

# *McKinley Elementary School*

## **Parent Handbook**

*2007-2008*



*701 Paloma Avenue  
Burlingame, CA 94010*

*Telephone: (650)259-3870 ~ Fax: (650) 259-3879 ~ Attendance: (650) 598-3018  
Office Hours: Monday- Friday ~ 8:00 a.m.- 4:00 p.m.*



## Message from the PTA President

Greetings McKinley Families, Faculty, & Friends,

I hope you all had a fun and relaxing summer and offer you a warm welcome to what I am sure will be another great year at McKinley Elementary.

My children have been attending McKinley since my oldest son, Devin, who will be a 5th grader this year, started in Kindergarten. My youngest son, Finbarr, will be in the 3rd grade. We are very fortunate to be part of this community that is committed to doing the best for their children. For over 90 years the McKinley PTA has held an active and vital role in supporting our students, making the school a better place for our children to learn and grow. Studies have shown that when parents actively participate in their children's school, their children perform better socially and academically.

New to the school this year is our Immersion Program. We are very excited to have this program offered at our school site. It will be a wonderful addition to our already fabulous curriculum.

Throughout the year, many PTA hours are focused on fundraising & community-building efforts. We need to raise thousands of dollars to support many programs that the general school budget is unable to cover. In the past couple of years, PTA members have raised money, as well as donated many hours of time to create the campus that you see today. The new play structure for our K-2 playground, picnic tables, K-2 music program, additional computers, and our curriculum garden. The PTA sponsors many events as well, including the Back-To-School picnic, Family Friday lunches, Multicultural Night and of course the famous Harvest Festival.

There are many opportunities to be involved in the PTA including volunteering your time and expertise, supporting our fundraising efforts, attending the monthly meetings, or simply baking cookies! We need and welcome your participation in whatever capacity. The first step is to support the PTA by becoming a member (see back to school packet for forms).

I am looking forward to an exciting and productive school year. I hope to have the opportunity to meet and work with all of you on one or more of our events. Thank you in advance for continuing the strong support of the PTA. Our children are counting on you!

Warm Regards,  
Whitney Murphy  
PTA President

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## *Part 1: McKinley Elementary School*

### *History*

At the turn of the century, Burlingame's population hovered around 200. This changed rapidly after the 1906 San Francisco Earthquake. The town's population grew rapidly to 1000 in only a year. At that time, children were schooled through the county at the Burlingame School on Peninsula Avenue and County Road (El Camino). However, as Burlingame grew, the residents wanted a school they could call their own. Therefore, in 1911, Burlingame residents voted to establish a school district and began plans to build a permanent school. Well-known architect William H. Weeks was hired to design the school. During the construction, a temporary 8-room schoolhouse was used which was located on Howard and Primrose called "the little red schoolhouse". By September 1913 the first permanent school, located on the corner of Oak Grove and Grange (now Paloma Avenue), was ready to open its doors to the children of Burlingame. Originally named Burlingame Grammar School, McKinley Elementary has always been a vibrant school.

Currently, McKinley serves a culturally and linguistically diverse student population reflecting the richness of its community. There are 28 native languages other than English spoken by McKinley students, with Spanish being the most prevalent. Thus, special emphasis is placed upon creating a school environment that encourages students to explore and appreciate our cultural and linguistic diversity evident in our Spanish Immersion Program.

### *Vision and Mission*

*The McKinley community is a diverse, committed educational team of staff, parents, and students. We collaborate in creating a progressive, engaging learning environment where hard work results in success for every child everyday. Students will leave McKinley with the skills to be thoughtful, responsible and productive citizens.*

#### *McKinley School's Mission is to:*

- Recognize and celebrate the worth, dignity and leadership capacity of every individual.
- Provide a safe and stimulating environment that will nurture creativity, critical thinking and social skills.
- Ensure a positive, student-centered climate where problem solving and risk taking are a part of the learning process.
- Instill accountability and a shared responsibility for the ongoing pursuit of knowledge.
- Foster confidence in our students through high academic and behavioral expectations.
- Support the efforts of a committed dedicated, well-educated staff in partnership with the continuing involvement of family, businesses and the community

## Staff

The McKinley staff is dedicated to their profession. They work hard every day to support the children as they strive to achieve their best. The teachers work in teams and coordinate both within and across grade levels to ensure continuity and relevance. They make time to answer questions and to discuss your child's particular needs and goals. Forming a partnership with your child's teacher is key to your child's success.



l-r: Ms. Valerio with Mrs. McCarley and Mrs. DeMaria

Teachers	Rom	Grade	Email Addresses
Reutlinger, J.	12	Grade K	jreutlinger@bsd.k12.ca.us
Schoknecht, Karen	16	Grade K	kschoknecht@bsd.k12.ca.us
Cruz-Tarango, E.	3	K- Immer.	ecruztarango@bsd.k12.ca.us
McCabe, Colleen	15	Grade 1	cmccabe@bsd.k12.ca.us
DeMaria, Annette	14	Grade 1	ademaria@bsd.k12.ca.us
Guerin, Tiffany	7	Grade 1/2	tguerin@bsd.k12.ca.us
Mitchell, Anne	10	Grade 2	amitchell@bsd.k12.ca.us
Rozakos, Nichole	5	Grade 3	nrozakos@bsd.k12.ca.us
Postel, Karin	11	Grade 3	kpostel@bsd.k12.ca.us
Johnson, Geneva	8	Grade 4	gjohnson@bsd.k12.ca.us
Gumina, Tamara	6	Grade 4/5	tgumina@bsd.k12.ca.us
McCarley, Patrice	9	Grade 5	pmccarley@bsd.k12.ca.us
<b>Specialists</b>			
Benton, Rudy	Gym	All	rbenton@bsd.k12.ca.us
Tanisawa, B.	13	RSP	btanisawa@bsd.k12.ca.us
Yuzbash, Irada	Lib.	EL	iyuzbash@bsd.k12.ca.us
Billings, Linda		Psych.	lbillings@bsd.k12.ca.us
Kelly, Diann		Speech	dkelly@bsd.k12.ca.us
Prater, Carol & Doy	4	Chorus 3-5	cprater@bsd.k12.ca.us
Cunningham, W.	Lib	Lib/Media	wcunningham@bsd.k12.ca.us
Petersen, Joaquin	Lab	CompTech	jpetersen@bsd.k12.ca.us
Martin, Kathy		Adm. Asst.	kmartin@bsd.k12.ca.us

*School Calendar 2007 - 2008*  
**McKinley School Calendar 2007-2008**

**August**

8/14/07 Office Reopens  
8/23 PTA Assemble Opening Day Packets  
8/23 Kindergarten Orientation Evening 6:30 –7:30 in the Gym  
8/27 1/2 Staff Meeting 8:30-11:30 - Teacher Welcome Lunch  
8/28 First Day of School – Min. Day Kinder 8:20-11:40 1<sup>st</sup>-5<sup>th</sup> 8:30-Noon  
8/28 First Day PTA Welcome Coffee – 8:45 Gym  
8/28 BSD Board Meeting  
8/30 Book Fair Banana Seed Delivered to Library

**September**

9/3 Labor Day Holiday  
9/4 Tuesday Schedule Begins Kinder: 8:20-11:40 Early 1<sup>st</sup>-5<sup>th</sup> 8:30-2:00  
Kinder: 10:00-2:00 Late  
9/4 District Writing Assessment of Grades 2 -5  
9/5 SSC Mt. 3:30 in Staff Lounge (School Site Council)  
9/6 Back To School Night 6:30-8:00 p.m.  
9/7 Min. Day Kinder 8:20-11:40 1<sup>st</sup>-5<sup>th</sup> 8:30-1:30  
9/10 Early/Late Schedule Begins  
9/10 QSP Gift Wrap Assembly- Fall Fund Raiser 11:00 a.m.  
9/12 PTA Pizza Night  
9/14 Back To School Picnic @ 5:30 on the Field  
9/18 BSD Board Meeting  
9/19 PTA Mt. 7:00 p.m. in Staff Lounge  
9/21 BSD Night at the Giants  
9/24 HWC/Literacy Academies, Morning Math Club Begins  
9/26 Final Day Fall Fund Raiser  
9/26 ELAC Mt. 6:30 in the Media Center ( English Language Advisory Committee)  
9/28 Friday Family Lunch

**October**

10/1 EO/ELD Time Begins (English Only/English Language Development) - Science  
10/2 Picture Day in the Gym – Len Conrad Company  
10/2 DELAC Meeting @ 6:30 (District English Language Advisory Committee)  
10/3 SSC Mt. 3:30 in Staff Lounge  
10/9 BSD Board Meeting  
10/10 PTA Pizza Night  
10/17 PTA Mt. 7:00 p.m.  
10/19-10/28 Gym Closed Build Haunted House  
10/21 Dad's Club Softball Game  
10/22 – 10/26 Red Ribbon Week at McKinley  
10/26 Family Lunch  
10/26 & 10/27 Harvest Festival  
10/31 Halloween Parade 12:50-1:50

## November

11/5-11/9 Parent Conferences Min Day Kinder 8:20-11:40 1<sup>st</sup>-5<sup>th</sup> 8:30-1:30  
11/13-11/15 Grades 4/5 Parent Conferences - 1:30 Dismissal for Grades 4 & 5  
11/12 Veteran's Day Holiday  
11/14 SSC Mt. 3:30 in Staff Lounge  
11/14 PTA Pizza Night  
11/14 ELAC Meeting at 6:30 in Media Center  
11/21-11/23 Thanksgiving Break  
11/27 BSD Board Meeting  
11/28 PTA Meeting @ 7:00 p.m. in Staff Lounge  
11/30 Family Lunch  
11/30 Dad's Club Movie Night 6:00 p.m. in the Gym

## December

12/4 DELAC Meeting @ 6:30 p.m.  
12/5 SSC Mt. 3:30 p.m. in Staff Lounge  
12/7 Burlingame Tree Lighting Ceremony  
12/10 McKinley Concert 3-5 at BIS  
12/11 BSD Board Meeting  
12/12 McKinley Concert K-2 at McKinley  
1214 Min. Day Kinder 8:20-11:40 1<sup>st</sup>-4<sup>th</sup> 8:30-1:30  
12/14 Buddy Feast  
12/14 Friday Family Lunch  
12/18 PTA Hot Cocoa Morning Assembly 8:00 a.m.  
12/19 PTA Meeting @ 7:00 in Staff Lounge  
12/20 Lions Club Holiday Music  
12/20 Regular Dismissal Times  
12/21-1/4 Winter Break & Happy Holidays!

## January 2008

1/7 School Resumes  
1/8 BSD Board Meeting  
1/9 SSC Meeting at 3:30 p.m. in Staff Lounge  
1/9 PTA Pizza Night  
1/16 Grade 4 Writing Assessment  
1/17 ELAC Meeting at 6:30 p.m. in the Media Center  
1/21 MLK, Jr. Holiday  
1/22 BSD Board Meeting  
1/23 PTA Meeting 7:00 p.m.  
1/25 Friday Family Lunch & Multicultural Night in the Gym

## February 2008

2/1 Kinder Registration Begins  
2/1 Spelling Bee 3<sup>rd</sup>-5<sup>th</sup>  
2/4 Kindergarten Tour #1 @ 8:30 a.m. – Media Center  
2/5 Teddy Bear Picnic  
2/5 DELAC Meeting @ 6:30

2/7 SSC – 3:30 p.m.- Staff Lounge \* Note day change  
2/8 Chinese New Year's Assembly 11:00  
2/11-2/15 President's Week  
2/19 BSD Board Meeting  
2/20 PTA Meeting @ 7:00 p.m. in Staff Lounge  
2/26 BSD Board Meeting  
2/29 Friday Family Lunch  
2/29 Leap Year Day

### **March 2008**

3/3 Dr. Seuss Day  
3/4 Grades 2-5 State/District Writing  
3/5 SSC @ 3:30 p.m. in Staff Lounge  
3/6 Biography Tea 2:00-3:00 p.m.  
3/7 Teacher Work Day  
3/10-3/14 K-5 Parent Conferences Min Day: Kinder 8:20-11:40 1<sup>st</sup>-5<sup>th</sup> 8:30-1:30  
3/11 BSD Board Meeting  
3/12 PTA Pizza Night  
3/14 – 3/19 Grades 4-5 Parent Conferences - Dismissal at 1:30  
3/18 Founders Day (no PTA meeting in March)  
3/20 ELAC Meeting @ 6:30 in the Media Center  
3/21 Friday Family Feast  
3/21 Buddy Feast – 1<sup>st</sup> grade Eggs  
3/24 –3/28 Spring Break

### **April 2008**

4/1 DELAC Meeting @ 6:30  
4/2 SSC Meeting – 3:30 p.m. in the Staff Lounge  
4/8 BSD Board Meeting  
4/9 PTA Pizza Night  
4/11 Kinder Play  
4/14-4-18 Outdoor Education 5<sup>th</sup> grade  
4/15 Kinder Tour #3 at 8:30 a.m.  
4/16 PTA Meeting – 7:00 p.m. in the Staff Lounge  
4/17 ELAC Meeting @ 6:30  
4/21 TV Turnoff Week  
4/22 BSD Board Meeting  
4/23 PTA Bingo Night @ McKinley  
4/24 Lions Club Spelling Bee  
4/25 Friday Family Lunch  
4/25 Dad's Club Movie Night 6:00 & PTA Walk A-Thon after school  
4/30 BIS Incoming 6<sup>th</sup> grade Parents Orientation Night 7:00-8:30

### **May 2008**

5/5-5/9 Teacher Appreciation Week  
5/5-5/16 STAR 9 Testing  
5/6 BSD Board Meeting  
5/7 SSC Meeting @ 3:30 in the Staff Lounge  
5/14 PTA Pizza Night  
5/15 ELAC Mt. 6:30 in the Media Center

5/15-5/23 Gym Closed Book Fair Set Up  
 5/16 Flea Market Set Up  
 5/17 Flea Market  
 5/19 DELAC Meeting @ 6:30  
 5/20 BSD Board Meeting  
 5/21 PTA Meeting @ 7:00 in the Staff Lounge  
 5/22 Open House  
 5/23 Min. Day                      Kinder                      8:20-11:40                      1<sup>st</sup>-5<sup>th</sup> 8:30-1:30  
 5/26 Memorial Day Holiday  
 5/30 Friday Family Lunch

## June 2008

6/2 McKinley Concert K-2 at McKinley  
 6/3 McKinley Concert 3-5 at BIS  
 6/4 SSC Meeting @ 3:30 in the Staff Lounge  
 6/4 ELAC Meeting @ 6:30 in the Media Center  
 6/5 DELAC Meeting @ 6:30 in the Media Center  
 6/6 Min. Day                      Kinder                      8:20-11:40                      1<sup>st</sup>-5<sup>th</sup> 8:30-1:30  
 6/6 Friday Family Lunch  
 6/9 BSD Board Meeting  
 6/9 Shakespeare Grade 5 11:00 & 7:00 Performances  
 6/10 Field Day  
 6/11 PTA Pizza Night  
 6/13 5<sup>th</sup> grade Promotion 11:00 a.m.  
 6/13 Last Day of School Min Day                      Kinder 8:20-11:40                      1<sup>st</sup>-5<sup>th</sup> 8:30-Noon

**Early/Late Bird Schedule.** Our kindergartners through 3<sup>rd</sup> grade students utilize an early/late bird schedule. The schedule enables teachers to provide more intensive individualization of instruction since fewer class members are in attendance during the first and last hours of the day. Early/late bird schedules are developed by the teacher and principal based on the needs of the classroom students and school. The split schedule does not start until after a few weeks of school. Students bring home a written notice of which schedule they will be on and when that schedule will begin.

## Weekly Schedule:

Kindergarten	Early Bird 8:20 am – 11:45 am	Monday – Friday
	Late Bird 10:30 am – 3:00 pm	Monday – Friday
Grades 1-3	Early Bird 8:30 am – 1:50 pm	Monday, Wednesday, Thursday, Friday
	Late Bird 9:30 am – 3:00 pm	Monday, Wednesday, Thursday, Friday
Grades 4, 5	8:30 am – 3:00 pm	Monday, Wednesday, Thursday, Friday
Kindergarten	Early Bird 8:20 – 11:45 Late Bird 10:00 – 2:00	Tuesday
Grades 1-5	8:30 am – 2:00 pm	Tuesday (Morning Assembly at 8:30 am on the south playground.)

## Daily Schedule:

Recess	Kindergarten	10:30 – 10:50
	Grades 1-5	10:15 – 10:35 (Monday – Friday)
Lunch	Kindergarten	12:00 – 12:50 (Monday – Friday)
	Grades 1-3	12:00 – 12:50
	Grades 4-5	12:00 – 12:50
Minimum Day	Kindergarten	8:20 – 11:45
	Grades 1-5	8:30 – 1:30

## *Arrival, Dismissal and Attendance*

**Arrival.** Playground supervision starts at 8:20 a.m. Therefore, students should arrive at school no earlier than 8:20 a.m. If children do come earlier, parents should remain with them until the playground supervisor arrives. If a student does arrive at school earlier than these times, they may not enter the playground. They must wait on the front steps of the school. On rainy days, children should report to the front steps to wait for the morning bell.

**Dismissal.** Children should be picked up promptly at dismissal time. Children are expected to go home directly after school, and they are not allowed to wait for siblings who are dismissed later. Students wait in the front of the school in lines by grade level. Please come to the front of the school to pick up your child. Students will not be allowed to cross the street for pick up. Meet your child at the following locations:

- Kindergarten fenced patio outside room 16
- Grades 1-3 cement landing to the right of the flagpole
- Grades 4-5 cement landing to the left of the flagpole

Please pick up your child(ren) immediately at dismissal time. Those students not picked up will be returned to the school to wait quietly in the hall until a parent arrives. Parents should notify the office immediately if they will be delayed.

**Daycare.** On site childcare is offered through *A Child's Way*. Hours are 7:00 a.m. – 6:30 p.m. The phone number is 343-2630.

**Attendance.** Parents should notify the school by telephone when his/her child will be absent. Please call the school to report your child's absence. Your child's first and last name, teacher's name and reason for absence should be left on the attendance line voicemail. Please do not leave absence calls on teachers' voicemail extensions. Absences are excused for illness, doctor/dental appointments, or a relative's funeral. Absences for other reasons and unreported absences are considered unexcused.

**Tardiness.** It is important that children be in school on time every day. Children arriving after the bell must report to the office to get a tardy slip. Parents who know their child will be late should call the office to avoid their child being marked absent. Chronic tardiness will be regarded as a serious problem and may require a conference.

**Early Dismissal Requests.** For children needing to be dismissed early, a note to his/her teacher is required. This note will be forwarded to the office. Parents should come to the office. We will call the classroom and have children come to the office. Parents must sign children out before leaving school and upon their return.

## *Student Safety*

**Emergency Forms.** Emergency Forms should be updated wherever there is a change. Please be sure to notify the office immediately of any changes to home address or phone numbers. It is extremely important that we have correct work numbers for parents. In an emergency, parents will be notified first. However, if parents cannot be reached, we must have at least two local, available relatives or friends to contact in case of illness or emergency. Children are released only to parents or adults listed on the emergency forms.

**Classroom Visitations.** Parents and other visitors are always welcome at McKinley. All visitors are **required to sign in at the office** and get a “visitor's badge” as soon as they come on campus. Parents wishing to observe the instructional program may make an appointment for a classroom visitation by calling the teacher.

### **Traffic Safety and Supervision.**

1. Children should be let off and picked up on the school side of the street. Children will not be allowed to cross the street for pick up.
2. Traffic flow on Paloma should always be from North (Palm) to South (Oak Grove).
3. Drivers should not double park or leave cars in white passenger loading/unloading zone or in blue handicap zone.
4. If you don't see your child immediately, please circle the block and return again.
5. Curb Zones: The yellow zone is for bus loading/unloading, the blue zone is for handicapped parking only, and the white zone is for 3 minute unloading/loading of students. Drivers must remain in the car while using the white zone. Drivers may not double park or leave cars in the white/unloading zone or in the blue handicap zone.
6. At dismissal time, students will wait in the front of the school in lines by grade level. Please come to the front of the school to pick up your child. Students will not be allowed to cross the street for pick up.

**Neighborhood Courtesy.** Please be considerate of our neighbors. Unattended cars should not be left blocking driveways when walking your child to school or when picking your child up. Do not leave your car unattended.

**Crossing Guard.** The Burlingame Police Department provides a crossing guard at arrival and dismissal times on the corner of Oak Grove and El Camino Real. Please be sure to instruct your child to cross El Camino Real at the crosswalk.

## *Student Health*

McKinley Elementary School does not have a school nurse. If your child complains of feeling ill in the morning, please keep him/her home until they are well. If your child becomes ill at school, you will be called to pick him/her up.

**Illness.** No student should be sent to school too sick to function all day in the classroom. **Never send a child who has a fever. Students must be fever free for 24 hours before returning to school. Students who have had the stomach flu should remain at home for 24 hours before returning to school.** There is no school nurse. Our school secretary will attend to all sick children. Students who become sick at school will be sent home after proper notification.

**Communicable Diseases.** When a child contracts a communicable disease, everyone in the classroom will be notified by a letter home. It will include a list of symptoms to watch for, incubation period and treatment information. If your child contracts a communicable disease, please inform the school. The child may not attend school until 24 hours after treatment has started if the child has any of the following diagnoses from a health provider: strep throat, scarlet fever or other strep infections, measles, ringworm, German measles, mumps, whooping cough, conjunctivitis (pink eye), impetigo. If a child has chicken pox, they may not attend school until all sores have a scab, usually 6 days.

**Lice.** If your child complains of an itchy scalp, check for head lice. If your child has lice, **please contact the school immediately.** Nits, or eggs, are easier to spot than lice. Eggs attach themselves firmly to hair shafts near the skin. Lice are spread by close contact or using the hat, comb, or brush of an infected person. To treat, use an over-the-counter anti-lice shampoo. Back comb hair with a fine-tooth comb to remove all nits. Vacuum your child's room. Soak combs and brushes for an hour in solution containing anti-lice shampoo. Wash your child's sheets, blankets, pillowcases, and any clothing worn in the last 72 hours in hot water. Items that cannot be washed should be placed in an airtight plastic bag for three weeks.

The Burlingame School District has a **Nit Free** policy. You will be called to pick up your child if lice are detected. If a child has lice, all nits must be removed before the child return to school.

**Medication.** Medication must be stored and administered only in the school office. Written parental consent and detailed instructions are required. Medication must be in the original bottle and labeled with the student's name. Students are not allowed to keep medicine with them in their classroom, except for asthma inhalers.

For convenience, a district form is available in the office for parent's use. A doctor's authorization is required before any medication may be given.

## *Student Responsibilities*

**TRIBES.** It is important that families and school work together to help students achieve high academic and social standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

### **As a student I pledge to:**

- Work as hard as I can on my school assignments and turn them in on time.
- Discuss with my parents what I am learning in school and show them my work.
- Follow the Schoolwide Discipline Plan, TRIBES.
- Ask my teacher questions when I don't understand something.
- Go to my public or school library at least once a week.
- Limit my TV watching, video games, computer games, instant messaging and read books instead.
- Respect materials, property, self and others.

### **As Parent/Guardian I pledge to:**

- Provide a quiet study time at home with appropriate materials and encourage good study habits.
- Talk with my child every day about his/her school activities.
- Reinforce the Schoolwide Discipline Plan, TRIBES.
- Find out how my child is progressing by attending conferences, looking at schoolwork, and calling the school.
- Encourage my child to read by reading to him/her and by reading myself.
- Limit and monitor my child's TV viewing and help select worthwhile programs.
- Respect the school, staff, students and families.
- Provide a healthy breakfast, snack and lunch everyday.
- See that my child arrives to school on time everyday.

### **As a teacher I pledge to:**

- Provide motivating and interesting learning experiences in my classroom.
- Explain my expectations, instructional goals and grading system to students and parents.
- Communicate and cooperate with each parent to ensure the best education possible.
- Find out what techniques and materials work best for the student and use them when appropriate.
- Follow the Schoolwide Discipline Plan, TRIBES.

### **As a principal/administrator I pledge to:**

- Create a welcoming environment for students and parents.
- Communicate to students and parents the school's mission and goals.
- Ensure a safe, caring, and healthy learning environment where students will be responsible for their own behavior and learning.
- Reinforce the partnership between parent, student and staff.
- Act as the instructional leader by supporting teachers in their classrooms.
- Follow the School wide Discipline Plan, TRIBES.

## *Student Responsibilities*

### **Respect Property.**

- Personal play sports equipment and toys are to be left at home
- The school belongs to all of us
- Help keep the school clean. Pick up trash and throw it away.
- No food or drink is allowed in the library or computer lab.
- Clean hands before working on computers.

### **Respect and care for others.**

- Take hats off in buildings
- **Gum chewing is prohibited**
- Use positive facial expressions
- Use an inside voice while indoor
- Be positive
- Honor all children and adults
- Be polite
- Value the property of others
- Be a good audience member
- Be sensitive to the feelings of others
- Respond to others in a positive way
- Show others that you value them
- Accept and follow rules and consequences
- Follow directions of all adults in the school

### **Play and work safely.**

- Walk everywhere – hallways, steps, classroom, on the right side with hands to yourself, in straight lines with your class.
- When two lines of students meet, the younger ones go first.
- The yard duty adults are in the yard to keep children safe.
- Playing is for the playground only.
- **No** playing in the bathrooms.
- Finish eating in the eating area.
- Please throw food and trash in the trashcans only.
- Help keep our school clean.
- Use playground equipment safely.
- The bars are for climbing and swinging only.
- **Tag is not allowed** – no rough play, chasing, grabbing, or capturing games allowed.
- Wait for your turn on the bars, in line, playing sports.

### **Everyone learns and does their BEST.**

- All children can learn.
- Complete homework on time.
- Hand in all class work and homework
- We help one another

**Clothing.** At McKinley School, we take pride in our image and in the positive learning environment we offer. Students are expected to dress in a way that shows pride in their appearance and which acknowledges that school is a place to work and learn. Students should save sandals and halter tops for after-school and summer play. **Footwear should allow for safe participation in Physical Education and on the playground. Please NO flip-flops.** T-shirts with inappropriate slogans can be offensive and are considered inappropriate.

**Lost and Found.** All children's clothing, lunch boxes, etc. should be clearly labeled with the child's first and last name. Anything left outside the regular classrooms is taken to the lost and found rack located in the Lower Hall. All lost and found items are given to charity during the

winter and summer vacation periods. Students and parents should check periodically for lost items.

**Prohibited Items.** Gum, skateboards, hellies, skates, rollerblades, razors, iPods, Gameboys, radios, CD players, or other electronic devices, PSPs, pocketknives, matches, sharp implements, and other potentially disruptive and/or dangerous items are not permitted at school. Toys, games and trading cards should not be brought to school unless they are to be used for an activity inside the classroom under the direction of a teacher. Items taken away from students by faculty members may be reclaimed at the end of the day in the office depending on the item(s) confiscated.

**Bicycles.** Children in grades 3-5 may ride bikes to school provided they:

- Have completed permission form on file in school office.
- Wear helmets and license their bikes through the Burlingame Police Department. Helmets (ANSI approved, low cost) can be ordered through the school PTA.
- Lock bikes to racks in courtyard.
- Follow all traffic laws.
- Before school, students should get off bikes at schoolyard entrance and walk bikes to the rack.
- After school, students should walk bikes to an exit and check for traffic before riding home.
- Absolutely no bike riding allowed on sidewalks around school.
- Bike racks are "off limits" during the school day.

**Phone Use.** Students may use the school phone to call home for lunch. Teachers may have students call home for forgotten books or assignments. Students may not use the phone to make play plans for after school. **Student cell phones:** students need to keep phones turned off during school; parents need to register their student's cell phone in the office; McKinley is not responsible for any lost or stolen cell phones here on campus. Additionally, no video or picture phones are allowed on campus.

**Homework.** A child's education does not start and stop with the opening and closing of the school day. The Board of Trustees believes in homework assignments that are designed to be realistic, useful, enjoyable, and directed towards the achievement of educational goals. In addition to these goals, children should be encouraged to explore all avenues of thought and imagination. Learning outside school, beyond the parameters of academic curriculum, is valuable. Family Homework should reinforce academic topics, encourage areas of individual interest, and prepare the students for the future.

Research indicates homework at the Kindergarten through fifth grade levels should help students achieve certain emotional and behavioral skills. These skills include responsibility, autonomy, perseverance, time management, initiative, self-reliance, and resourcefulness. Parent involvement is essential. Parents should offer consistent collaboration, encouragement, and support. The parent's role is of participant and consultant. Homework in the elementary grades (K-5) can provide the foundation for children to learn how to manage their time and work, carrying over into their academic future. Homework is a stepping-stone toward emancipation. Managed properly by teachers and parents homework empowers, affirms, fulfills, and enables the child's capacity for competence, self-reliance, and responsibility. Per BSD Policy No: 6154 the suggested times for Student Homework, excluding nightly reading for grades:

K-2	0-20 minutes
3-5	30-50 minutes

The communication between teacher, parent and child is an important part of a successful school experience. Any concerns regarding your child's homework, or the length of time your family is spending on homework, should be conveyed to the teacher.

**Yearbooks.** The McKinley Yearbook is a perfect way for your child to remember their years in elementary school. The book has class and individual student pictures. It also contains pages of pictures of students participating in activities at school throughout the entire year. Yearbook sales occur throughout the year.

### *Lunch at McKinley*

It is very important that every child have a nutritious lunch at school each day. **Glass bottles are not allowed at school.** Drinks should be in thermoses, juice boxes or cans. Students are not allowed off campus at lunchtime unless signed out in the office by a parent.

**Chartwells Lunch Program.** Chartwells lunch program will begin on Wednesday, August 29, 2007. The price of lunch per day is \$3.50. Those students on the Federal Reduced Lunch program will pay 40 cents.

The program works on a "debit card" system, which uses an individual student PIN number. All returning students will use their number assigned from last year. If your child is new to school or has forgotten his/her PIN number your child's teacher has a list of PIN numbers for their class.

We encourage parents to send (prepay) as much money as they can for future purchases. The money will be credited to your student's account. When your student purchases lunch, the amount spent will be deducted from the student's account balance. No change will be given to student; the change will be entered into their accounts.

Please send money, checks payable to Chartwells or cash to school in a sealed envelope to the school office. Please be sure you have printed your child's name, and PIN number on the envelope and bring this money to the school office.

When a student's balance gets low, (\$9.00) we will stamp the student's hand. We hope this will act as a reminder that the student's lunch account balance is low and money needs to be sent to school.

**Lunch from Home.** All lunch bags/boxes brought from home should be **clearly marked with the student's name and room number.** Students should not leave lunches unattended in the yard. Please note that lunches brought in late should be left in the office where the students can pick them up at noon. We ask that no glass containers or carbonated beverages be brought to school.

## *Emergency Disaster Procedures*

As parents or guardians, you should be aware of the plans we have made at our school in the event of a serious natural disaster.

### **During a Disaster.**

*Teachers will command “duck cover and hold.” Students and personnel will remain under desks or in other appropriate locations until the danger is over. When the danger is over, students will be dismissed as a class under teacher supervision to designated area outside the building. They will remain outside until buildings are judged safe by qualified inspectors.*

**Disaster Kits.** Backpacks have been placed in each classroom with disaster supplies are updated/renewed yearly.

### **Telephone/Communications.**

If telephones are operational following a serious disaster, their use will be restricted to reporting medical, fire or other emergencies. **Please do not call the school.** Information for parents will be released via radio stations. Parents will be advised regarding school conditions, dismissal times and procedures.

### **Dismissal.**

In the event of a disaster, **school will not be dismissed and children will remain under the supervision of school authorities.**

### **Picking up your child.**

No child will be released to anyone other than his/her parent or guardian, except under the following conditions: the person is listed on your child’s Emergency Information card in the school office; picture I.D., the signature and phone number of any person signing a child out will be required before the child is released; and, if any of the above is judged to be in doubt, the child will remain in the care of the school.

### **Additional Disaster Information.**

In the event of a severe earthquake/disaster during non-school hours, parents should confirm that school is open. Children should be kept at home until this confirmation has been obtained. Children should not be dropped of at school without checking that school will be in session.




## *School Services*

We offer many different programs and services at McKinley to help every child succeed academically and develop skills for becoming lifelong learners. Some of these programs include an after school literacy program, a mentoring partnership with Burlingame High School, primary and upper grade book clubs, and strong programs in early literacy and English as a second language. We provide additional academic support through specialists who assist students in music, physical education, early literacy, library, English language development and technology.









In addition, our strong technology program supports instruction with a fully equipped computer lab. Each classroom also contains clusters of computers for student use. Computers are supplemented with laser discs, instructional television, video cameras, digital cameras, and scanners.

Many of our programs are made possible by the strong support of our parent community. At McKinley School parents are welcomed and encouraged to get involved in their child's education.

Our school services include:

-  **Paws for Reading – Summer Reading Program.** Started this past summer our reading program was developed to help students continue to read over the summer. In collaboration with the Burlingame Public Library we developed a program that will invite students to step up to their next year's reading requirement. We hope to continue to foster a life-long love of reading in all of our students.
-  **Literacy Academy.** Up to four credentialed teachers serve small groups of children who have been identified by assessments in requiring additional support in learning to read and become fluent readers. We offer literacy academies to K- 3 students both in school and after school.
-  **ELD/EO Time.** Four days a week our daily schedule includes a time dedicated to assisting our second language learners in mastering English. Small groups of EL(English Learners) students will be working with teachers on specific English development and our fluent English speakers will be using our California State Standards for Science as a content area.
-  **Homework Club.** Three times a week we offer an after school homework club that is staffed with credentialed teachers and high school tutors. The purpose of this club is to assist struggling students with homework completion in a focused, supportive environment.
-  **Spanish Immersion Program.** The program provides an immersion model for English-speaking students to learn Spanish starting this year with kindergarten. Students will be receiving Spanish instruction 90% of the day and 10% of their instruction will be conducted in English. Each year, the percentage of Spanish is reduced as English curriculum is increased.
-  **Math Club.** Sponsored by PTA we invite students to join our McKinley Math Club that meets once a month to investigate, and solve challenging Math problems.

Other school services include:






















-  Band/Chorus programs
-  Curriculum Garden
-  ELAC Committee
-  Homework Club
-  Intervention Modules
-  Morning Math
-  Parent Education Classes
-  Spanish Classes for Adults



Lettuce grown in the school garden

### *School Activities and Academic Enhancements*

In addition to the services listed above, many, many activities are planned throughout the year. Some are grade or classroom specific, others are school-wide.

-  Art
-  Assemblies
-  Classroom parties
-  Curriculum Garden
-  Early Literacy
-  English Learner
-  Founders' Day
-  Friday Family lunches
-  Field Trips
-  GATE
-  Grade level events (e.g., Easter Parade, Roots and Shoots, Biography Tea, etc)
-  Halloween Parade (see picture below right)
-  Outdoor Education
-  Paws for Reading
-  Project Wee Care
-  Red Ribbon Week
-  Spelling Bee
-  Student Leadership
-  TRIBES
-  Turn off TV Week
-  Variety Show



Grade 3-5 Winter Concert, 2004



1<sup>st</sup> Graders, Olivia and Sammie Rose, Halloween Parade, 2005

## *After-School Extra-curricular Enrichment*

Our city recreation department runs after school programs on our site. These classes include, Chess, Dance, Spanish, Art, Basketball (see picture below), Football, Volleyball, Yoga and Softball. Activities will vary based on interest. The school bulletin will provide details each quarter as the classes are firmed up. You can also check the Recreation Department web site at [www.burlingame.org/pr/def\\_pr.htm](http://www.burlingame.org/pr/def_pr.htm).





## *Part 2: The McKinley Community*

Many of our activities and programs are made possible by the strong support of our parent community. At McKinley School parents are welcomed and encouraged to get involved in their child's education. They lend support on a regular basis by helping out in the classrooms, joining us on field trips, working in the Media Center and various fund raising efforts.

If you're new to McKinley or new to K-12 education, it can be daunting to know where, when and how to join in. Everywhere you turn, on any given day, you'll find groups of parents, chatting, laughing, and helping out around the school. No matter what your circumstance, work life or other commitments, there is a way to be part of the McKinley Family. This section provides details about this larger school community and the many ways you can join in.

### *Communication and Input*

In order for our efforts to be successful, we rely on many modes of communication. Often times it may seem like it's one way: rolling towards you. If it's not a flyer asking for this, or a classroom note asking for something else, then it's an email asking for yet another thing. HOWEVER, McKinley communication really does go both ways. We urge everyone to join in, speak up and share ideas and thoughts. Organizations that work for you include the PTA, School Site Council, English Learner Advisory Committee, District Advisory Committee, Special Education Advisory Committee. Below are common ways we stay in touch:

*The Bulldog Bulletin.* A weekly bulletin distributed on Thursdays to your child. In the Bulletin you'll find a calendar of upcoming events, announcements, school highlights, and the Principal's message. Also attached is the weekly update from the PTA president, and any flyers or other information relevant to the school and/or the community. We encourage you to read it each week. If your child doesn't bring one home, there are additional copies on the parent table outside the school office. Any news or information to be included in the bulletin should be submitted to the principal by Monday noon for the following Thursday publication.

*Connect Ed.* A telephone feature that allows Ms. Valerio to record messages about important dates or upcoming events and send the message to all families via the telephone system.

*Email.* While many people don't use this form of communication as regularly as others, it is definitely the most efficient. We are able to reach lots of people, very quickly. You can receive updates on PTA meeting agendas, school special events, etc. Teachers, SSC and PTA members all have email.

*Inter-personal.* There are many, many opportunities to talk with others directly: walking to and from school, at drop-off or pick-up time, stopping by the school office, walking in the neighborhood, and so on. Don't hesitate to approach someone to ask a question or share an idea.

*Phone.* Of course, there's always the good, old-fashioned telephone. At the beginning of the year, all families receive a school directory that includes all families, phone numbers and email addresses. (Note: only families wishing to be included are in the directory).

*Teacher voicemail.* Parents are encouraged to communicate with their child's teacher. Teachers are available for phone calls before and after school. Messages may be left for teachers on their voicemail. Be sure to leave your name, your child's name, a phone number and time you may be reached and a brief message regarding the reason for the call. Please note that messages may not be received until after the instructional day ends. Messages for students during the school day should be left with the school office, not the teacher's voicemail.

*Tuesday Assemblies.* Every Tuesday, weather permitting, the Principal leads an assembly on the south playground (K-2 yard). Announcements, awards (like Bulldog of the week), and other details are shared during this time. These rarely take more than 15 minutes but offer another opportunity to interact with teachers and other parents.

*Web site.* McKinley also has a Web site. While it's not yet state of the art, we do strive to keep information up-to-date. [www.burlingameschools.com/mckinley](http://www.burlingameschools.com/mckinley)

*Notice Board (Marquee).* A large board by the front entrance on Paloma posts important scheduled event reminders on a weekly basis.

*Parent Information Board.* The Parent board is located at the top of the steps as you enter through the front door. A range of information is posted and flyers, including lists of support groups, event notices, and newspaper articles, are on the table nearby.

*Reporting Student Progress.* There are three report periods during the school year. Report cards are issued in November, April and June. Formal parent/teacher conferences are held twice a year: November and March. However, additional conferences may be scheduled at any time. Simply request a meeting time with the teacher or principal.

*PTA.* The PTA is very active at McKinley. The names of the officers and their roles are included in this handbook. Many are seasoned McKinley parents and will always make time to clarify, answer questions and so on. Meetings are held the third Wednesday of every month at 7:00 p.m. in the teachers' lounge. The meetings are open to everyone with a child at McKinley. More details provided in the next section.

*School Site Council.* The school site council is composed of five parents and five staff members, which include three teachers, a classified employee and the principal. The SSC oversees school improvement efforts, including annual curriculum goals, staff development days and determining expenditures for the categorical program. Meetings are held on the first Wednesday of every month at 3:15 p.m. in the teachers' lounge. These meetings are also open to everyone with a child at McKinley. This year's SSC members are: Mrs. McDonnel, Mrs. Rossi, Mrs. Soohoo (parents) Ms. Valerio, Kathy Martin, Ms. Postel, Miss Johnson (school staff) and another teacher TBA.

## *Parent Teacher Association (PTA)*

In addition to strong communication, another way McKinley creates community is through the PTA. It is a very active group and we encourage everyone to join. For the 2006-2007 school year, the membership fee is only \$10 (forms are distributed at the beginning of the school year and are available in the school office). You do not have to join, in order to participate. The purpose of the PTA is to build strong connection between school and home in order to support the education of our children. While often it seems that the PTA is synonymous with fundraising, our PTA also organizes and hosts many social and educational events. See the list below:



### Services, Activities and Social Events

- Adopt-a-book
- Back to school picnic
- Beautification
- Book swap
- Curriculum garden
- Dr. Seuss Day
- Founders' day
- Hospitality
- Legislative tracking
- McKinley cares
- McKinley wear
- Multicultural night
- Red ribbon week
- Room parents
- Star testing
- Teacher appreciation
- TV turn off week
- Yard duty
- Yearbook



### Fund Raising

- Book Fairs (Fall and Spring)
- Brick Sale
- E-scrip
- Harvest Festival
- Flea Market
- Gift wrap sale
- Note card sale
- Pizza Night



### Dad's Club

- Movie nights
- Fundraising support
- Haunted House (Harvest Festival)

**New K-2 Playground**



Through our collective efforts and the leadership of the PTA, we've been able to

- renovate the K-2 playground
- build a curriculum garden
- organize special school assemblies
- fund the K-2 music program
- buy books for teachers and students
- offer stipends for teacher wish lists
- support field trips
- replace the old marquee (blown away in a storm)
- implement a school-wide art program.
- upgrade computer equipment
- sponsor parent education seminars
- manage school beautification projects
- replace stage curtains
- purchase new lunch tables

## **New Marquee**



## **New Curriculum Garden**



## The McKinley PTA Positions

### 2007/2008 McKinley PTA Executive Board and Chair Positions

<u>Job</u>	<u>Name</u>	<u>Phone</u>	<u>e-mail</u>
Co-President	Whitney Murphy	348-6877	whitney1103@yahoo.com
Co-President			
1 <sup>st</sup> VP, Fall Fund.	Kris Starkovich	347-7889	kstark1295@aol.com
	Judy Azzaria	347-9189	judy_azzaria@hotmail.com
	Christianne Pena	340-9760	christianne_pena@gap.com
2 <sup>nd</sup> VP, Halloween	Scott With	344-7613	slwith@sbcglobal.net
	Laura & Dan Escobar	344-0458	<a href="mailto:dan@danescobar.com">dan@danescobar.com</a>
	Deb Heffernan	347-2702	ddheff@hotmail.com
3 <sup>rd</sup> VP, Flea Market	Laurie Soohoo	344-4580	lauree8@aol.com
	Kelly McDonnell	342-7780	ssmcfamily@aol.com
4 <sup>th</sup> VP, Founders Day/Room	Laura D'Ambra	5589447	lauradambra@rcn.com
Reps	Cyndi Tragoutsis	548-1530	<a href="mailto:ctragoutsis@wsgc.com">ctragoutsis@wsgc.com</a>
	Monica Dito	343-8370	mldito@yahoo.com
5 <sup>th</sup> VP, Comm.Outreach	Carol Thornton	344-8903	<a href="mailto:sthorn45@sbcglobal.net">sthorn45@sbcglobal.net</a>
	Isabelle Christopher	504-6758	
6 <sup>th</sup> VP, Volunteers	Martha Kokes	348-0403	mkokes@comcast.net
	Antoinette Jack	270-3713	
7 <sup>th</sup> VP, Communications/PR/	Georgina Fox	588-0660	<a href="mailto:georginafox@comcast.net">georginafox@comcast.net</a>
Grant Writing	Derek Kober	579-5833	
Secretary	Wendy Doran	342-1636	gdoran@sbcglobal.net
Treasurer	Doug Heffernan	347-2702	
Financial Secretary	Kris Hurley	343-6377	khurley@apr.com
Auditor	Kera or Dan Burdick	340-8499	burdick.dan@gene.com
<b>Historian</b>	<b>Laurie Rossi</b>	<b>343-6351</b>	<b>Lpoetic@yahoo.com</b>
Parliamentarian	Deb Heffernan	347-2702	ddheff@hotmail.com

### Chairpersons:

Adopt-a-book	Jasmine Schwartz	558-1430	schwarz.j@sbcglobal.net
Art Program Coordinator	Jasmine Schwartz	558-1430	schwarz.j@sbcglobal.net
Assemblies	Tammy Teahan	347-4520	jtjd380@sbcglobal.net
Back to School Picnic	Marie Nishihara	581-1704	
Bake Sale Coordinator	Carmen Verrico	579-6068	cj_verrico@yahoo.com
	Sue Griffin	342-0322	susan.griffin@oracle.com
Band Parent	Laurie Rossi	343-6351	
BCE Representative	Christine Thorsteinson	490-4803	cthorsteinson@gmail.com
Beautification	Whitney Murphy	348-6877	whitney1103@yahoo.com
Book Fair (Fall)	Diane Birmingham	340-1541	dbirmingham@rcn.com
	Jane Garcia	344-4291	gar1000@rcn.com
Book Fair (Spring)	Jane Pine	579-6584	<a href="mailto:jane.pine@comcast.net">jane.pine@comcast.net</a>
	Georgina Fox	588-0660	georginafox@comcast.net
Book Swap Coordinator			
Brick Fundraiser (Spring)	Monique Schloetter	347-3017	moschlo@hotmail.com
<b>Bulletin Editor</b>			
<b>Box Tops/School Pop/Recycle</b>	<b>Karen Garland</b>	<b>579-5736</b>	
Dads Club	Jason Jack	270-3713	
	Alberto Pena	340-9760	
Emergency Services	John Kelleher	340-1440	

<b>Enrichment Coordinator</b>	<b>Liam Danagher</b>	<b>344-3069</b>	
<b>plasdan@comcast.net</b>			
<b>Family Directory</b>	<b>Diane Rossi Pearl</b>	<b>343-6351</b>	<b>dpearl@apr.com</b>
Garden Coordinator	Terene Dickson	343-2861	terene@gmail.com
Health Services	Laurie Soohoo	344-4580	lauree@aol.com
Honorary Service Awards	Kera Burdick	340-8499	ksbrdck3@sbcglobal.net
Hospitality	Sylvie Hale	344-7245	<a href="mailto:haleclan@rcn.com">haleclan@rcn.com</a>
	Maria VasqueBrosnan	343-2052	mvasque@ccsf.edu
Leislative	Sylvie Hale	344-7245	<a href="mailto:haleclan@rcn.com">haleclan@rcn.com</a>
	Maria Vasque-Brosnan	343-2052	mvasque@ccsf.edu
Math Club Coordinator	Ivana Popovic	340-0410	impopovic@yahoo.com
McKinley Wear	Anne Cosenza	348-4979	<a href="mailto:mattcosenza@msn.com">mattcosenza@msn.com</a>
<b>Membership</b>	<b>Susie Gookin</b>	<b>347-6399</b>	
<b>New Parent Liaison</b>	<b>Maria Barreda</b>	<b>558-0516</b>	
(incoming kinder)	Diane Birmingham	340-1541	dbirmingham@rcn.com
Outside Bulletin Board	Margarita Vasque-Solis	343-3706	
Parent Ed	Tammy Teahan	347-4520	jtjd380@sbcglobal.net
Pizza Night	Laura D'Ambra	558-9447	lauradambra@rcn.com
<b>Playground Committee Liaison</b>			
Project Wee Care			
Red Ribbon Week	Nicole Rosso	343-4315	
	Trina Cabrerros	347-0739	<a href="mailto:bcabrero@cisco.com">bcabrero@cisco.com</a>
School Bulletin Assembly	Anna Peraza	375-0495	
Scrip	Kim Ramsey	<b>347-3733</b>	kim_ramsey@gap.com
Spelling Bee Coordinator	Jasmine Schwartz	558-1430	schwarz.j@sbcglobal.net
Star Testing Snack coordinator	Julie Senatore	796-1240	jasenatore@rcn.com
Teacher Appreciation Week	Lucy Kober	579-5833	<a href="mailto:lkober@rcn.com">lkober@rcn.com</a>
Technology	Karen Crandall	348-3239	karencrandall@yahoo.com
Library Coordinator	Eva Monistieri	344-4327	monisteri4@aol.com
	KatieHultgren	548-5456	kp_hultgren@yahoo.com
Variety Show			
Yard Duty Co-Coordinators (2)			
Year book Editor (2)	Jane Garcia	344-4291	gar1000@rcn.com
Website Manager	Monique Schloetter	347-3017	<a href="mailto:moschlo@hotmail.com">moschlo@hotmail.com</a>
McKinley Recycles	Lucy Kober	579-5833	lkober@rcn.com
Hot Lunch	Monique Schloetter	347-3017	moschlo@hotmail.com

## *Parents' Roles and Participation*

There are probably hundreds of ways to participate in our school. Some ways require large time commitments (days) and others literally require only minutes. But ALL are important contributions that support McKinley School and our children. We are very proud of our school-community culture. It is one that is supportive, innovative and above all inclusive. We make no judgments about level or amount of participation. EVERY BIT HELPS. We hope the following information will give you ideas of how you can participate in our wonderful school, support the teachers, the students, and your child(ren).

### **Goals.**

McKinley has built a strong school-community connection. On any given day you'll see a dozen parents on site providing support in one way or another. Therefore, there exists a strong foundation on which to grow. A main goal for this year will be to reach out to parents who traditionally have not or cannot participate; to build opportunities where everyone feels part of the educational experience of their child(ren).

### **Isn't "participate" just another word for volunteer?**

While you will hear the word volunteer often, we really mean "participate." Volunteer tends to connote an unpaid assistant or helper. This usually translates to countless hours of donated (precious) time that may not feel rewarding or seem unrelated. We believe that to make a difference for the school and our children's education, we all *participate* in that education. Therefore, we strive to ask for assistance in activities that do make a difference and help create and support a rich and vibrant learning environment. Any time you spend on McKinley-related activities means you are an integral part (participating) of your child's education not only giving your time. Read on to find out why participating is so important.

### **Why Participate?**

The bottom line is that for decades research has shown that parent participation has a positive impact on student achievement. However, effective parent participation is not only about baking cookies or coming to the teacher conferences. To be effective participation needs to connect to the learning experiences of the students and the overall goals of the school. Below are a few examples of how participation supports achievement.

- If a parent shows interest in his/her child's work, the child will take pride and take greater care in completing school tasks. He or she learns that education is important.
- If a parent is on school site (even if only once in a while), he/she can learn more about what his/her child is doing (or needs to be doing), as well as get to know the teacher and have up-to-date information about a child's progress. A parent can then provide more guided support to their child.
- If a parent is able to support a teacher by completing certain tasks for her (such as stapling bulletins, hanging art work, buying certain supplies), this relieves the teacher to focus on teaching.

Therefore, getting to know the teachers, spending time in the classroom, attending parent workshops, joining a committee (large or small) and connecting with other parents and school staff are significant activities that contribute to your child's overall educational experience.

### **Another Reality**

In addition to the real benefits of participating in your child(ren)'s education, there is another reality. Public education simply isn't funded at a level that allows for many additional programs and activities. Therefore, communities and parent-teacher associations step in to help raise additional funds and support special projects.

## Volunteer Coordinator

The Volunteer (oops there's that word) Coordinator is a newly created PTA position to facilitate and coordinate the various volunteer and participatory activities at McKinley School. The current position holder is Sylvie Hale, mother of Sammie Rose a 2nd<sup>t</sup> grader. She also has another daughter, Carley, a recent McKinley grad, currently a 7<sup>th</sup> grader at BIS.

## Opportunities to Participate and Volunteer

No matter what your time availability, personal schedule, job requirements or out-of-school situation, there are ways for you to participate. There are many, many ways to contribute to the school, support the teachers, and help your child(ren). The bottom line is that everyone can find a role. Use tables 1 and 2 to help identify where you can contribute best.

*Step 1: Know your participation capacity.* To start it's important to be realistic about the ways in which you know you can help. All of us are committed to helping the school and our child(ren). But reality is that we have far less time than we think. There are only 24 hours in a day and some of that time must be used for rest and, ideally, sleep! Table 1 contains a list of characteristics. These are NOT judgments. Simply check off the ones that apply to you. This will help you identify ways in which you can participate without compromising too much of your personal time. The idea is to help you reflect on and map out your capacity.

*Step 2: Identify participation starting point(s).* If you're unsure or shy, start small. Table 1 also contains examples of starting points associated with the characteristics. If you're unsure what to do first, try one of the activities listed in the table below.

TABLE 1			
✓	Applies to me	Participation Starting points	Commitment
	I work during school hours	Join e-scrip	Free, 5 minutes to fill out form
	I have non-traditional work hours (evenings or weekends)	Help collate and distribute weekly Bulldog bulletin	1-2 hours once a week, Thursday mornings
	I work from home	Commit to help in computer lab, library or serve as yard duty (lunch time)	1 hour per week
	I work very long hours and use before and/or after school care	Participate in monthly PTA meeting held in evenings	2 hours once a month
	I am stay-at-home parent with non-school age child	Offer to trade baby-sitting with another parent with non-school age child	varies
	I am dad	Join dad's club. Great way to meet other McKinley parents	No fee, time varies.
	I'm new to the McKinley community	Introduce yourself to another parent at drop off or pick up. Call or email a PTA member to ask questions and learn more	5 minutes, or longer, depending on how long you decide to chat.
	I speak little or no English	We have many bilingual parents who are able to help with translation and interpretation	varies
	I'm fairly shy, don't meet new people easily	Read the Bulldog Bulletin weekly. There are often requests for help. See what opportunities come up that fit your comfort level.	varies
	I don't know where to start	Call or email PTA officers, they'll be glad to help.	5 minutes, or longer, depending on how long you decide to chat.
	I'm way too busy as it is.	Complete the New Year Resolutions checklist (see last page)	varies

*Step 3: Review PTA activities list.* Familiarize yourself with the myriad of activities taking place throughout the school year. Many are small, short-term and some are larger undertakings. Table 2 summarizes the various committees and tasks in place for 2006-2007. If anything piques your interest, sign up sheets will be posted in the school auditorium on the first day of school and will stay up for 2 weeks. You may also contact the leads or a PTA officer for more information.

<b>TABLE 2</b>		
<b>PTA Activity: Description and Tasks</b>	<b># People Needed</b>	<b>Time Commitment</b>
<b>Fall Book Fair</b> The book fair is an opportunity for the school as well as classroom libraries to add to their collections. Students can select new titles and families can purchase books for teachers. Tasks include set-up and break down, student previews (when students review books and create wish lists), and staffing the days/hours of book fair, especially back-to-school night	10-15	2-10 hours during the week of the book fair.
<b>Back to School Picnic</b> Great way to meet new families, connect with old friends, and kick off the school year. Tasks include buying food, set up, clean up and cook burgers/hot dogs. The picnic is potluck, so families coming to the picnic will be asked to bring a food item (side dish, dessert, salad or drinks). Hot dogs and burgers will be provided.	10-15	1-5 hours after school on Friday September 16, depending on task.
<b>Fall Fundraiser</b> Usually a gift wrap sale. Help organizing and advertising event; collecting and placing orders; and distributing purchased items.	5-10	1-5 hours over two weeks in early Fall
<b>Red Ribbon Week</b> Organize week's worth of activities such as poster contest and pledges. Tasks include planning week, organizing supplies and activities.	5-7	5-10 hours over 2-3 weeks in early fall
<b>Harvest Festival – Overall</b> This is one of McKinley's major fundraisers taking place the weekend before Halloween. There are many ways to help with all aspects of this festival such as helping to plan the event, organizing activities, staffing booths, preparing food, advertising, and so on. Other tasks include baking a cake for the cake walk to donating sodas for the food booth. There are several large tasks that require subcommittees (see specifics below)  Any and all help is greatly appreciated. We're always looking for new ideas and talents.	50-60	The majority of volunteer time will be needed the two weeks prior (in the evenings) and both days of the festival. Any amount of time or resources are greatly appreciated
<b>Harvest Festival - Outside Setup, Lighting, Decorations</b> Set up game booths, hang lights, decorate inner courtyard and basketball court. Break down, clean up and storage after event.	5-10 each for set up, break down, clean up	2-8 hours per day is typical. Setup and decorations Wed through Fri evening prior to event, Clean up Sun after event.
<b>Harvest Festival - Food Booth</b> Purchase food, set up booth, staff booth and cooking area, and clean up	5-10 total.	1-10 hours depending on task. Set up is Friday during the day, Clean up is Sunday
<b>Harvest Festival - Prize Booth</b> Purchase prizes, organize prizes, inventory (after festival), staff booth during festival, clean up	5-10 total.	1-10 hours depending on task. Set up is Friday during the day, Clean up is Sun

**TABLE 2**

<b>PTA Activity: Description and Tasks</b>	<b># People Needed</b>	<b>Time Commitment</b>
<p><b>Harvest Festival - Haunted House</b>                      The Haunted House is a main attraction of the Harvest Festival and requires a lot of hands-on, roll-up-your sleeves effort. There are three main areas of help needed:                      Construction – two weeks prior to the festival, set up the school auditorium, Requires setting up “walls” of haunted house, hanging fire resistant sheeting.                      Room set up and “haunting” – week prior to the festival, set up one or more rooms in the haunted house based on the theme. This requires actively decorating (the scarier the better), staffing or “haunting” during the festival, and clean up of room.                      Break down – early morning Sunday following festival. Take down and store materials. Takes about ½ day.</p>	<p>3-5 for set up and break down of walls and sheeting.  2-5 per room to decorate and clean up</p>	<p>Building the walls usually takes place in the evenings for 2-3 hours for several days.  Set up of rooms takes 2-3 hours (per room) in the evenings for several days depending on your creativity and amount of decorations. The haunting is Friday evening 3-4 hours and Saturday 4-5 hours (can organize 1-2 hour shifts with others).  Clean up is Sunday after event</p>
<p><b>Adopt-a-Book</b>                      Staff book display/donation table at school special events to sell books for the school library and classrooms. Assist with preparing/cataloging materials for library as needed.</p>	<p>3-5</p>	<p>2-4 hours per event, usually 2-4 events a year, starting with the back-to-school picnic</p>
<p><b>Bake Sales</b>                      Sell refreshments at school music concerts (usually held in early December and late spring). Make and sell brownies, cookies or other baked goods.</p>	<p>5-10</p>	<p>1-3 hours for each event</p>
<p><b>Band</b>                      Help transport students to and from band rehearsals at BIS. Parents driving students will need to fill out insurance form at school office.</p>	<p>5-10</p>	<p>30 minutes to an hour early morning and mid-day of the band performance.</p>
<p><b>Beautification</b>                      The school is undergoing a major beautification. Tasks include helping with the brand new curriculum garden to helping with playground maintenance. It can be as simple as clearing weeds to painting a bench or repairing some loose boards.</p>	<p>15-20</p>	<p>Depends on time and skill set. Can vary from 1-10 hours. All help is greatly appreciated.</p>
<p><b>Book Swap</b>                      An idea started last year by McKinley parent, Dan Nakamura, was a huge success. Families donate unwanted books and in return students receive vouchers to receive other books. Tasks include sorting donated books by grade/reading level and supervising “swaps”.</p>	<p>5-7</p>	<p>Held in the spring, it requires 2-10 hours</p>
<p><b>Dads' Club</b>                      An opportunity for the Dads in the McKinley community to connect. Several social events offer the chance to meet new people and make new friends. The Dads' Club organizes movie nights and often staffs the food booths at various events. The club also provides “heavy lifting” for events such as the Harvest Festival and Flea market.</p>	<p>One and all</p>	<p>Whatever you can spare</p>
<p><b>Enrichment Activities</b>                      This is a new committee. This year will be spent getting enrichment and after-school activities organized. Tasks include researching options, reviewing viability, coordinating with other school activities and scheduling</p>	<p>3-5 to form core committee, may grow over time</p>	<p>1-2 hours to meet and plan every month or so.</p>
<p><b>Hospitality</b>                      Provide refreshments and/or baked goods for meetings and other gatherings such as PTA meetings.</p>	<p>15-20</p>	<p>1 hour</p>
<p><b>Legislative</b>                      Research and track legislation and educational issues affecting our students and community. Provide reports via newsletters such as the Bulldog Bulletin to larger McKinley community.</p>	<p>1-3</p>	<p>1-2 hours a month</p>

<b>TABLE 2</b>		
<b>PTA Activity: Description and Tasks</b>	<b># People Needed</b>	<b>Time Commitment</b>
McKinley Cares Maintain a network of support for McKinley families in time of need, such as illness and family emergencies. Tasks include providing dinner, making visits, homework support, carpooling, etc.	15-20	1-3 hours
McKinley Wear Help sell t-shirts, sweatshirts and other McKinley apparel at various PTA events. Tasks include setting up, maintaining inventory, and staffing booth or table.	5-10	1-3 hours per event
Library/Computer Provide weekly computer lab or library support.	20	If possible, 1 hour per week for the duration of the school year. But any time commitment is welcome.
Yard Duty Provide lunch hour supervision on playgrounds (k-2 or 3-5). Training and orientation is provided for all yard duty volunteers.	5-10	1 hour a week at lunch time for duration of school year.
Yearbook Plan, manage, design, and sell yearbooks. Tasks include managing fifth grade student committee, collecting photographs, designing, layout, printing, selling and distributing	2-5 (fifth grade parents only)	1 hour a week for duration of school year
ArtREACH Prepare art materials for classrooms, assist with art activities during seminars held twice per year, and help display artwork throughout the school.	5	1 – 3 hours
Curriculum Garden McKinley has a new curriculum garden, constructed at the end of last school year. There's a need for a coordinator who will organize and manage classroom needs, manage volunteers to help with weeding and other garden needs. This is a new role so it can be defined and evolve over the school year.	8-10 (ideally one for each classroom)	1-2 hours per month for the duration of the school year. Much work can take place on weekends.
K-2 Music Boosters The PTA supports a K-2 music program. A new teacher was hired this school year. Tasks include raising additional funds to support the program and support the teacher as needed.	4-5	1-3 hours per month for duration of school year
Spelling Bee A one-time event during the school year, the spelling bee takes place in late winter or early spring. Tasks include collating lists of student participants, set up, buying trophies, and so on.	2-4	1-5 hours over two weeks
Founders' Day Serve as table host/hostess, make salads for the luncheon (50-60 salads needed), help set up and make table decorations. Clean up	45-50 to make salads, 8 to serve as hosts/hostesses, and 3-5 to help set up and clean up	Takes place in the spring, 1-8 hours depending on task
Teacher Appreciation A week-long series of events/activities to show appreciation for the teachers at McKinley. Tasks include planning the week, organizing activities, purchasing items and/or collecting contributions.	5-10	1-5 hours to plan and 1-5 hours to implement
Star Testing Purchase, organize and distribute healthy snacks during two-week testing period in the late spring.	2-5	1-5 hours over two weeks in late April or early May

**TABLE 2**

<b>PTA Activity: Description and Tasks</b>	<b># People Needed</b>	<b>Time Commitment</b>
<b>Spring Book Fair</b> The book fair is an opportunity for the school as well as classroom libraries to add to their collections. Students can select new titles and families can purchase books for teachers. Tasks include set-up and break down, student previews (when students review books and create wish lists), and staffing the days/hours of book fair, especially during open house (mid-May).	10-15	2-10 hours during the week of the book fair.
<b>Flea Market</b> This is a major fundraiser. Tasks range from parking and traffic control to food booth and lemonade stand to clean up and garbage patrol.	20-30	Takes place mid to late May. The majority of volunteer time will be needed the week prior and all day of the event. Any amount of time or resources are greatly appreciated,
<b>General Help/Participation</b> There are a million and one things that need attention during the year. No contribution is too small or trivial. Every bit helps. Read the bulletin weekly, talk to other parents, ask the teacher what she needs or go to at least one PTA meeting.	one and all	Whatever and whenever you can spare.



## *Part 3: The Burlingame Community*

### *Other Burlingame District School Activities*

Other schools in the district, have similar PTA and school community events. Below are few to note. They are a lot of fun and support the educational programs in the other schools.

- ❑ Burlingame Intermediate
  - Blast From the Past (early May)
  - Magazine Sale (early Fall)
- ❑ Franklin Elementary
  - Carnival (May)
- ❑ Lincoln Elementary
  - Crab Feed (February)
- ❑ Roosevelt Elementary
  - Chili Cook-off (October)
- ❑ Washington Elementary
  - Renaissance Faire (June)
- ❑ District-Wide
  - Giants Game at SBC Park (September)

### *Burlingame Community for Education (BCE)*

The Burlingame Community for Education Foundation (BCE), is a non-profit foundation dedicated to enhancing the educational opportunities of the children of the Burlingame School District. Severe cuts in State funding, which began in the early 1970's, and the passage of Proposition 13, have meant an ongoing shortfall in funds for our schools. Our community values its schools and its ability to provide the best education possible for its youth. BCE was incorporated in 1981 as a fund raising organization to help make up some of the deficit.

BCE is governed by a working, volunteer Board of Directors with representatives from the community including parents, teachers, administrators and members of Burlingame businesses. The Board coordinates fund raising events and the annual Direct Mail campaign. The allocation of the funds raised is based on input from administrators, teachers and the superintendent and is approved by the elected School Board of Trustees

BCE is all of you who give your time and money to make our schools the best. There are volunteer opportunities available as a board member, school representative, or as a member of an event committee. Without an ongoing team of volunteers we cannot repeatedly produce fund raising events. If everyone gives generously to the Direct Mail campaign we can meet our goals with fewer events and fewer volunteers.

To learn more you can go to the Burlingame Community for Education web site at [www.bcefoundation.org](http://www.bcefoundation.org).



## *Part 4: Additional Information*

### *Burlingame School District*

#### **District Office**

The District Office is located at  
1825 Trousdale Drive  
Burlingame, CA 94010  
Tel: 650-259-3800  
Fax: 650-259-3820  
<http://www.burlingameschools.com/>

#### **District Administration**

INSERT

#### **School Board Members**

INSERT

#### **Board Meeting Schedule**

INSERT

### *Other Resources*



#### School Program Web Sites:

- San Mateo County Office of Education [www.smcoe.k12.ca.us](http://www.smcoe.k12.ca.us)
- California Department of Education [www.cde.ca.gov](http://www.cde.ca.gov)
- Great Schools [www.greatschools.net](http://www.greatschools.net)
- School Wise Press [www.schoolwisepress.com](http://www.schoolwisepress.com)



#### Sports/Extra-Curricular Web Sites:

- Burlingame Varsity Baseball <http://www.bybaseball.org>
- Burlingame AYSO [www.burlingameayso.org](http://www.burlingameayso.org)
- San Mateo Outdoor Education <http://www.smcoe.k12.ca.us/outdoored/>



#### Parent Web Sites:

- Parenthood [www.parenthood.com](http://www.parenthood.com)
- City of Burlingame [www.burlingame.org](http://www.burlingame.org)
- Coyote Point Museum [www.coyoteptmuseum.org](http://www.coyoteptmuseum.org)



#### Health/Community Support Services:

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#### Educational Support and Information:

- US Department of Ed Resources for Parents <http://www.ed.gov/parents>



#### Fun Sites:

- [www.coolmath4kids.com](http://www.coolmath4kids.com)
- [www.yahooligans.com](http://www.yahooligans.com)

