

New Parent Handbook



McKINLEY ELEMENTARY SCHOOL
1025 14th Street
San Francisco CA 94114
(415) 241-6300
<http://www.mckinleyschool.org>

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IMPORTANT CONTACT INFORMATION

Principal	Molly Pope	popem@sfusd.edu	
Office Clerk	Jennifer Hancock	office@mckinleyschool.org	(415) 241-6300
ASEP Site Coordinator	Aren Bass	aren@asepsf.org	(415) 863-2737
PTA		pta@mckinleyschool.org	
SSC		ssc@mckinleyschool.org	

McKINLEY PTA

Please see <http://mckinleyschool.org/pta/> for current officers and more information.

Main Contact	pta@mckinleyschool.org
Fundraising	fundraising@mckinleyschool.org
Communications	communications@mckinleyschool.org
Website	webmaster@mckinleyschool.org
Questions	answerhaven@mckinleyschool.org
Volunteering	volunteer@mckinleyschool.org

McKINLEY SSC

Please see <http://mckinleyschool.org/our-community/ssc/> for current officers and information.

Main Contact	ssc@mckinleyschool.org
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BEFORE YOU GET TO MCKINLEY

Backpacks

Please provide your child with a backpack. It should be large enough for a nightly homework folder as well as the weekly “Wednesday folder” (8.5” x 11”). It should also accommodate extra clothing if you’re planning to provide it.

Labeling Belongings

It is recommended that you label your child’s belongings with their name, including water bottles, extra clothing (if needed), backpack, and lunch box. Lost clothes accumulate in the Lost and Found area (just inside and to the left of the interior double doors). Please check there for lost items. Unclaimed items are donated to charity on a triannual basis.

Dress Code

There is no uniform at McKinley. We recommend clothing that will help your child feel comfortable and ready to learn. We also suggest footwear that’s safe and practical for physical education, the playground, and paved surfaces.

School Supplies

It’s not necessary to stock your child’s backpack with supplies. However, your teacher will communicate his/her classroom supply wish list during Back-to-School Night and at other times throughout the year as necessary.

Teacher Assignments

Teacher assignments are made available at the close of business on the Friday before school begins. They will be posted on the office windows near the school entrance on 14th Street. Note that the Parent Teacher Association (PTA) hosts an annual Welcome Picnic for all new and existing families the Saturday before school starts, a perfect time to check the assignment list and meet other families.

Teacher Assignment Requests

Unfortunately, the school cannot accommodate teacher assignment requests.

After School Enrichment Program (ASEP)

The After School Enrichment Program (ASEP) provides the McKinley community with access to quality after school enrichment programming. ASEP combines the core values of Arts Enrichment, Academic Support, and Health and Wellness into a comprehensive and specialized educational experience.

ASEP offers a safe, healthy and enriching environment for our diverse student base. Our qualified and experienced staff work hard to ensure that students get the most from the program. At ASEP, students develop social and academic skills while their families go to work, school, or seek employment. ASEP’s unique program structure

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offers low-cost tuition or FREE tuition for families that qualify. Contact ASEP staff for current tuition rates. ASEP has been serving the McKinley community for over 16 years with various after school options. Please see those program options below.

ASEP Comprehensive Program (M, T, Th, & F 2:00-6:00 pm; W 1:00-6:00 pm)

Comprehensive ASEP at McKinley is an all-in-one after school program where students are picked up, fed a healthy snack and are taken care of, starting at 2:00 pm at McKinley (1:00 pm on Wednesdays) until pick up at 6:00 pm. During Comprehensive ASEP students engage in a variety of activities including Theme Based Learning, Homework Assistance, Arts Enrichment and PlaySEP or play-based exercise activities. Comprehensive ASEP is open to students in grades Kindergarten through 5th grade.

ASEP Language Program (M, T, & Th 2:00-4:00 pm; W 1:00-4:00 pm)

*Additional care for Language Students is available until 6pm daily, including Fridays. ASEP Language Program is a student-centered program with a language and multicultural convergence model that serves K-5 Spanish and Mandarin learners. The ASEP Language Program blends academic rigor and play-based learning.

ASEP Specialty Clubs (M, T, Th, & F 2:00-3:00 pm; W 1:00-3:00 pm)

ASEP's Specialty Club programs offer the McKinley community a part-time option with even more enrichment opportunities. Students are picked up directly from day school teachers, fed a healthy snack and begin club classes on site at the school. All of the clubs last one hour right after school and occur 1-2 days a week. Examples of clubs that have been offered include: Soccer, STEAM, Art, Chess, Basketball, Digital Sound Arts, & Lego Club.

Enrollment forms are available at the front office and online at ASEP's website (www.asepsf.org) for all of ASEP's programs. We recommend that you turn them in as early as possible as the specialty programs including Language and Clubs typically fill up quickly. For questions, contact ASEP at info@asepf.org.

Immunization Paperwork

Please return your School Health Form, signed by your pediatrician, to the front office. It should be submitted prior to the first week of school. The form was given to you when you registered at McKinley, and is also available on the SF Unified School District website (www.sfusd.edu) – just search for “immunization”). Copies are also available at McKinley's front office.

Emergency Cards

Parents are required to fill out emergency contact cards during the first week of school. We need at least two other phone contacts for people who are authorized to act on your behalf and can be reached during the day. Please also include the name of all people (18 yr +) authorized to pick up your child on this card. If there are any

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changes during the year, it is important to update your child's card (new phone numbers, new medical information, etc.).

Medication

If your child is in need of temporary or ongoing medicine, please have your doctor fill out the required form available at the front office. All medications for onsite administration must be kept in the office where it will be secured. Medications may not be kept in/on students' desks or backpacks. Please take home all medications before the start of summer recess.

If your child attends ASEP, you will need to provide the ASEP staff with a copy of any doctor's instructions and additional medication which will be stored in the ASEP office. ASEP staff do not have access to the medications being stored in the McKinley day school main office.

THE CLASSROOM

Restrooms

There are restrooms inside each Kindergarten classroom. For grades 1-5, the kids go to the restroom with buddies or by themselves with a pass.

Personal Storage

Our classrooms provide backpack/coat hooks for the children. Extra (labeled) clothes should be stored in your child's backpack.

Supply/Toy Donations

Donations of appropriate toy and educational supplies to your classroom or to the school are always welcome. Please discuss donations with your child's teacher first to see what's needed or useful.

Contacting the Classroom

All calls go through the front office to limit classroom disruption. If you need to contact your teacher during the day, please contact the Office Clerk at (415) 241-6300 to leave a message.

DROP-OFF/PICK-UP & ATTENDANCE

Morning Assembly

Every school day begins with a morning assembly on the Lower Yard, in front of the rainbow steps (except on rainy days, when intake is in the cafegymnasium). The children line-up with their respective classrooms, and Principal Pope welcomes the children, makes announcements, and on some days the children do presentations. After the assembly, children follow their teachers to their classrooms. Parents are welcome and encouraged to stay on the Lower Yard for the morning assembly. If you do stay, please be mindful of our neighbors and park legally (no blocking driveways, double-parking, or parking in the white zone).

Morning Drop Off

The school grounds are open and staff supervision begins at 7:30 a.m. Please DO NOT DROP OFF your children BEFORE 7:30 a.m.

If you cannot stay for the morning assembly, please take advantage of our “stop, drop, & roll” parent-led volunteer program where you may drop off your child in the white zone starting at 7:35 a.m.. Please follow traffic regulations (no parking in white zone, no U-turns within 200 feet of approaching cars (from either direction), no double-parking, follow the speed limit, etc.), follow “stop drop & roll” protocol and be courteous to all pedestrians, crossing guards and parent volunteers. We want to ensure that we collectively maintain the safety of all of our children. The vehicular speed limit in the school zone is 15 miles per hour.

Breakfast

Breakfast is served in the Cafeteria from 7:30 a.m. – 7:50 a.m. All children must be in line with their class on the Lower Yard for intake.

Attendance

School begins promptly at 7:50am. Please arrive on time to be in line with your class on the lower yard.

If your child will be absent, please call the school to inform us that your child will not be at school. Upon return, complete the Parent’s Verification of Student’s Absence form for all absences (excused and unexcused). Valid excused absences are: student illness, quarantine, doctor’s visits, funeral services for members of immediate family, jury duty, and others as listed in CA Ed. Code 48205, Section 48200). Per SFUSD Attendance Policy, your child is allotted a total of three unexcused absences for the school year. After three unexcused absences the SFUSD will issue a letter of truancy and additional letters for subsequent absences. To avoid receiving these letters please call the school to inform us that your child will not be at school and turn in a written note for all absences.

New SFUSD Tardy Policy

All students who do not arrive to their classroom with teacher and class will be marked Tardy. The standard is: Tardy (1-29 minutes) and Tardy 30+ (30+ minutes). Tardies will now be a part of students' permanent truancy records. Passes: Students arriving after 8:00 a.m. must pick up a pass in the office or lobby before transitioning to class.

School Dismissal & Pick Ups

School is dismissed at 2:00 p.m on Monday, Tuesday, Thursday and Friday. On Wednesdays, McKinley dismisses at 1:00 pm. Please wait outside the front of the school to receive your child(ren). Please do not wait in the lobby, hallways outside classrooms, or in the cafeteria. Your child's teacher will escort students outside.

Any student who is not picked up at dismissal must remain with the classroom teacher until 2:10 pm (1:10 pm on Wednesdays). and then wait in the office. Apart from children enrolled in ASEP, there is no supervision after dismissal and students are not allowed to play on the lower yard or remain unsupervised after school.

Only people identified on your child's emergency card are allowed to pick up from school. A note must be furnished to the teacher in the morning if an alternate person will be picking up.

Transition to ASEP and ASEP Dismissal

If your child is in ASEP, they will be met at their classroom or at designated spaces outside at dismissal time and taken directly to the program. If you have an alternate person picking up your child from either program, make sure to contact ASEP staff (info@asepsf.org) with the most accurate information.

DAILY ROUTINE

Lunches

Lunches are available in the cafeteria every day. A menu is published once a month. Cost for meals is listed in the meal application forms.

Every student will need to return a completed Free and Reduced Meal Application form even if you think you do not qualify for free/reduced lunch or do not plan on eating school meals. Only one application is needed per family; please add all children who attend school in SFUSD on this application. Lunch applications are now on-line via district email: <https://schoolmealapp.sfusd.edu>. This application is EXTREMELY important to McKinley ES, so please register on-line OR return the hard copy to school.

Students who qualify do not eat free for the first 30 days. Kindergarteners and new students will need to pay for meals until they have been notified about their status by Student Nutrition Services.

Snacks & Water

Snack breaks are built into the daily recess routine. Please provide healthy snacks and avoid items like potato chips, sugary treats, or soda.

While there are water fountains in the school, please provide your child with a water bottle for use in the classroom and at lunch.

Naps

Kindergarteners are introduced to an academic curriculum when they come to McKinley and do not take naps. Please ensure that your child gets a good night's sleep! Some teachers provide the opportunity for brief quiet rest time at their desks.

Curriculum

McKinley teachers follow both CA state and SFUSD (sfusdhumanities.org, sfusdmath.org, and sfusdscience.org) curriculum standards. Your child's teacher will outline the scope and sequence of the school year curriculum at Back to School Night, and send home weekly or monthly newsletters with specific activities and projects. Individual student progress mapped to the curriculum will be discussed at Parent/Teacher Conferences twice per year.

Recess

Children have two recess opportunities daily on the playground, in the morning and at lunchtime.

Homework

Kindergarteners are introduced to homework as the foundation for good academic discipline. Helping the student with homework is a great way to keep track of their academic progress. Assignments can include math, reading, rhyming, etc. Children can expect to spend approximately 10 minutes per grade on homework every night except Friday. Completing the homework and returning it to school the next day is your child's responsibility. Your responsibility is to provide a quiet place for study, set a time of day when homework is to be done, and help your child only if s/he gets stuck.

If your child has a great deal of difficulty doing the work, please communicate this with his/her teacher. Note that the ASEP schedule has homework time built into the afternoon and will strive to provide the most conducive space for students to work on homework or reading. However, ASEP does not consider itself a homework completion program and McKinley parents/guardians should check homework at home as well.

Library

McKinley has a beautiful and well-maintained library. Children visit the library once per week with their class for story time and personal reading. They are welcome to check out books as of the first grade. Kindergarteners check out books that stay in the classroom. There is also a "Grab and Go" section, which is based on an honor system.

GETTING INVOLVED

Parent Teacher Association (PTA)

McKinley has a very active and dedicated PTA. We encourage each parent and guardian to complete a membership form and join. You will have opportunities to do so at the Welcome Picnic, Back to School Night, on McKinley's website, or at any PTA meeting. Membership in the PTA costs \$5 but our PTA will cover that cost for any family for whom that is a hardship.

We want ALL parents and Guardians to join and get involved! Meetings are generally held the second Thursday of every month (September-May) from 6:00-7:30pm, preceded by an optional potluck dinner starting at 5:30pm. Childcare is provided (children must be potty-trained) and all parents/guardians (including non-members) are encouraged to attend.

The goal of the PTA is for parents and staff to work together to improve the educational programs and raise necessary funds to support the school. The PTA has funded our arts and science enrichment programs, class size reduction teacher, and several community events throughout the year. Opportunities for involvement include the following committees: Mosaic (diversity & equity), Recruiting, Fundraising, Grant Writing, Garden, STEAM, Technology, and Building Improvements, and many other more volunteer opportunities.

School Site Council (SSC)

Every school in the district has a School Site Council to represent the interests of all constituencies in school governance. The SSC is composed of elected parents and staff and is responsible for reviewing and analyzing student achievement data, gathering community input, helping develop the Academic Plan and the school site budget, and monitoring the implementation of the plan and budget. Parents are elected to the SSC early in September.

Volunteering in the Classroom

Parents are welcome in the classrooms at McKinley! We welcome you to come help stuff Wednesday folders, read to the children, organize supplies, present to the classroom on cultural or educational topics, etc. Some parents have organized class activities such as holiday parties, cooking projects, etc. Please check in with your child's teacher to discuss ways you can help!

Room Parents

Room Parents help enrich your child's McKinley experience. Each teacher will ask for room parent volunteers to be the liaison for all classroom families to communicate information about classroom activities, field trips, and other programs that require parent involvement. More information will be available at Back to School Night.

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Field Trips

McKinley students have wonderful and frequent field trip opportunities. Your child's teacher will inform you of upcoming field trips and ask for volunteer chaperones.

Recruiting

McKinley has an active recruitment program, with opportunities to represent McKinley at enrollment events, speak with parents at events held at McKinley, lead tours, or to talk with parents who contact us via email at recruiting@mckinleyschool.org.

Other Volunteer Opportunities

The most successful schools are those where parents and guardians roll up their sleeves and get involved. You'll receive requests to volunteer your time and support throughout the year and we hope you can find a way that works best for you. Volunteering is fun, rewarding and brings our community together. Look out for requests to help out at fundraising activities, community events and committee work.

STAYING CONNECTED

Communicating with your Teacher

Each teacher will indicate his/her preference for communication, but most teachers are available via email, after school, or by appointment. Please talk to your child's teacher to establish the best way to stay in touch.

Communicating with the Principal

Feel free to stop our principal, Ms. Molly Pope, whenever you see her, but understand that she has many responsibilities and appointments each day. For specific discussions, please set up an appointment through the front office Clerk.

The Front Office

Ms. Jennifer Hancock is our Office Clerk and is a great asset for answering questions, setting up appointments, organizing the school, and many, many other things.

Communicating via Konstella

Konstella is the online communications tool that McKinley uses to connect parents, teachers and school staff to each other. Important announcements are sent via Konstella, including the McKinley Monitor, information from the front office and Principal and newsletters from your child's teacher. Each family should have at least one contact in Konstella. Please email communications@mckinleyschool.org with questions.

Back to School Night

Don't miss this opportunity to see the classroom, talk to the teachers, and learn about their expectations and curriculum. You will also get answers to many questions, meet other families in your classroom, sign up as a room parent, set up play dates, etc. Please see the Konstella announcement for date and time details.

Wednesday Folder

Each Wednesday, your child will bring home a folder with notices from the school and your child's teacher. Please be sure to read these notices each week and return the folders the next day, and be sure to include any forms that need your response or signature.

Parent/Teacher Conferences

There are two formal meetings planned each year for teachers and parents/guardians to exchange information and plan together for their child's education. School is dismissed one hour early during the week of these conferences. You will review your child's report card with your teacher and get updates on their academic performance and overall development. Your teacher will have signup sheets for times and days in the Spring and Fall.

School Web Site

The McKinley website www.mckinleyschool.org is another great resource for getting basic information about the school and updates with the latest news and events.

ARTS ENRICHMENT ACTIVITIES

All of our children gain exposure to visual and performing arts throughout the year. Some of the enrichment opportunities include:

- Each classroom receives one hour per week of arts instruction from an arts teacher through the district's Visual and Performing Arts (VAPA) program;
- Each classroom has choral instruction one time per week from a VAPA instructor;
- Each classroom takes a 10-week unit in movement and dance through the SF ArtsEd organization;
- Third graders receive instruction in the recorder;
- Fourth and Fifth graders have the option for instrumental instruction through an SFUSD music teacher (strings or wind instruments); and
- Classes take several field trips throughout the year to San Francisco's world-class arts institutions (i.e., Asian Arts Museum, MoMA, San Francisco Symphony, etc.)

FUNDRAISING

Like all schools, McKinley must raise funds necessary to supplement our District funding. Money raised by the PTA helps enable McKinley to fund a full-time literacy specialist, professional development for the staff, a part-time literacy coach, arts enrichment, book budgets, periodical subscriptions, and much more that directly impact McKinley's academic performance. If you would like to get involved in our school functions, please contact fundraising@mckinleyschool.org. Some of our main recurring fundraising activities include:

Annual Direct Appeal

The easiest way to raise funds is through a direct request to the parents. A donation request letter goes out in the fall and our goal is 100% participation. If every family can give, whether it's a little or a lot, we can help keep McKinley great! We also provide an option where you can give monthly, thorough direct deposits, as we know that's easier for many families. Please look for this letter and give what you can. Remember, the more we raise directly, the less we have to pester you throughout the year!

DogFest

DogFest is our largest fundraiser and it is a celebration of kids and dogs held at Duboce Park in the spring. It features a dog show, food, kids' area with bounce houses and games, and a silent auction and raffle. We always need dedicated volunteers to help organize the event, solicit auction prizes, and help on the day of the event. It's a great event, fun for all, and our largest active fundraiser!

Castro Street Fair

McKinley is very lucky to be a selected beneficiary organization of the funds raised by this awesome family-oriented community event that we all know and love. All the funds raised from the event are apportioned to the beneficiary organizations, like McKinley, based on number of volunteers registered to help at the event. The more McKinley parents who volunteer, the more money that goes to important McKinley programs. There are many opportunities for involvement from Safety Volunteers to BreakDown Crew. Most McKinley volunteers work the front entry gate together, for a fun-filled afternoon.

McKINLEY TRADITIONS

Welcome Picnic

The Welcome/Welcome Back Picnic is the last Saturday before school starts. We welcome all incoming and returning families. It provides an opportunity to meet other parents, ask questions, and get information about McKinley. Food is provided by the PTA but we ask for families to bring a side dish, salad or fruit to share.

Welcome Coffee – First Day

On the first day of school, there is a Welcome Coffee to welcome everyone to the school. There will be coffee and snacks in the cafegymatorium. The Principal will welcome you and you'll get to ask questions and meet other parents.

Weekly Coffee Klatch

Every Tuesday after drop off we have an informal get together for parents with coffee and tea. Please join us!

Read-a-Thon

The Read-a-thon is a school-wide event that encourages children to read while raising some funds to help stock our wonderful library. Parents, friends, and family sponsor the children for reading books, either per book or for a set amount. It's a festive time at the school, and it is kicked off with Snuggle Down and Read Day. This is generally the first day of school after Halloween, and the children and staff are encouraged to come to school in their pajamas and snuggle up with a good book. There are usually readings by parent/authors, and other fun events. Held in November.

McKinley Open House

An Open House is held in November to give prospective parents an opportunity to visit the school, meet the principal and parents and see the classrooms.

Harvest Festival

The Harvest Festival is held on the school grounds around Halloween. Food, games, music, a haunted house... Harvest Fest has it all.

100th Day of School (K and 1)

The 100th day of school falls in February and each classroom will tie this into the curriculum with various projects.

New Kindergarteners Welcome Event

After acceptance letters have gone out in late March, we hold an event to welcome all incoming families and give them another opportunity to check out the school, meet the principal, ask questions, and meet other parents.

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United Nations Days

UN Days provide your child the opportunity to travel around the world within the walls of McKinley. Each classroom chooses a country to represent. Every child receives a passport and visits each 'classroom country' to do projects, sample foods, hear music, get their passport stamped, and learn a little bit about that country and the culture that makes it unique.

Junior Olympics

The Junior Olympics are held in mid-May. There is a wonderful opening ceremony, presenting of the Olympic rings, and sports events that everyone participates in. It is held over two days, ties into our UN days, and is supported by parent volunteers to help with the events.

OTHER IMPORTANT INFORMATION

Personal Items Policy

The general rule is to leave toys, games, hats, sunglasses, money and personal electronic devices (cell phones, mp3 players, etc.) at home. This ensures that your child's possessions are protected, prevents arguments, and makes sure that school time is learning time. On special occasions, a teacher may give permission for an item to come to school for show-and-tell.

This policy pertains to day *and* after school programming. Any students who bring a cell phone to school must keep it turned off and in their backpack during school hours and while on campus. Any cell phones found on a child during school hours will be held in the office for guardian pick up.

School Photos

School photos are taken in the fall and the spring. A portion of the money from purchases goes to the school.