

# **PARENT & STUDENT HANDBOOK 2022-2023**

**McKinley Elementary School  
1240 McKinley Street  
Cañon City, CO 81212  
(719) 276-6010**

**Jessica Stevens, Principal**



*Wildcats Roar!*

**McKinley website: [www.mckinleywildcats.org](http://www.mckinleywildcats.org)**

## Quick Info at Your Fingertips

McKinley Phone Number.....276-6010\*

*\*Please note that this number will appear in Caller ID when calls are made from **any** phone in the building.*

**McKinley Attendance.....276-6012**

Playground Supervision begins at 8:20 a.m. – Please, only leave your child when there is adult supervision.

**School Start Time: 8:35 a.m.**

**School End Time: 3:50 p.m.**

First Day of School	August 16, 2022 full day
No School: Labor Day	September 5, 2022
October Count	October 3, 2022
End of 1 <sup>st</sup> Trimester	November 7, 2022
No School: Thanksgiving Break	November 21-25
No School: Christmas Break	Dec. 23-Jan. 9
No School: Martin Luther King Jr. Day	January 16, 2022
No School: Presidents' Day	February 20, 2022
End of 2 <sup>nd</sup> Trimester	February 16, 2022
No School: Spring Break	March 13-17, 2022
Last Day of School (1/2 day – Dismiss at 12:05 p.m.)	May 26, 2022
<b>Early Release Dates (Fridays)</b> This time will allow staff to receive direct professional development throughout the year to ensure that your child is receiving the best instruction every day. <u>Lunch will be served on these dates.</u>	August 26 September 9 & 23 October 7 & 21 November 4 & 18 December 2 & 16 January 13 & 27 February 10 & 31 March 14 & 28 April 14 & 28 May 12
<b>No School Dates (Fridays)</b>	August 19 September 2, 16 & 30 October 14 & 28 November 11 December 9 & 23 January 20 February 3 & 17 March 10 & 24 April 7 & 21 May 5 & 19

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# MCKINLEY ELEMENTARY SCHOOL

**Vision Statement**-The McKinley Learning Community maintains high expectations, promotes academic excellence, and supports the social-emotional well-being of all students.

**Mission Statement**-The McKinley Learning Community develops life-long learners by fostering students' innate curiosity through engaging instruction that promotes the mastery of Canon City Schools' Traits and Skills.

**TRAIT: A personal quality that can be influenced or developed over time.**

Trait	Defined	Level	Observable Look-Fors By Educational Levels
<b>Knowledge</b>	Acquiring understanding through experience or learning.	K-5	Students demonstrate an understanding of content and concepts.
<b>Innovation</b>	Creating and adapting behavior that is fueled by curiosity.	K-5	Students demonstrate curiosity and creativity.
<b>Tenacity</b>	Persisting without exception.	K-5	Students consistently put forth their best effort.
<b>Agency</b>	Acting independently, with calculated purpose, courage, and power.	K-5	Students consistently demonstrate personal responsibility.
<b>Agility</b>	Learning from experience and adapt to new situations.	K-5	Students reflect upon and be flexible in their actions and choices.
<b>Civility</b>	Valuing personal identity and beliefs while honoring those of others.	K-5	Students treat themselves and others with respect.
<b>Integrity</b>	Doing the right thing even when no one is watching.	K-5	Students choose right over wrong.

**SKILL: A useful ability acquired through guided practice.**

Skill	Defined	Level	Observable Look-Fors By Educational Levels
<b>Collaboration</b>	Working effectively with others, assuming shared responsibility, and valuing individual contributions.	K-5	Students work productively with others while sharing responsibility for specific tasks being accomplished.
<b>Communication</b>	Articulating thoughts and ideas through various means and listening effectively to decipher messages.	K-5	Students actively listen and communicate effectively.
<b>Solution Seeking</b>	Asking significant questions that clarify needs and lead to desired objectives.	K-5	Students ask questions to develop and extend understanding to propose solutions.
<b>Contribution</b>	Enacting a set of intentional strategies designed to accomplish goals and contribute value.	K-5	Students provide input for the benefit of others.
<b>Reflection</b>	Evaluating practices and experiences to gain awareness of thinking and learning.	K-5	Students evaluate learning experiences with the purpose of improving overall performance.
<b>Leadership</b>	Accomplishing goals by building strong relationships, communicating effectively, and modeling expectations.	K-5	Students demonstrate personal responsibility and value the strengths in others to increase teamwork.
<b>Empowerment</b>	Taking charge of your own circumstance through trait and skill development, and by being personally vested in the results.	K-5	Students take ownership of their learning experience and the overall product.

Welcome to McKinley Elementary School! This handbook has been prepared to introduce our school to you, and it will provide essential information about McKinley School and the rules under which the school and District RE-1 operate.

The mission of our school district is to develop compassionate, responsible, independent, and productive citizens through a quality education in a safe learning environment. This mission cannot and will not be accomplished without cooperation and support between parents and school staff. We want the very best possible educational experience for your child. We invite you to work with us as a team toward this very important end.

## Principal's Message

Welcome back McKinley Wildcats to the 2022-2023 school year! We expect this upcoming school year to be a great one. We are looking forward to welcoming students and their families into McKinley once again. I encourage all McKinley families to get involved. This consistently leads to better educational experiences for all students. Here are some ways to get involved:

**Eat Lunch:** You are encouraged to come have lunch with your child. Please call ahead to check the time of your child's lunch and to order a lunch if you wish to purchase a school lunch.

**Join Our PTO/Accountability Committee:** You are encouraged to join this committee to stay abreast of current school progress and support the continued success of our school. For more information please visit the office!

**Newsletter:** Watch your child's backpack for our student created newsletters. The newsletter is a great way to hear about some of the current happenings of the school and learn more about our school's vision and mission.

**Visit The Classroom:** You are also encouraged to visit your child's classroom. You are requested to call ahead to plan your visit in the event something has been planned in the classroom.

**Volunteer:** Become a volunteer. We are always seeking people to come in to assist in the classroom. Activities include working with students as well as sorting and stapling papers for the teacher. Go to the Cañon City Schools website to become a volunteer today!

Please be sure to reference this book often when questions come up during the year. Understand that although we attempt to cover all items in this handbook, there will be circumstances that arise that are not covered. We have many new faces in the building this year. Please take the time to become an important member of the McKinley Wildcat family. Feel free to stop by or call any time you have a question or concern.

I am looking forward to having you participate in all activities with the McKinley Elementary School for the 2022-2023 school year!

*Jessica Stevens, Principal*

## Quick Tips...

### WHAT TO DO WHEN...

**My child will be absent:** Call the attendance line at 276-6012 prior to 9:00 a.m. If your child has had a doctor's appointment, please bring documentation from the doctor to excuse the absence.

**My child is tardy:** Bring your child to the front office/window to check in, sign your child in and to receive a tardy slip to be admitted into class. As a reminder, seven (7) tardies equal one day absence.

**I need to pick up my child before dismissal:** Go to the front office/window to request your child be called to the office. Please be mindful of instruction within the classroom and refrain from pulling students early from class. It takes away your child from instruction and interrupts the routine within the classroom. **Again this year, you will be required to show photo ID in the office every time you enter the school.**

**I need to know if there is a weather delay or cancellation:** Decisions are typically made prior to 6:00 a.m. You can tune into the local television channels, listen to KRLN/STAR Country or check the Cañon City Schools website and click on the "Snow Day" tab.

**My child needs to take medication while at school:** Medications should be given at home or by parent, if possible. However, if medication must be given during school hours, prescription medication may not be given at school without a written order from the child's doctor. The order must state the name of the medication, the amount of dosage, and when it is to be given. The medicine must be sent to school in the **original** prescription bottle. Lastly, parents must also write a note giving their permission for the medicine to be given at school. **Students may not bring in medications—whether prescription or over-the-counter.** Parent will be notified.

**I would like to visit my child's classroom:** Please check with the classroom teacher prior to the visit to ensure it would not be a disruption to have a visitor in the classroom. If approved, report to the front office upon arrival to obtain a visitor/volunteer badge and sign in at the front office.

**I would like to meet with my child's teacher:** Please call or send in a note to the classroom teacher to arrange a meeting. Conferences will be held during the first trimester and then as needed during the following two trimesters.

**I would like to volunteer at my child's school:** Please visit the Cañon City Schools website to complete the online portion of the volunteer process. Once the online process is complete, the Human Resources Director will make contact to set up a short interview. Once approved, you will receive a volunteer badge that will be housed at the school. All chaperones for parties and field trips must be on the approved volunteer list.

## **McKinley School Information & Policies**

### **School Hours**

Supervision of students begins at 8:20 a.m. with outside recess from 8:20 a.m. to first bell at 8:33 a.m. Classes begin at **8:35** a.m. and end at 3:50 p.m. There is no playground supervision after school, we ask that you make arrangements to pick your children up promptly at 3:50 p.m. NOTE: Kids Klub is held at McKinley.

**Breakfast Served at: 8:35 a.m. - Grab-n-go breakfast in classroom**

**Playground Supervision begins at 8:20 a.m. – Please, only leave your child when there is adult supervision.**

If, because of parent work schedules, you need for your child to arrive before 8:20 a.m., we suggest that you contact the Cañon City Recreation and Parks District at 275-1578 (575 Ash) and arrange to have your child participate in the "Kids Klub" Program. For a fee, "Kids Klub" provides supervised childcare and before and after school.

### **School Closing or Delayed Start due to Weather**

If school is canceled or a delayed start of school is required, the decision will be announced by 6:00 a.m. on the local radio stations and local television. If a delayed start is implemented, all school starting times will be two (2) hours later. Also, school buses will run the routes approximately two (2) hours later than the normal schedule times. The following radio and television stations will be given information regarding school closures, delayed starts and early dismissals:

**Cañon City Schools website:** [www.Cañoncitieschools.org](http://www.Cañoncitieschools.org)

**Follow [Cañon City Schools Fremont RE-1](#) and [McKinley Elementary](#) on Facebook**

**Radio: KRLN (1400) AM or KSTY (103.9) FM**

**TV: KOAA (Channel 5), KKTV (Channel 11), KRDO (Channel 13)**

If no report is given, it can be assumed that school will be held on regular sessions. Patrons are asked not to call the school or district office. Telephone lines must be kept open for emergencies.

### **Student Check-Out**

These days we find ourselves, quite rightly, verifying the identity of everyone who picks up students from our school during school hours. To pick up a student, you must meet one of these conditions:

1. Be a parent/guardian (with photo identification) and identified on Infinite Campus.
2. Be a person who is named on the emergency contact list for that student (with photo identification).
3. Be a person who is authorized by the parent/guardian by a phone call/letter to pick up a student (with photo identification).

### **Visitation**

Parents are always welcome to visit school. **Visitors must report to the office, sign in on the log, and obtain a pass.** The pass indicates to our staff that the visitor has checked in at the front office. It is requested that you call and arrange a time with the teacher if you want to visit the classroom or have a conference about your child. Teachers have planning periods and are also have availability to conference with parents before or after school.

### **Telephone**

Please remember that the school telephones are for school business only. Students will not be permitted to use the phone to call for rides, homework, books, supplies, etc. unless the teacher gives approval. Students may not use the phone to arrange to go home with friends. In case of illness, the health technician will call the home.

**PLEASE remember to give your children instructions in the morning before they leave home as to what they are to do after school - who will pick them up, etc.** We make it a policy NOT to interrupt class to deliver messages to children unless it is an EMERGENCY. In the event of an emergency message, the message will be delivered to the student by the end of the day.

### **Access to Student Records and Students**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to students' education records. According to FERPA, both custodial and non-custodial parents shall have access to their child's school records unless the school is provided with a court order which provides to the contrary. Also, children of estranged or divorced parents will be released to go with either natural parent unless the school district has in its possession a copy of the court order granting custody to one parent. In both of the above cases, the obligation is upon the custodial parent to provide satisfactory documentary evidence to the school district.

### **Attendance**

*A parent may excuse a student up to eight times in 22/23 school year, for an absence of any part of a day, without a doctor's note. After reaching the eighth parent-excused, the student will only be considered excused by a doctor's note or by the school health tech.*

Prearranged absences shall be approved by the principal for appointments and circumstances of a serious nature only, which cannot be taken care of outside of school hours. Personal outings and the like will be unexcused absences and may affect truancy. If your student is receiving services and support for medical conditions through the special education department or counseling office and has an active Individualized Education Plan (IEP) or Section 504 plan, please see the assigned special education case manager or school counselor assigned to your student's building. The school administration is the final authority for determining the classification of all absences and will utilize the guidelines stated in *District Policy JH* to make that determination. To view the full detail of District Policy, please access the following: [www.Cañoncitieschools.org](http://www.Cañoncitieschools.org), select: District link; District Resources link; District Policy link. Lastly, students who are absent the day of an activity (before, during or after school) will not be allowed to participate in the activity. All day attendance is mandatory.

Parents are asked to help us maintain our high attendance rate at McKinley Elementary School by carefully assessing their role in promoting good attendance habits in their children. Please follow these guidelines:

1. Call in on the morning of the absence. **276-6012—Attendance Line**. If we do not hear from you, the school health technician/attendance clerk will contact you by telephone to determine the reason for the absence.
2. Students who are absent or tardy due to a doctor's appointment must provide the school with a doctor's note.
3. For absences not related to illness or family emergencies, and longer than three (3) consecutive days:
  - a. **At least three days prior to the absence**, call the office to speak to the Principal or write a letter to the Principal. (Absences will be considered unexcused if this call is not made or a letter not written.
  - b. School work missed will be compiled for the student and given to him/her upon his/her return, when feasible. It will be the responsibility of the parent and the student to ensure that work is completed. Students will be allowed two days for each day absent to complete work missed. Please note: not all work is in a format to be sent home.
  - c. If, in the opinion of the teacher and the Principal, the prolonged absence will have an inordinately detrimental effect on the student, a conference with the parents will be initiated.
4. If a child has reached four unexcused absences in a month and/or a total of ten absences (either excused or unexcused), the principal will review the circumstances for the child's absence and determine next steps. Please refer to District Policy #809 regarding truancy.

### **Late Arrivals and Mid-day Appointments**

For the safety of our students, parents must sign for students both when they check them out of school and when they return. To maximize the learning time, no students will be called out of class until the parent or guardian arrives to sign the student out. Parents must sign students in at the nurse's office when late for school, to avoid an unexcused tardy in their student's attendance records.

### **Weather**

Please dress your child according to the weather. Our students go outside for recess in all but the coldest or wettest of weather. Students WILL go out when snow is present; please dress your child accordingly, especially snow boots. Per



District policy students will be allowed outside recess as long as the temperature outside is at least 20 degrees. Temperatures are monitored throughout the day, so if it is at least 20 degrees, students will be going outside. Please ensure your children are dressed for Colorado weather.

## **MCKINLEY SAFETY POLICIES**

### **Bus and Parking**

The school bus lane is located in front of the school on McKinley Street. Parents who drive their children to school are requested to ***drop off and pick up (Paws & Go) either on Colorado Avenue OR in the parking lot north of the school.*** The purpose for this is to relieve traffic congestion and to provide for children's safety. Students who ride the bus after school will remain in the building until the arrival of the bus. While in the bus line and on the bus, students are expected to:

1. Maintain ROAR expectations-- Be respectful to others;
2. Be courteous. Use appropriate language and gestures;
3. No eating or drinking in the bus line or on the bus;
4. Cooperate with the bus driver and substitutes;
5. Be respectful of school bus property;
6. Remain in your seat;
7. Keep hands, head, and feet inside the bus at all times;
8. No pets on the bus;
9. No flammable or dangerous materials on the bus; and
10. Sit in the assigned seat, if needed.

### **Bicycles / Skateboards / Scooters / Heelies**

Bike racks are located on the south and east sides of the building. Students are asked to walk their bikes onto the grounds and to use the bike racks. Skateboards, heelies, or roller shoes, are not allowed in school.

### **Fire Drill/Critical Incident Drills**

The Cañon City Schools have adopted the safety protocol associated with the "I Love U Guys" organization (information available at [www.iluvyouguys.org](http://www.iluvyouguys.org)). In keeping with good safety habits, students are instructed in the quickest and safest way to leave the building in case of fire or other emergency. This instruction includes actual practice in filing out, moving to a safe distance, and remaining until the "all clear" signal is given. In addition to removal from the building, students will practice situations requiring a secure status within the building. Our school also has a plan in place to deal with "critical incidents." We will regularly review and practice these procedures with our students.

### **School Resource Officer (SRO)**

McKinley is excited to again offer the presence of a Fremont County Sheriff Officer or Canon City Police Officer. This SRO will be shared with other neighboring schools, but we are excited to be in partnership with this very important entity.

### **McKinley Student Behavior**

The McKinley Elementary staff has adopted the principles of the Positive Behavior Intervention Support (PBIS) to best meet the needs of students and staff within the building. Students will become familiar with ROAR. Please visit with your child regarding the expectations of a student who ROARS.

Students are expected to adhere to behavior guidelines at all times while at school, on school grounds or participating in school activities. Students will have multiple opportunities to become familiar with the PBIS behavior matrix which outlines positive behavior. Classroom teachers will display classroom matrixes to align with school expectations. Students who are "caught" demonstrating ROAR behavior will receive a "Something to ROAR About" ticket and it can be redeemed in their classroom. Students' names will go into a weekly drawing where winning students will select a reward for him/her.

Discipline issues are normally handled by the classroom teacher, yet if the situation warrants, students are sent to the principal. Action taken by the principal may vary from a short talk, to in-school suspension, to out-of-school suspension. If your child is sent to the principal for a severe problem, you will be contacted by the principal as soon as possible.

### **Field Trips**

At various times throughout the year, students will have the opportunity to participate in an educational field trip with their class. If the student has been demonstrating unsafe behaviors, arrangements will be made with parents before the field



trip to ensure a safe experience, which could include parent supervision for the field trip or loss of privilege. In addition, if fees are owed (library, lunch, etc.), there is a possibility a student might not have the opportunity to participate with the field trip until obligation has been tendered. Lastly, if parents are chaperoning the field trip, siblings are not allowed to attend with the group, as the adult will be monitoring the safety of other students on the field trip. These volunteers must be approved by the school district prior to any trips.

### **Student Dress**

A safe and disciplined learning environment is essential to a quality educational program. Standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems and improve school order and safety. Building Administrators will be sensible in their approach to handling the school dress code and will enforce it equally among the entire student population. Consequences handed out for dress code violations will be sensible, consistent, and fair.

The following clothing is appropriate for school:

- Clothing that covers all private parts of the body (chest, belly, back, and buttocks).
- Clothing that is clean and fit properly.
- Clothing without rips, tears or holes in areas covering all private parts of the body.
- Clothing that respects school culture and is not a distraction to the learning environment.
- Footwear that protects a student's feet.

The following clothing/items are not appropriate for school:

- Bare feet, slippers, socks without shoes.
- Sheer, tight or low-cut clothing.
- Clothing that exposes private parts of the body (chest, cleavage, belly, back, and buttocks).
- Clothing, jewelry, body art, hair color or any other type of dress that is disrespectful, disruptive or impeding, including but not limited to, items that contain inappropriate messages, pictures or sayings, references to alcohol, tobacco, gangs or drugs.
- Sunglasses, hats, caps, or stocking caps worn inside the building.
- Bagging/sagging pants.
- Low cut shirts of a revealing nature.

Parents are expected to support this policy and review the expectations with their child(ren). In the event a student's parents cannot be reached, students will be provided something to wear by the school.

#### **CONSEQUENCES:**

**1st Offense** - With an adult present, the student will call home to have the parent bring school-appropriate clothing. If not available, the student will be provided clothing from lost and found.

**2nd Offense** -With an adult present, the student will call home to have the parent bring school-appropriate clothing. If not available, student may be placed in ISS for the remainder of the day.

**3rd Offense** -Place in ISS for 1 day and a conference with parent will be held.

**Additional Offenses** - Will result in an office referral for non-compliance and appropriate additional disciplinary action will be administered.

### **Nutrition Services**

Children who eat a healthy breakfast and lunch everyday have better attendance, less discipline problems, higher test scores, are more attentive and have energy to participate in school day activities. These are great reasons to participate in the Cañon City RE-1 School District's National School Breakfast and Lunch Programs.

#### **Cañon City Schools Nutrition Services**

**The federal funding that provided ALL meals at no charge to ALL students last year is no longer available. For the 2022.2023 school year we will return to normal operations and charging for meals. Please contact 719-276-5813 with any questions.**

**Free meals will still be available to those families who apply for and qualify for FREE or REDUCED MEAL BENEFITS. Families who do not qualify will be responsible for paying for their students' meals. Meal and program information is provided below:**

### **Meal Times and Pricing:**

Lunch is offered daily for all students. Service times are.....

- Student Breakfast - Because the percentage of students who qualify for free and reduced meals meets a certain threshold, there is NO CHARGE for breakfast for ALL McKinley students. This program is funded by House Bill 13-1006 that was passed in Colorado, creating the *Breakfast After the Bell Nutrition Program*.
- Student Lunch - No charge for students who qualify for free or reduced meal benefits; \$2.50 for McKinley students who do not qualify for free or reduced meal benefits.
- Staff Adult Meals - Lunch, \$3.00 Breakfast, \$2.00.
- Community Adult Lunch - \$4.00 Please check-in at the front office to join your child. Adult Breakfast \$2.00.

### **Menus/Meal Payments/Charging:**

- Please click [here](#) to sign up to receive an electronic menu emailed to you each month. You can also access menus at [www.ccsnutrition.org](http://www.ccsnutrition.org).
- We provide an online payment system to place money on their child's account for meals. Accounts can be created and automatic low balance email alerts can be set at [payschoolscentral](#). If preferred, payment can also be sent with your child to school.
- No charging of meals is permitted. Please ensure your child has funds on their account.
- Each student will be provided with an ID badge that will be used with our scanner system to account for their meal.

### **Free and Reduced Meal Benefits:**

- Benefits are available to families who meet household income requirements.
- Applications and information is available at [www.ccsnutrition.org](http://www.ccsnutrition.org) or your child's school.
- Applications must be completed, processed and approved before benefits are received.
- Please allow up to 10 days for the processing and approval of your application.
- You will be sent a notification letter advising you of your benefits or call 276-5813.
- Families must provide \$5.00-\$10.00 for meals until your application is approved.
- K-12 students who qualify for reduced meals, lunch at no charge.

New applications must be completed at the beginning of each school year.

Further

information

[https://www.canoncityschools.org/apps/pages/index.jsp?uREC\\_ID=446874&type=d&pREC\\_ID=102252](https://www.canoncityschools.org/apps/pages/index.jsp?uREC_ID=446874&type=d&pREC_ID=102252)

### **Health Information**

McKinley's Health Technician: **David Mosley 719-276-6012**

### **Students Sick at School**

If your child gets ill at school, the nurse will call you to pick up your child. Let us know if you have made special arrangements for someone other than you to pick up your child from school. We will NOT ALLOW ANYONE UNAUTHORIZED to talk to a child or take a child from school. If there are any questions, we will call the custodial parent or guardian. No student may call home to excuse themselves for the day due to illness. All illness-related excusals must go through the Health Technician.

### **Immunizations**

The State of Colorado, Department of Public Health recommends that all students be immunized for the following before being allowed to attend elementary school:

1. Polio
2. DPT—Diphtheria, Pertussis, Tetanus

3. Measles, Mumps. Rubella (MMR)

4. Hepatitis B

5. Chicken pox or date of disease

Effective August 2007, Kindergarteners must have 2 varicella (chicken pox) vaccinations. The Colorado Department of Public Health and Environment added these vaccinations because of present outbreaks of these very serious and contagious illnesses. Following the Department of Health suggested schedule, exemptions from immunization may be medical, religious or personal. The appropriate immunization exemption forms are available from your doctor or the school nurse.

### **Health Records**

We keep a comprehensive health record on each student in the Lincoln School Health Office. When your child receives immunizations from your doctor or the health department, please advise us so we can keep our records as current as possible. Our records are audited annually and you will be notified if your child should receive additional boosters. Any student with a significant medical condition should have a "health care action plan" on file. This will detail specific instructions for your child's needs. This form is available in the Health Technician's Office.

### **Medication at School**

The State Pharmacy Law requires that we have written permission from the physician and parent for prescription medication which needs to be given at school. The medicine must be sent to school in the original pharmacy-labeled container. Remember, BOTH THE DOCTOR AND THE PARENT must send written notes.

*The pharmacy label should indicate that the medication needs to be given during the school day. i.e. Medication ordered to be given twice a day, three times a day, or morning and evening can be given before and after school. If it needs to be given with lunch meals or at specific times that are within the school day, it should be specified as such on the label.*

Students are not allowed to carry any medication with them while at school. The medicine must be kept in the nurse's office.

Non-prescription, over-the-counter medication will be given only with written permission of the parents and must still be kept in the health technician's office. Your child will receive only those for which you give permission. The following non-prescription medication is available at school:

- Tylenol and/or Ibuprofen (for headaches or pain)
- Campho-phenique (for insect bites or cold sores)
- Sting Kill swabs (for insect bites)
- Cepacol lozenges (for sore throat or cough)
- Antibiotic Cream
- Tums
- Burn Gel

### **The Pulse School-Based Health Center at Cañon City Middle School**

A school-based health center (SBHC) brings the healthcare provider into a school so that students can avoid health related absences and receive the support they need to succeed in the classroom. SBHC's are staffed by a multi-disciplinary team of medical and mental health professionals. The Pulse will be open to all staff and students of all schools in the Canon City School District. The Pulse will also be open to children of staff, and siblings of enrolled students, ages 0-5.

Services offered may include;

- Physical Exams, including sports physicals
- Immunizations
- Management of chronic conditions such as asthma, allergies, and diabetes
- Acute, minor injury, and illness
- Counseling services/ mental health services
- Routine laboratory testing and throat cultures
- Prescriptions and medications
- Health and wellness education
- Reproductive health

- Dental treatments
- Referral to community providers and agencies
- Insurance enrollment assistance

The Pulse will require the parent/ guardian's signed consent form prior to the minor child accessing services. With signed consent to treat, a child aged 12 years and up may access the SBHC without a parent present. Students under 12 years of age must have a parent/ guardian present. Unless prohibited by law, parents will be informed about their student's visit to the health center. By law, minors age 12 and over can access some forms of treatment without parental consent.

### **Class Placement - Request for Teacher Deadline**

Parents may request a teacher for their child prior to the next school year. Requests must be written or emailed directly to the principal no later than April 15th. The request must be in writing with the date, student name, teacher requested, a positive educationally-based reason for the selection, and signature (if written). Every attempt will be made to accommodate requests, but no guarantees are given as teachers work to ensure balance in class enrollments with respect to student needs.

### **Curriculum**

The State Board of Education has built Colorado's education system around challenging academic standards. Although the CMAS (state assessment program) only assesses Literacy, Math and Science, we follow the standards for all subjects. McKinley uses assessment data to monitor student progress, design student and program interventions, and to improve our practice.

**Literacy:** The Cañon City School District will continue the *Journeys* reading program, as well as *Lindamood Bell*. The daily schedule will consist of 30 minutes of whole group reading and one hour of small group and independent reading skill practice. This literacy block will be ninety (90) minutes in length with the possibility of an additional 60 minutes of intensive focus at grade level for every child. Special Education and Title students will also be receiving instruction in the *Lindamood Bell* program which is a research based approach to meet the needs of readers.

**Math:** *EnVisions Math* will again be implemented in all classrooms. Students will receive one hour of instruction in math with a possible additional 25 minutes of math focus, which includes intervention, as well as enrichment.

**Science:** We implement inquiry-based science allowing students to learn science by doing science. Students engage in enduring experiences that lead to deeper understanding of the natural world. Fifth grade students are assessed on the CMAS in the area of science.

**Social Studies:** *Social Studies Weekly* lessons integrate hands-on active learning with multiple intelligences and higher-order thinking skills challenging students to apply what they've learned. Fourth grade students will be assessed on the CMAS in the area of Social Studies.

**The Arts:** All McKinley students PK-5 receive Art and/or Music instruction each week. Students will learn music and art fundamentals in a safe and fun environment. Students will build their skills and traits while being introduced to various music genres and art themes. In addition various grade level will conduct programs to demonstrate the this work to their families these will take place throughout the school year. All 5<sup>th</sup> grade students are able to participate in the band program. A limited number of school instruments are available for use, but the majority of the students will need to provide their own instruments. If there are any further questions about the program please contact the music teacher.

**Choices:** Our school counselor leads this specials class. In Choices, students learn what it means to be a great friend and member of the McKinley community. CCSD's traits & skills are often woven into this course where students learn the importance of communicating clearly and working through conflict. All students at McKinley have Choices on a weekly basis.

**Technology:** All students in grades K-5 have the opportunity to become computer literate in age and task-appropriate technology skills. Each class will receive weekly computer instruction. Internet & Online Safety tips are on the McKinley website.

McKinley Students Gmail and Internet Guidelines: All third, fourth, and fifth grade students will have a Google account including Gmail, Drive, Classroom, Docs, Sheets, Slides and YouTube. Having an online account is instrumental in creating a 21<sup>st</sup> century learning environment. Students will only be able to email within our school district. Elementary students cannot send nor receive outside emails for safety and privacy concerns. Students will be able to save and share their work with Google Drive from any computer, tablet, or cell phone with internet access. Having a Google account will allow students to keep and share their work throughout their education at Cañon City Schools. With this privilege comes added responsibility for students. Students are expected to use the Google account for educational purposes and follow ROAR (Respectful, Own It, Act Safely and Responsible) behaviors while online. Harassing, use of inappropriate/vulgar/profane language (including but not limited to emojis, sexting, etc.), downloading inappropriate content and bullying is strictly forbidden. Students' accounts are a privilege and must adhere to District Acceptable Use Guidelines (SOP 839). Students not adhering to these guidelines might have their accounts revoked or suspended based on determination by building Principal. Parents will be notified when infractions occur and the consequence to be imposed.

Information about the Canon City Schools' Acceptable Use Guidelines SOP: JS is available at:

<https://www.canoncityschools.org/board-of-education/standard-operating-procedures-sop>

**Physical Education:** All McKinley students participate in a regular program of P.E. that emphasizes the importance of physical activity, health and wellness. Students learn to cooperate and problem solve through games. Fourth and Fifth grade students districtwide participate in *Fitnessgram* to measure strength, endurance and flexibility. If there are any medical or physical reasons why your student should not participate, please inform the P.E. teacher at once. A doctor's statement is needed if a child is to be excused from P.E. for more than a week.

All students must wear sneakers for P.E. Girls are requested to wear a pair of shorts under their skirts during P.E. class or to wear slacks or shorts. Boys may wear anything appropriate within the school dress code.

### **Student Health & Well-Being Policy**

The Board promotes healthy schools by supporting student wellness and social-emotional learning, including good nutrition and regular physical activity as part of the total learning environment. Schools contribute to the basic health status of students by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential and educational success, as children who eat well-balanced meals and are physically active are more likely to be engaged and learn in the classroom and less likely to be absent. Cañon City Schools supports maintaining healthy bodies and nurturing healthy minds of both our staff and students.

Students should receive a minimum of 30 minutes, ideally 45 minutes, of instruction every week that utilizes curriculum reinforcing skills around Social-Emotional Learning, Healthy Choices, and Growth & Development. Growth & Development will be taught during the months of January-March. Parents may Opt-Out their students, if requested. At the high school level, this instruction is exclusive to the freshman class and occurs in a quarter-long mandatory *Health and Wellness* course.

A universal assessment in the social-emotional/behavioral health domain will be administered each fall and spring for K-5 teachers to complete. Data outcomes will be used to provide students with additional social-emotional/behavioral health supports and targeted professional development for staff, etc.

### **Homework Policy**

Cañon City Schools values the social-emotional well-being of students, as well as the importance of family time. After school, students should have time to be kids: to play, to explore, create, discover, and participate in extracurricular activities. It is understandable that with an increase in age come greater course loads and level of rigor. Teachers will take their individual courses and grade level(s) into consideration alongside the following guidelines when assigning homework:

**Elementary Homework Guidelines:** Homework should advance a spirit of learning, curiosity, and inquiry among students. Homework should be meaningful, grade-level appropriate, and assigned with purpose. It should be related to the curriculum being taught and aligned with state standards. Homework may be assigned that is designed to help practice (condition, train, improve) on a previously taught skill or concept. Homework will not be busy-work. Homework may be assigned four nights per week in the elementary grades and will not be assigned on weekends or during holiday

periods, except in extenuating circumstances. The actual time required to complete assignments will vary with each student's study habits and academic skills. Homework is primarily the responsibility of the student, and as learners mature they are more able to handle the rigors of the homework load. Additionally, parents play a supportive role in monitoring completion of assignments, encouraging students' efforts, and providing a conducive environment for learning. If a child routinely reaches a point of sincere frustration, parents are encouraged to contact the teacher for further discussion. Therefore, if parents feel their child is spending an inordinate amount of time doing homework, parents should consider contacting their child's teachers in order to gain a better overall understanding. Extenuating circumstances may temporarily increase a student's homework load with parent and administration consent. Homework will not be used as a punishment and/or as a behavior management tool. Loss of recess should not be used as a consequence for not completing homework.

**Maximum Nightly Homework Loads:** A minimum of 20 minutes nightly of free reading is always encouraged. General Guidelines *beyond nightly reading*: **K-1:** Up to 10 additional minutes, **Grades 2-3:** Up to 20 additional minutes, **Grades 4-5:** Up to 30 additional minutes.

**Secondary Homework Guidelines:** Homework should advance a spirit of learning, curiosity, and inquiry among students. Homework should be meaningful, grade-level appropriate, and assigned with purpose. It should be related to the curriculum being taught and aligned with state standards. Homework is the responsibility of the student, and as learners mature they are more able to handle the rigors of the homework load. A minimum of 20 minutes nightly of free reading is always encouraged! Teachers should, at least partially, accomplish rehearsal and repetition assignments within the classroom. Homework should thereby support classroom instruction and practice. Homework may be assigned on Fridays for secondary students. It is encouraged that homework is not assigned during holiday periods unless due to extenuating circumstances. Summer reading and pre-search assignments may be the exception to this suggestion. Projects should be assigned with adequate time to accomplish them and provide an opportunity to teach time management skills. As a rule of thumb, if you expect a student to accomplish a project that takes 4 hours outside of class, allow 20 minutes per day (e.g., assign this project 12 days prior to its due date.) If you wish to speed up this timeframe, allow for student work during class, especially to take advantage of a Makerspace. Trying to coordinate extracurricular time among groups of students can be overly challenging. Thereby, with group assignments, consider allowing for coordination and work time in class. When using blended models, consider assigning no more than 10 minutes of instruction per night with the purpose of sparking intrigue, providing simple exposure, or frontloading. When using blended models, teachers should engage in dialogue with their students regarding their access to WiFi in the home before assigning homework. *As much as practical*, teachers and students should work together in an attempt to best schedule large homework assignments, projects, and test dates with students' best interests in mind. At the secondary level, this includes adhering to a Finals schedule. Teachers should, as much as possible, remain cognizant of students' commitments to extracurricular endeavors.

### Library

Library books may be checked out for a period of two weeks. After the book is overdue for two weeks, the student will be responsible for returning, paying for, or replacing the book. Damaged books must be replaced or paid for immediately. See the librarian for such fines. Any fines on student accounts will result in revoked privileges of checking out books until it is satisfied. If payment is not made prior to field trips, the student might not be eligible to attend the field trip. If book return or payment is not satisfied by the end of the school year, you will not be able to register for the next school year until fines are paid. Multiple damaged or lost books will result in loss of check out privileges for the remainder of the year.

### Textbooks

Textbooks are normally provided by the school and are checked out to students. Students are reminded that all textbooks must be checked in at the end of the school year. Fines will be levied against students who either lose textbooks or return textbooks that show excessive damage or wear and tear as a result of use from that school year. The classroom teacher will determine the amount of any fine, based on the cost of repairing or replacing the book.

### Student Council

The Student Council will be sponsored by school staff. Student Council is a service organization designed to give students leadership roles in our school. Representatives are chosen from 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades. The Student Council sponsors many events throughout the school year. Any money collected is used to facilitate special events and projects.

### Staying After School

Occasionally a student may be required to stay after school because of behavior problems or to finish work. If this happens, the student or the teacher will notify the student's parents in advance before the after school period begins, unless otherwise agreed upon by parent and teacher. Bus students will be permitted to ride the bus home as usual, but must stay after school the next day and make arrangements to get transportation home.

### Gifted and Talented Program (GATE)

Gifted and talented students between the ages of 4 and 21 show exceptional performance and outstanding abilities or demonstrate potential for in-depth advanced programs. The Cañon City School District is committed to providing an educational program that recognizes the unique abilities and dynamic needs of these students, while promoting adequate yearly progress from their points of entry.

Gifted and talented students are capable of:

- High Performance
- Exceptional production
- Exceptional learning behavior

Identification is through a body of evidence which includes:

- Teacher/parent recommendation
- Gifted testing scores in the top 5-8 percentile
- Achievement testing in the top 5-8 percentile
- Academic/Artistic achievement and performance in the top 5-8 percentile
- Demonstrates accomplishments/portfolios

Districtwide gifted screenings occur at 2<sup>nd</sup> and 3<sup>rd</sup> grade and student re-evaluations occur at 5<sup>th</sup> and 8<sup>th</sup> grades. GATE resource teachers are available at all levels, K-12. For more information, contact Shyla Swisher at [shyla.swisher@Cañonccityschools.org](mailto:shyla.swisher@Cañonccityschools.org).

### Classroom Parties

There are two (2) classroom parties planned by the PTO and staff during the year. These are at Christmas and Valentine's Day. Children may bring a small treat to share with the class when celebrating their birthday. **Nut snacks are discouraged due to nut allergies.** Healthy snacks are encouraged. Please coordinate your celebration with your child's teacher before bringing treats. Students are asked not to distribute invitations for home parties at school unless every child in the class is invited. Invitations are to be distributed at the 3:45pm dismissal bell. Because of confidentiality, our office does not provide lists of students' names, addresses or phone numbers .

### Personal Items

- Students should only bring items to school for learning. "Show and Tell" items are the sole responsibility of the owner. **No balls and/or toys should be brought from home.**
- If students bring cell phones or any other electronic device to school, they are required to be **TURNED OFF** from 8:35 a.m.-3:50 p.m. Electronics cannot be used during breakfast, lunch or recess. Lost and/or damaged items are the sole responsibility of the owner.
- Students are not to bring knives/weapons, tobacco, marijuana, alcohol, or destructive or harmful items to school. Anyone doing so will have these items confiscated and will be reported to the Principal. Possession of these items may result in expulsion from school.
- No hard balls, football helmets, bats or cleated sport shoes are allowed at school. Only recess equipment on loan from the Physical Education Department will be allowed during any recess.
- Students are not allowed to buy, sell, or trade personal items at school.

### Lost and Found

PLEASE mark your child's belongings with your child's name. If you send money to school with your child, please make certain it is secure in a coin purse or wallet that is also marked with your child's name. When items are found, they are placed in the "Lost and Found" box in the hallway south of the office area. Small items such as jewelry, glasses, money, etc., are taken to the office. Students who lose money should immediately report the loss to the office. Students who find money should turn it into the office.

### Playground Policies



All school-sponsored recesses are supervised by authorized school personnel. Students are required to have 30 minutes of physical activity daily. Playground rules and proper use of equipment will be taught and practiced with the students regularly.

Our basic playground guidelines follow ROAR expectations:

- Respect
- Owning behavior
- Safety
- Responsible

All playground equipment is inspected weekly for safety hazards and defects. Necessary repairs and adjustments are made promptly to help ensure the safety of the children. If you become aware of a dangerous situation or broken equipment, please notify the school office immediately. ALL playground equipment is off limits to students and siblings after school from 3:50-4:30 p.m. With parental permission, students may return to the playground after 4:30 p.m. Dogs on the school grounds often become a menace. Sometimes children have been injured by simple, innocent play over an exuberant dog. Accordingly, we urge all families to keep their pets at home. If a stray dog or other animal is on the playground, students should leave it alone and contact the office.

### **Parent/Teacher Organization (PTO)**

When your children become part of our school, you automatically become part of our PTO. We hope you will become actively involved in the school projects. PTO supports all groups that can help provide opportunities for our children that they otherwise might not be able to receive. McKinley Elementary and your children need your help. Some of PTO's activities include an excellent volunteer program, fundraising projects, playground development, school spirit days, and monthly school programs. Help us make a difference! **All parents are encouraged to attend McKinley School PTO functions.** PTO Business meetings are held the last Wednesday of the month at 5:45 PM. Most of the decisions made concerning PTO activities are made in the business meetings. For more information, check out the McKinley website

### **Accountability**

Each school in the state of Colorado has a building accountability/advisory committee. It is made up of teachers, parents, and interested community members. The committee meets monthly throughout the school year. People interested in being on our committee should contact Mr. Stevens at 276-6010.

### **Title I**

McKinley is a Title I school and follows all statutory requirements. For all information pertaining to Title I, Parent Involvement Agreement, and School-Parent-Student Compact, please visit the district or McKinley offices or websites ([www.mckinleywildcats.org](http://www.mckinleywildcats.org) or [www.Cañoncitieschools.org](http://www.Cañoncitieschools.org)).

### **Highly-Qualified Teachers and Paraprofessionals**

McKinley Elementary School actively encourages and supports having all teachers and paraprofessionals meet the highly-qualified specifications detailed by No Child Left Behind (NCLB). This is accomplished by the following:

- The school hires only highly-qualified teachers in the core academic subjects and in Title I Literacy as well as hiring paraprofessionals that met "highly-qualified" requirements;
- All teachers are endorsed or licensed by the state department for the grades and subjects taught.

As a parent, you may request information specific to the following:

- The teacher's college major, whether the teacher has any advanced degrees, and if so, the subject of the degree;
- If your child is receiving services from a paraprofessional, and if so, the paraprofessional's qualifications.

For any of the above information, please contact the principal or the District Human Resource Office (276-5700).

### **Student/Parent/School Compact**

Individuals make these voluntary commitments to themselves and to others to demonstrate their shared responsibilities for students to meet rigorous state standards.

**Student Agreement:** It is important that I work hard to do my best. Therefore, I shall strive to do the following: Respect and cooperate with other students and adults; obey school rules and practice life skills; attend school regularly and be on time; ask for help when I need it; complete and turn in my schoolwork on time; help my school be safe; and be responsible and engaged in the learning process.

**Parent/Caring Adult Agreement:** I want my child to succeed. Therefore, I will encourage him/her by doing the following: Support the school's educational program; support the school in its efforts to maintain discipline; support my child's

learning at home by monitoring attendance, completion of homework, grades, and encouraging positive use of extracurricular time; volunteer to help; participate in decisions related to my child's education; participate in school activities; actively communicate with the school personnel regarding my child's needs and circumstances; and be aware of and follow rules and regulations of the school and the school district.

**School Agreement:** We as educators have high expectations for ourselves and our students, and will facilitate the achievement of these expectations by showing that we care about all students; advising parents of their student's progress; providing a safe, respectful environment for learning; providing a high quality curriculum and instruction; modeling life skills; involving and communicating with parents, to support learning at home, and to participate in the parent education and decision-making, convening annual meetings to inform parents of Title I purposes, programs, and requirements; and providing assistance to parents in understanding state academic and achievement standards, state and local assessment, how to monitor student progress, and how to work with school staff to improve the achievement of the student.

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, School District Fremont RE-1 does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

Complaint procedures have been established for students, parents, employees and members of the public. The following person(s) have been identified as the compliance officer for the district employees and members of the public:

Director of Human Resources 101 N. 14th Cañon City, CO 81212 719-276-5700 jamie.davis@canoncityschools.org

The following person(s) have been identified as the compliance officer for the district students and parents:

Director of Special Services 101 N. 14th Cañon City, CO 81212 719-276-5700 tim.renn@canoncityschools.org

Complaints may be filed verbally, in writing or anonymously.

If you wish to file a complaint using the district complaint form, please visit the Human Resources link at [www.canoncityschools.org](http://www.canoncityschools.org) to access the form or see policy AC-E-2.

### **McKinley Elementary School Handbook**

Please read through and become familiar with the school policies and procedures at McKinley Elementary School. Also, plan to spend time discussing the information with your child/ren, as well. This handbook is also available on the McKinley website at: [www.mckinleywildcats.org](http://www.mckinleywildcats.org).

### **STUDENT HANDBOOK ACKNOWLEDGMENT**

In order to ensure that families at McKinley Elementary School are aware of our expectations and their responsibilities, a parent/guardian signed the digital McKinley Elementary Student Handbook Acknowledgement form upon registering for school online. By signing this form at registration, you are accepting responsibility to go online and read the Student Handbook. If, however, you would like a hard copy, please notify the office.

Signing also verifies that the student and his/her parent or guardian have received the discipline code, as well as the student/parent/school compact and ARE AWARE and WILL FOLLOW the expectations and rules of Cañon City Schools and McKinley Elementary School.

As previously mentioned in the handbook, most situations are covered within this handbook; however, there will be situations that arise which are not covered within this handbook. When those situations arise, the Administrator will make decisions that are best for the child and the school in regards to the situation.

### **District Policies**

As required by law, the table below provides parents, guardians and students with direct links to the District policies listed.

Policy File	Policy Name
<a href="#">AC.AC-R.AC-E</a>	Nondiscrimination/Equal Opportunity (and complaint process)

<a href="#">ADC</a>	Tobacco Free Schools
<a href="#">ADF</a>	Local Wellness Policy
<a href="#">EBCE</a>	School Closings and Cancellations
<a href="#">IHAMR</a>	Health and Family Life/Sex Education (Exemption Procedure)
<a href="#">IHCDA</a>	Concurrent Enrollment
<a href="#">IKA</a>	Grading/Assessment Systems
<a href="#">IKF-2</a>	Graduation Requirements (Beginning with Class of 2021)
<a href="#">IMB</a>	Teaching about Controversial Issues and Use of Controversial Materials
<a href="#">IMBB</a>	Exemptions from Required Instruction
<a href="#">JB</a>	Equal Education Opportunity
<a href="#">JBB</a>	Sexual Harassment
<a href="#">JH</a>	Student Absences and Excuses
<a href="#">JHB</a>	Truancy
<a href="#">JIC</a>	Student Conduct
<a href="#">JICA</a>	Student Dress Code
<a href="#">JICC</a>	Student Conduct in School Vehicles
<a href="#">JICDA</a>	Code of Conduct
<a href="#">JICDD</a>	Violent and Aggressive Behavior
<a href="#">JICDE</a>	Bullying Prevention Education
<a href="#">JICEA</a>	School-Related Student Publications
<a href="#">JICEC</a>	Student Distribution of Non-curricular Materials
<a href="#">JICE</a>	Secret Societies/Gang Activity
<a href="#">JICH</a>	Drug and Alcohol Involvement by Students
<a href="#">JICI</a>	Weapons in School
<a href="#">JICJ</a>	Student Use of Cell Phones and Other Personal Technology Devices
<a href="#">JIH</a>	Student Interviews, Interrogations, Searches and Arrests
<a href="#">JA-1</a>	Student Organizations
<a href="#">JK and JK-R</a>	Student Discipline
<a href="#">JK-2</a>	Discipline of Students with Disabilities
<a href="#">JKA, JKA-R</a>	Use of Physical Intervention and Restraint
<a href="#">JKA-E-2</a>	Complaint Procedures and Regulations Regarding the Use of Restraint or Seclusion
<a href="#">JKBA and JKBA-R</a>	Disciplinary Removal from Classroom
<a href="#">JKD/JKE</a>	Suspension/Expulsion of Students
<a href="#">JLA</a>	Student Insurance Programs
<a href="#">JLCB and JLCB-R</a>	Immunization of Students

<a href="#">JLCD</a>	Administering Medication to Students
<a href="#">JLCDA</a>	Students with Food Allergies
<a href="#">JLDAC</a>	Screening and Testing of Students (And Treatment of Mental Disorders)
<a href="#">JLDAC-E</a>	Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
<a href="#">JLF</a>	Reporting Child Abuse/Child Protection
<a href="#">JLFF</a>	Sex Offender Information
<a href="#">JQ</a>	Student, Fees, Fines and Charges
<a href="#">JRA/JRC</a>	Student Records/Release of Information on Students
<a href="#">JRA/JRC-R</a>	Student Records/Release of Information on Students (Review, Amendment and Hearing Procedures)
<a href="#">JRA/JRC-E-1</a>	Notification to Parents and Students of Rights Concerning Student Education Records
<a href="#">JRCA</a>	Sharing of Student Records/Information between School District and State Agencies
<a href="#">JS</a>	Student Use of the Internet and Electronic Communications
<a href="#">KBBA</a>	Custodial and Noncustodial Parent Rights and Responsibilities
<a href="#">KI</a>	Visitors to Schools

**Parents and Guardians,**

The annual technology fee of \$25 is due by the first day of school (August 17th) and **must be paid in order for a device to be issued**. You may pay online (preferred) using a credit card within the RevTrack system within the Parent Portal. You may also pay at each individual school using cash or check. If your student has already been issued a device, it will be remotely shut down on August 21st if you haven't paid. Please contact your building leadership if you have questions or concerns.