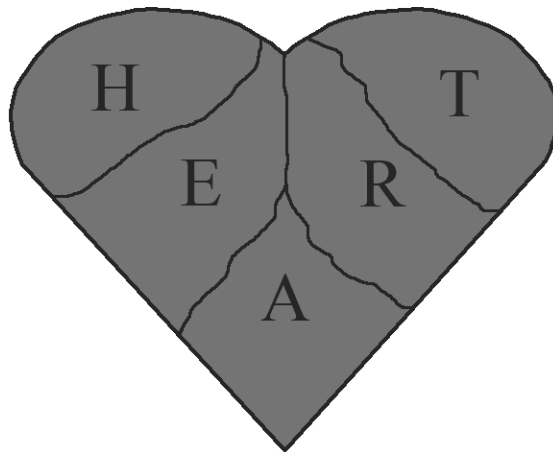


*McKinley Elementary School*  
*Student Handbook*



Get Connected



Abington School District  
**McKinley**  
Elementary School

370 Cedar Road, Elkins Park, PA 19027  
215-663-0430

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Dear Students,

This handbook has been written to help you, our students, be successful at McKinley Elementary School. We want you to be successful. We expect you to be successful. We will help you to be successful.

A school is a place where learning occurs. This learning process occurs best in an orderly environment. If things are going to get done, there must be rules, or procedures. These procedures must be fair and be the same for everyone.

This year, our school is going to continue our H.E.A.R.T. program but expand on it through new activities and programs. Your teachers are going to work with you to learn the McKinley way of behaving. There will be many exciting activities throughout the year you will be invited to attend if you follow the McKinley H.E.A.R.T. code. At McKinley, H.E.A.R.T. will guide you to be successful and help you to make good choices. The purpose of this handbook is to show you how to show McKinley H.E.A.R.T. behaviors.

Your teachers and I are looking forward to another exciting year at McKinley Elementary School. Welcome back, we hope you have a great year.

Sincerely,

Mr. Chuck Lentz  
Principal

Dear Parents,

This handbook has been written to help your children, our students, be successful at McKinley Elementary School. This year our school will be expanding on our McKinley School H.E.A.R.T. code of behavior. We are going to be extending this program through a model called School-Wide Positive Behavior Support (SWPBS). Through this model the entire school embraces a uniform behavior plan (H.E.A.R.T.) will clearly define consequences and rewards. Students will work with their teachers to review the building behavioral expectations through carefully designed lessons to ensure the entire school shares a common language and shared expectations. The school will embrace a school-wide reward system to lay a positive foundation for the school behavior model. All students who behave in accordance with the school H.E.A.R.T. code will be entitled to the rewards established by the school.

In order for the school to be successful in implementing and sustaining this program we need your help. Time spent on correcting undesirable behavior is time taken away from education. The school and parents must share this responsibility for teaching the children appropriate behavior. Students have responsibilities as well as rights. When the home supports this belief, we can create a safe, secure, and effective learning environment for all children.

Please begin this cooperative process by reviewing this handbook with your child. Read the procedures together and discuss them together. When you have completed your review, please indicate so by signing page 20 and returning the booklet to your child's teacher for use in the classroom.

We thank you for your support and look forward to working with you for the success of our students.

Sincerely,

Mr. Chuck Lentz  
Principal



## *A Positive View of Student Conduct*

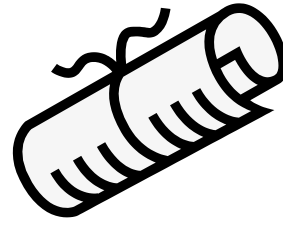
Welcome to McKinley Elementary School. We consider our school to be an excellent educational facility in which your children receive a quality education.

We have implemented an inclusive program that meets the educational, social, and emotional needs of our students. We stress teamwork and cooperation as we strive to build a learning community in which everyone experiences personal success as well as the joy of helping others succeed.

Discipline is important in our school. An orderly atmosphere must exist within the school in order for maximum learning to occur. Therefore, our students are expected to demonstrate self-control, responsibility, and respect for others.

Communication between teachers and parents is an important ingredient in a quality education. We communicate with you through telephone calls, notes, newsletters, e-mail, report cards, and conferences. We encourage you to communicate through notes and phone calls when you have a concern.

We are extremely proud of our school. We believe that you, too, will be proud.



## Student Rights

A right belongs to me and cannot be taken away by anyone. My classmates and teachers also have rights. I am a responsible person when I respect the rights of others.

- 1.) I have a right to an education.
- 2.) I have a right to be respected and treated with kindness at school.
- 3.) I have a right to be safe at school.
- 4.) I have a right to be heard.



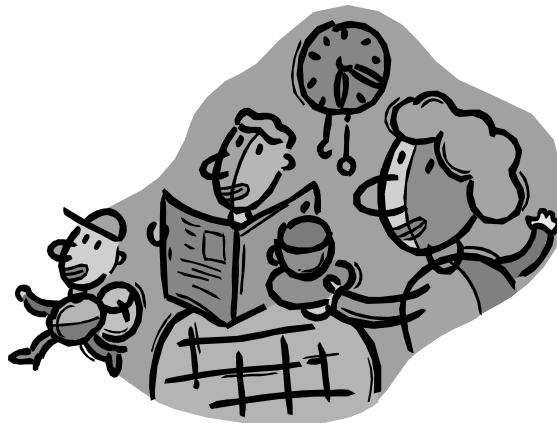
## Student Responsibilities

A responsibility is an obligation I have because it allows for the rights of others to be enjoyed.

- 1.) I will respect myself, others, and school property.
- 2.) I will accept responsibility for my actions.
- 3.) I will come to school prepared to learn.
- 4.) I will work to the best of my ability.
- 5.) I will help make school a good place where everyone can learn.

## Parental Responsibilities

- 1.) Drop children off no earlier than 8:30am. There is no supervision until that time. Drop off children at our new drop-off area located on the northern side of the building closest to the cemetery. Ensure students are inside the school by 8:50am to ensure an orderly start to the school day.
- 2.) Drop children off at our new drop-off area located on the northern side of the building closest to the cemetery.
- 3.) Report to the receptionist desk upon entering the building at any time.
- 4.) Meet your children only at the door or at in your car at our new pick-up area located on the northern side of the building closest to the cemetery at dismissal.
- 5.) Do not enter the building at dismissal time due to hallway congestion.
- 6.) Provide a detailed written note stating the reason for every student absence. Trips/vacations are not considered excused absences.



# McKinley Elementary School

"McKinley has **H.E.A.R.T.**"



**Honesty:** Always tell the truth; do my own work



**Excellence:** Working to my maximum potential; trying my best at all times



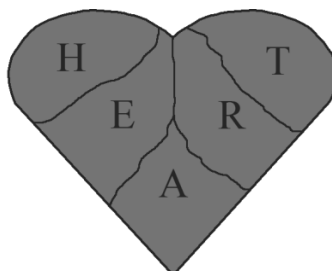
**Awareness:** Pay Attention to Traffic; know where to go during Fire Drills; Strangers in the building - tell an adult



**Respect:** Listen to others; treat others kindly; taking care of school property



**Tolerance:** Understanding that everyone is different and recognizing everyone is part of our school family; thinking of other's feelings.





# "McKinley has **H.E.A.R.T.**"

In the **Classrooms** I will:



**Honesty:** -Complete my own work & never copy or cheat.  
-Ask permission before using other's property.



**Excellence:** -Do work that reaches the high expectations of myself, my family and the school community.  
-Ask for help when needed.  
-Complete all tasks on time.



**Awareness:** -Be at the right place at the right time.  
-Bring all my materials and homework to class.  
-Tell an adult about anything that could be a threat to the safety of someone in the class.



**Respect:** -Use appropriate language, tone and volume of voice.  
-Honor and care for other's property.  
-Honor everyone's personal space.



**Tolerance:** -Appreciate everyone's opinion & personal space as their own.  
-Use good manners in every situation.

# "McKinley has *H.E.A.R.T.*"

In the Hallways I will:



*Honesty:* -Be where I am supposed to be.  
-Take the most direct route.



*Excellence:* -Walk quietly.  
-Maintain my personal space.  
-Keep the hallways clean.



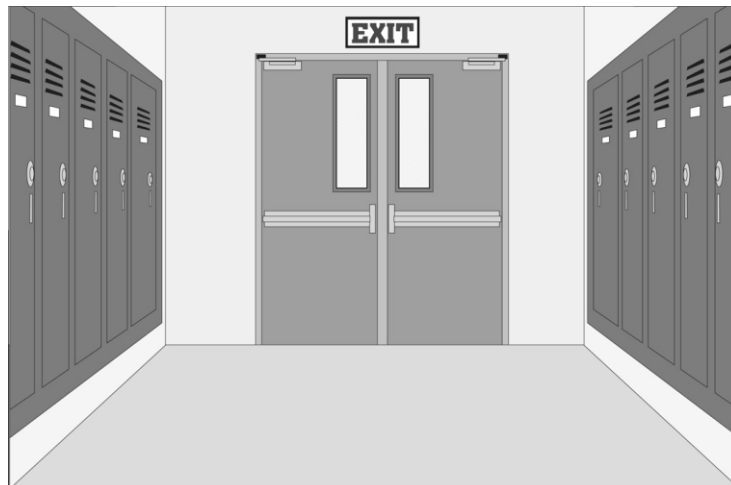
*Awareness:* -Face forward.  
-Keep my hands to my sides.



*Respect:* -Respond appropriately to others.  
-Hold inside doors for others.



*Tolerance:* -Wait my turn.  
-Walk around others who are holding a conversation.



# "McKinley has *H.E.A.R.T.*"

During Arrival and Dismissal I will:



**Honesty:** -Tell the truth if an adult asks me a question.  
-Follow my personal plan.



**Excellence:** -Report to school and assigned dismissal location on time.  
-Arrive to school and at dismissal with everything I need for the day.  
-Keep my arrival/dismissal location neat.  
-Follow procedures at each arrival and dismissal location.



**Awareness:** -Sit quietly and remain seated in assigned area.  
-While waiting, work on reading, homework or quiet activity.  
-Follow all traffic and safety signs/rules.



**Respect:** -Use polite language at all times.  
-Keep my belongings with me.  
-Comply with directions given by safety patrol.



**Tolerance:** -Keep hands/feet to myself.  
-Use polite language at all times.  
-Stay in my assigned location.



# "McKinley has **H.E.A.R.T.**"

When riding the **Bus** I will:



**Honesty:** -Tell the bus driver, using the truth, when someone is hurt, bullying or not following the rules.



**Excellence:** -Keep food and drinks closed in lunchbox and or school bag.  
-Walk slowly onto and off of the bus.



**Awareness:** -Be alert when the bus is moving.  
-Remain seated at all times.  
-Keep my body inside the bus at all times.



**Respect:** -Keep hands to myself.  
-Keep the bus clean from vandalism.  
-Listen to the bus driver.



**Tolerance:** -Share my seat with others.



# "McKinley has *H.E.A.R.T.*"

During Recess I will:



**Honesty:** -Tell an adult, using the truth, when someone is hurt, bullying or not playing by the rules.



**Excellence:** -Line up quickly and quietly when the whistle blows.  
-Stand in the classroom line with hands at sides, facing forward.  
-Put equipment away.  
-Walk into the building quietly.



**Awareness:** -Use equipment appropriately.  
-Share equipment.  
-Wear appropriate attire for the weather.  
-Use bathroom before going out to the playground.



**Respect:** -Follow directions the first time given.  
-Speak to everyone kindly using only nice words.  
-Keep hands, feet and objects to myself.



**Tolerance:** -Play games according to the rules.  
-Let anyone who wants to play, play.  
-Take turns.



# "McKinley has *H.E.A.R.T.*"

In the Cafeteria I will:



**Honesty:** -Stay in my place in line.  
-Wait to be dismissed.  
-Remain quiet in line.



**Excellence:** -Say please and thank you.  
-Speak respectfully to others.



**Awareness:** -Touch only my own food.  
-Raise my hand when I need something.  
-Walk carefully when entering and exiting the cafeteria.



**Respect:** -Clean up after myself.  
-Use inside voices.  
-Remain in my seat.



**Tolerance:** -Be polite to others.  
-Be respectful to other's food choice (and their allergies).  
-Respect cafeteria workers.



# "McKinley has **H.E.A.R.T.**"

When I use the **Bathroom** I will:



**Honesty:** -When given permission to go to the bathroom, go directly to the bathroom and return directly to my class or seat.



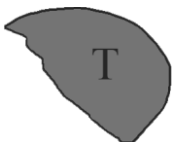
**Excellence:** -Wash my hands before leaving the bathroom.  
-Flush the toilet or urinal when I am finished.  
-Use the bathroom quietly.



**Awareness:** -Know designated times to use the bathroom.  
-Tell an adult when there is a problem in the bathroom.



**Respect:** -Take turns using the bathroom facilities.  
-Honor the privacy of others.  
-Keep my hands to myself.  
-Keep bathroom clean



**Tolerance:** -Be patient and wait my turn when using the bathroom.



# "McKinley has *H.E.A.R.T.*"

## Throughout the school day I will:



**Honesty:** - Identify myself when asked.  
- Ask permission before using other's property.



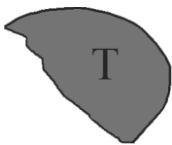
**Excellence:** - Use good manners in all situations.  
- Be good/helpful to others.  
- Be a positive role model



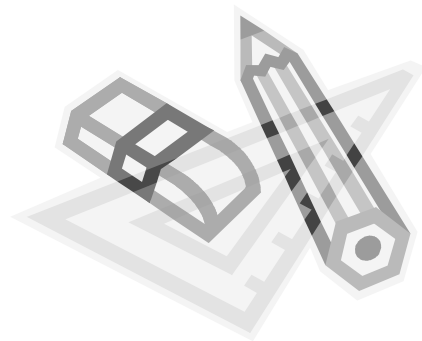
**Awareness:** - Tell an adult about anything that could be a threat to the safety of someone in the school building



**Respect:** - Honor and care for school property.  
- Leave all doors to the outside closed.



**Tolerance:** - Use good manners in every situation.  
- Use conflict resolution skills when needed.  
- Treat everyone the way I want to be treated.

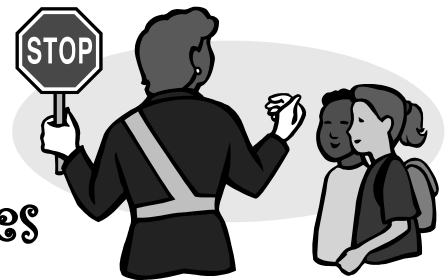




## Morning Arrival Procedures

- 1.) Students arrive no earlier than 8:30am.
- 2.) Parents drop-off their children at our new drop-off area located on the northern side of the building closest to the cemetery.
- 3.) Students line-up single file upon hearing the signal.
- 4.) Teachers pick-up their classes at 8:50 and escort them into the building. **All children are expected to be in line by 8:50am.**
- 5.) Students follow specific rainy day procedures when appropriate.

## Afternoon Dismissal Procedures



- 1.) Students will remain in their building until the 3:20 bell rings.
- 2.) Students will walk in an orderly fashion to bus lines where they will follow prescribed bus procedures.
- 3.) Parents will wait outside for their children.
- 4.) Parents driving their children home must form a line in their cars at our new drop-off area located on the northern side of the building closest to the cemetery.
- 5.) There will be no eating of food while waiting for the bus or while riding the bus.

# Bus Procedures



## ***Bus Line Expected Behaviors:***

- 1.) Students will walk to the bus line in a quiet manner according to the McKinley H.E.A.R.T. behavioral code.
- 2.) Students will wait in the bus line quietly with a book, homework, or other quiet activity until the bus has arrived and the bus number is called.
- 3.) Students will walk to the bus quietly keeping their hands and feet to themselves.



## ***Bus Procedures Expected Behaviors:***

- 1.) Students will tell the bus driver when someone is hurt, bullying or not following the rules.
- 2.) Students will keep food and drinks closed in lunchbox and or school bag.
- 3.) Students will walk slowly onto and off of the bus.
- 4.) Students will be alert when the bus is moving.
- 5.) Students will remain seated at all times.
- 6.) Students will keep their body inside the bus at all times.
- 7.) Students will keep hands to themselves.
- 8.) Students will keep the bus clean from vandalism.
- 9.) Students will listen to the bus driver.
- 10.) Students will share the seat with others.

# STUDENT EXPECTATIONS

## **Care of Books**

McKinley Elementary School provides every student with all of their textbooks. If you lose or damage a book, you will be expected to pay for it. Please be sure to take good care of all of your school books to ensure that they are in good condition when they are returned at the end of the school year.

## **Student Dress**

Student Dress is the responsibility of the student and his/her parents. The school reserves the right; however, to require any student wearing clothes that are disruptive because of the attention they attract or are in any way immodest to change to more appropriate school dress.

In general, students are expected:

- To wear appropriate clothing conducive to learning and study. Students who wear clothing considered to be disruptive—bare midriffs, muscle shirts, clothing with inappropriate language or pictures (drugs or alcohol), will be asked by school personnel to change their clothing.
- To place all outerwear, including coats, jackets, hats, and bandannas, in lockers/cubbies upon arrival to school. These items are not to be worn in school, and students who disregard this rule will be asked by school personnel to comply.
- Head coverings, hats and headphones are to be removed upon entry to the building. Failure to do so may lead to a reminder of this rule and or disciplinary action/confiscation following repeated infractions.

## **School Property**

McKinley is proud of its excellent school building provided for your education. But, our building and equipment need your care in order to remain attractive and functional for you, your classmates, and the students who follow you through McKinley elementary School.

You are expected to treat well all school property, pick up any paper or waste material you see in classrooms, hallways, bathrooms, or cafeteria (even if you were not responsible for it being there), and report immediately to a teacher or custodian any damage or destruction of property which you may observe any place in and around our building.

## **Student Obligations**

Students should complete each school year free of all obligations. This includes returning library books and all books and educational materials to your teacher. Failure to do so may result in the withholding of your report card and yearbook.

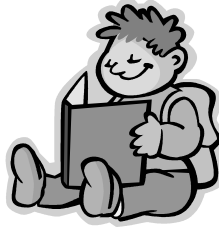
# Consequences of Inappropriate Behavior



- **Problem solve the situation.**
- **Write an apology note.**
- **Talk about what happened.**
- **Practice appropriate behavior.**
- **Write a paragraph on what should have happened.**
- **Have student call parents.**
- **Remove student from area (time out/think time).**
- **Lose recess/privileges.**
- **Have staff member/principal call parents.**
- **Help clean-up.**
- **Perform community service.**
- **Confiscate toys or electronic equipment.**
- **Have letter mailed to parents.**
- **Have a parent conference.**
- **Have parents visit school or class.**
- **Be suspended from school in accordance with Superintendent Bulletin #6.**

*\*\* Each classroom will have its own set of rules and consequences in addition to our school-wide H.E.A.R.T. values.*

# Homework



*Homework is an integral part of the educational process that reinforces, extends, and enriches classroom instruction. The educational value of homework is enhanced whenever parents, students, and teachers share the responsibility for such assignments.*

## **The teacher is responsible for homework assignments that:**

- Are relevant to the curriculum.
- Are clearly stated and legible.
- Reinforce, enrich, and give practice related to academic skills.
- Involve processes or operations that have been introduced in class.
- Include both daily activities and long-range projects.
- Are reviewed and evaluated after completion.

## **The student is responsible for:**

- Understanding the requirements of assignments.
- Taking necessary books and materials home.
- Completing assignments clearly, legibly, and on time.

## **The parent is responsible for:**

- Providing a consistent time and place in which to do homework.
- Being generally aware of the student's assignments, as well as the quality and thoroughness of the student's work.
- Encouraging the student to be independent and to strive for excellence (assist when necessary but refrain from doing assignments for the student).
- Balancing after-school activities.
- Discussing concerns about homework with the classroom teacher.



***Responsibility Contract***

We have read the McKinley Elementary School Code of Conduct. We have discussed the rules and procedures.

We pledge to abide by these rules. This will help all McKinley students to learn in a safe and positive school environment.

\_\_\_\_\_

Student

\_\_\_\_\_

Date

\_\_\_\_\_

Parent

\_\_\_\_\_

Date

