2026-2027

# STUDENT HANDBOOK

**McKinley School • Home of the Bulldogs**




2005 Fourth Street, Susanville, CA • (530) 257-5161

# Welcome to McKinley School




*McKinley School will foster a safe environment that builds a foundation in which students can grow academically, socially, and emotionally, so they are motivated to contribute to their classroom, school, and community.*

At McKinley, we are proud of our tradition of excellence and our commitment to helping every child reach their personal best. Our school community works together so our students can reach great heights.

We invite parents and the community to stay connected with us on Class Dojo, Facebook (@McKinley Elementary), and Instagram (@mckinleyprincipal).

Our very active PTA helps us host family engagement events all year long, including Back-to-School Night, Literacy Nights, Movie Nights, Trunk-or-Treat, Christmas Programs, Dr. Seuss Night, Book Fair, STEAM Nights, and more. Joining PTA is a wonderful way to be part of your child's school experience, and we would love to have you.

McKinley School, in partnership with the Lassen County Office of Education, also offers an on-campus after-school expanded learning program with enrichment activities for grades TK-2. Sign-ups are available in the First Day Packet on the Parent Portal in School Wise.

### School Office

2005 Fourth Street, Susanville • (530) 257-5161
Office Hours: 7:45 a.m. - 3:30 p.m.

### 2026-2027 School Hours

7:30 a.m. Breakfast
8:15 a.m. School Begins
1:35 p.m. Early Dismissal (Mondays and Minimum Days)
2:35 p.m. Dismissal (Tuesdays - Fridays)

# Our PBIS Community



### Students choose to be Safe, Responsible, and Respectful

## What is PBIS?

School-Wide Positive Behavioral Interventions and Supports (PBIS) is a proactive, team-based framework for building safe, effective, and encouraging schools. We focus on teaching students the skills to succeed: preventing problems before they start, growing strong social skills, and using real data to guide our decisions. School-wide PBIS helps us support every student through research-based strategies at the school, classroom, and individual level.

## Key Components of Our PBIS System

- Clearly defining and teaching a set of behavioral expectations
- Consistently acknowledging and celebrating positive behavior
- Supporting students constructively when challenges arise
- Using behavioral data to track and celebrate progress

## We Celebrate Student Success!



There are so many ways for our young learners to be recognized, both in the classroom and school-wide, including:

- Good Choice Recognitions - Bulldog Bucks for good citizenship, helping others, and making good choices
- Academic Recognitions - celebrating growth and success in reading and math
- Attendance Recognition - celebrating strong attendance

Our goal is a safe and supportive learning environment where every student can achieve their highest level. We use a progressive discipline plan built on respectful, related, and reasonable responses, and we follow Ed Code 48900 and 48915 for offenses that require suspension.

# Keeping Your Child Safe




## Emergency Contact Information

Keeping current emergency contacts on file helps us reach you quickly and keep your child safe. Please let the office know if your address, phone number, employer, or emergency contacts change.

## Attendance

Regular, on-time attendance is one of the best ways to support your child's learning. Being on time matters for "perfect" attendance awards, so plan to arrive a few minutes early when you can. If your child is absent, please call the school office or send a note when your child returns. The attendance line is (530) 252-6051.




Students who miss more than 10% of the school year are considered chronically absent. We are here to partner with families to help every student get to school regularly.

### Excused Absences

An excused absence is due to illness or a medical appointment. Students should be fever-free for 24 hours without medication before returning to school. Whenever possible, please schedule medical appointments after school hours. If an appointment must happen during the school day, we'd love for your child to attend as much of the day as possible. A doctor's note required after three consecutive absent days.

### Unexcused Absences

An absence for any reason other than illness or a medical appointment is considered unexcused, as is any absence without notification. We are only able to change an absence to excused 48 hours after the absence, so we encourage families to always call or send a note so we can mark attendance accurately and support your student.

### Student Drop Off and Pick Up



Student safety is our top priority. For safety, please do not drop students off before 7:30 a.m., since supervision begins at that time. Because our TK-2 campus serves our youngest learners, drivers should use the designated drive-thru area in front of the school for drop-off and pick-up.

Parking is limited near campus, so we recommend parking on Fourth Street or nearby side streets if you plan to walk your child to the entrance gate by the cafeteria. Only students and staff enter through the cafeteria door.

If you arrive late or pick up before dismissal, please check in at the office with a photo ID so we can sign your child in or out. To keep our classrooms running smoothly and secure, we ask that families check in at the office rather than going directly to the classroom. We're always happy to call your child down to meet you.

## Daily Life at McKinley

### Breakfast and Lunch

Breakfast and lunch are provided to all students free of charge. Breakfast is served daily from 7:30 to 8:10 a.m. Monthly menus are sent home and posted on our website. If your child has food allergies or sensitivities, please provide the office with a signed note from your doctor so we can support your child.

## School Volunteers



We would love to have you volunteer at McKinley! To support the safety of our students and comply with Susanville School Board policy, all volunteers attend a volunteer training session and sign in for a badge each time they're on campus.

## Dress Code

Our McKinley students love to run, jump, and play, so we ask that clothing and shoes be ready for active days. Closed-toe shoes with back straps work best; flip-flops and roller shoes aren't a good fit for our playground. We ask that shirts have appropriate wording, and that midriffs, undergarments, spaghetti straps, and strapless styles stay covered. If needed, we'll reach out for a change of clothes or shoes.

## School Nurse

Susanville School District employs a health clerk at McKinley. Our staff treats minor injuries with care, and for anything more significant, we contact families right away. Keeping a current phone number on file for parents and emergency contacts helps us reach you quickly when needed.



## Lost and Found

We do everything we can to reunite students with their belongings. Labeling lunch boxes, sweaters, and jackets with a permanent marker makes a big difference. Items that go unclaimed are periodically donated to charity.

## Personal Items

We ask you leave toys, electronics, and cell phones at home unless a teacher has given permission, since we're not able to take responsibility for these items even if a staff member is holding onto them for safekeeping. Checking backpacks now and then is a great habit, as our young learners sometimes like to bring along a favorite toy.

## Bus Transportation

Susanville School District, in partnership with the Lassen High School District, provides bus transportation for students who live more than one mile from the school. If you're outside the one-mile radius and would like bus service, a bus pass application is available in the First Day Packet on the Parent Portal in SchoolWise. For transportation questions, call (530) 257-5280.

Bus transportation is a privilege we want every student to enjoy, and the principal, bus driver, or designee may need to pause that privilege if safety becomes a concern on the bus.

# Family Partnership

## Parent-Teacher Association (PTA)




Our PTA brings parents, staff, community members, and students together to share ideas about programs and activities that benefit our kids. McKinley PTA sponsors special assemblies, extra enrichment events, and items that go beyond the district budget. We'd love for you to join!

## School Site Council

School Site Council develops the School Plan for Student Achievement. Each year, the council reviews school data and progress toward our goals, along with the School Safety Plan and School Accountability Report Card. The council meets 6 times per year and includes 5 staff members and 5 parents. We welcome your voice, you do not have to be a member to attend.

## Emergency Closure of School / Late Start

If conditions call for closing school before the day starts, please check our Facebook account or tune in to KSUE (1240 AM) or JDX (93.3 FM), since local radio may reach you faster than the phone. Announcements begin as soon as our District Superintendent advises the stations, and the District will also send an all-call to parents.

If conditions call for closing school during the day, students stay safely at school until an authorized emergency contact can pick them up or be reached if your child rides the bus. For everyone's safety, students won't walk home or ride the bus without a parent contact.

**Late Start: School will start 2 hours later than normal.**

# Language Programs

## Available Language Programs and Language Acquisition Programs



McKinley School offers the following language and language acquisition programs. Parents and guardians may choose the 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 learn in general education classrooms with support from properly credentialed educators, access to translator services as needed, and both in-class and pull-out support from an English Language Learner Teacher 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 McKinley Office. Waivers are no longer required.

## How to Request a New Program at McKinley

When the parents or legal guardians of 30 or more students per school, or 20 or more students in any single grade, request a language acquisition program, the school will offer that program to the extent possible (EC Section 310[a]).

Submit a verbal or written request to the McKinley Office.

## About Language Acquisition Programs and Language Programs

Language Acquisition Program (English Learners): California Code of Regulations section 11309 requires that any language acquisition program provided by a school, district, or county:

- Is designed using evidence-based research and includes both Designated and Integrated English Language Development
- Is given the resources needed for strong implementation, including certificated teachers with appropriate authorizations, instructional materials, relevant professional development, and opportunities for family and community engagement



- Leads, within a reasonable time, to grade-level proficiency in English (and in another language, when the program includes it) and to achievement of state academic content standards

Language Program (non-English Learners): These programs offer students who are not English learners the opportunity to be instructed in languages other than English, and may lead to proficiency in those languages.

## Parent and Community Engagement

Parents are welcome to share input on language and language acquisition programs with the LEA, including during development of the Local Control and Accountability Plan (EC Section 52062). If you're interested in a program different from those listed above, please contact the District Superintendent at (530) 257-8200 to learn about the process.

# We're so glad you're part of the McKinley family!

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