. Gilman Street  
Susanville, CA 96130

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

SUPERINTENDENT: Jason Waddell

SCHOOL BOARD	James Hall	Term ends 2022
OF TRUSTEES:	Jolene Phillips	Term ends 2024
	Ross Northrup	Term ends 2024
	Jenna DuCasse	Term ends 2024
	Vacant	Term ends 2022

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

## SUSANVILLE ELEMENTARY SCHOOLS

### **GRADES K-2**

McKinley School  
Traci Cockerill, 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  
Deanna Heimbigner, Principal  
850 Richmond Road  
Susanville, CA 96130  
(530) 257-5144  
(530) 257-7232 (FAX)