



**McKinley School of the Arts  
Student/Family Handbook  
2018-2019**

325 S. Oak Knoll Ave  
626.396.5630  
[pusd.us/mckinley](http://pusd.us/mckinley)

**School Hours**

**Monday: 8:25/8:45 am – 1:30 pm**  
**Tuesday-Friday: 8:25/8:45 am – 3:10 pm**

**Office Hours**

**8:00 am – 4:00 pm**



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## Our Vision and Mission

### OUR VISION

Working with our students, we will create an exemplary, model K-8 school which will equip our students with the knowledge and skills to be ready for high school. We will continue to win the Title I Achievement Award and will become a California Distinguished School.

### OUR MISSION

Our mission is to provide a collaborative learning environment which enables all students to reach their academic and artistic potential. We will accomplish this mission by providing a rigorous curriculum and instruction of the highest quality utilizing the resources of the school, home, and community. We will maintain high expectations, foster a positive and orderly school environment, and frequently monitor and respond to student needs and progress. Our firm belief is that the integration of academic and artistic training will strengthen students' character, judgment, and sensitivity.

## Awards & Assemblies

### All-Team Meetings

Each month one student from each grade level is recognized for excellence and demonstrating the Tiger Pledge during our All-Team Meetings. We also honor student artistic performances, employees of the month, and other celebrations.

ATM Times TK-5<sup>th</sup>: 1:35-2:15 pm

6-8<sup>th</sup>: 2:25-3:05 pm

### Awards Assemblies

Grade Level Semester Awards assemblies are held in January and May to honor students who are achieving excellence in Reading, Writing, Math, STEM, Social Studies, Arts, Leadership, Athleticism and other areas.

## Arts Integration

### Art as Curriculum

If a school has a music, art, drama, or dance teacher, their approach is most likely and primarily Arts as Curriculum. Students develop knowledge and skills in a particular art form. Often referred to as “arts learning” or “art for art’s sake,” the programs are guided by national, state, or local standards for each of the art forms. For example, in visual arts, students learn the content, processes, and techniques for two- or three-dimensional work. They learn how the visual arts developed and changed throughout history, and engage in creating and analyzing works created in a variety of media.

### Arts-Enhanced Curriculum

When the arts are used as a device or strategy to support other curriculum areas, but no objectives in the art form are explicit, then the approach is called Arts-Enhanced Curriculum. For example, students sing the ABCs as a means to other ends—remembering the letters and sequence of the alphabet. However, students are not usually expected to learn about melody, song structure, or develop specific singing skills. Arts-Enhanced Curriculum acts as a “hook” to engage students in learning content. Additionally, teachers need little or no training in the art form. Arts-Enhanced Curriculum is often mistaken for Arts-Integrated Curriculum or a distinction is not made between the two.



**Arts-Integrated Curriculum**

In Arts-Integrated Curriculum, the arts become the approach to teaching and the vehicle for learning. Students meet dual learning objectives when they engage in the creative process to explore connections between an art form and another subject area to gain greater understanding in both. For example, students meet objectives in theater (characterization, stage composition, action, expression) and in social studies. The experience is mutually reinforcing—creating a dramatization provides an authentic context for students to learn more about the social studies content and as students delve deeper into the social studies content their growing understandings impact their dramatizations. For Arts-Integrated Curriculum to result in deep student understanding in both the art form and the other curriculum area, it requires that teachers engage in professional development to learn about arts standards and how to connect the arts to the curriculum they teach.

**Faculty Directory**

Principal:	Ms. Nicole Ann Duquette	Office Manager:	Mrs. Gabriela Flores
Assistant Principal:	Mr. John Maynard	Data Control Clerk:	Mr. Danny Marquez
Instructional/EL Coach:	Mrs. Julie Cole	Attendance Clerk:	Ms. Natalie Ibarra
Interventionist/RTI Coach	Mr. Michael Kendrick	Registrar:	Mrs. Joyce Sandhu
EL Coach/MS Teacher:	Ms. Jacqueline Marshlian	Community Liaison	Ms. Laura Aguilar
MS Counselor:	Ms. Nicole Chan	Nurse	Ms. Adrienne Floriano
Psychologist:	Daniel Yi	Nurse Clerk:	Mrs. Debbie Carter

Special Education/RSP Team	TK/Kindergarten Team	1st Grade Team	2nd Grade Team
Deanna Gillman- Speech Camille Torres- TK-3 <sup>rd</sup> Grade Kristin Trammell- 3-5 <sup>th</sup> Grade Keisha Wallace- 6-8 <sup>th</sup> Grade Lucy Yanez- MS SDC Beh. Ther.	Kathleen Bergman Candice Choi Ana Robles Patricia Ortiz-Rubalcava Beth Strehl (TK)	Kathy Goethel Cynthia Macias Brenda Sandoval (½ Combo) Laura Wood	Scott Dayman John Vigil Brenda Sandoval (½ Combo) Teresa Totaro
3rd Grade Team	4th Grade Team	5th Grade Team	
Jackie Brannon Janel Coburn (¾ Combo) Diana Morrison Kristin Vigil Debora Zacena-Rubio	Janel Coburn (¾ Combo) Solange DeSouza John Lira Jessica Valdez	Cynthia Beale Jeanne Gwinn Katrine LaLain Karen Raab	
6/7th Grade Prime (not combined)	6th Grade Vanguard	7th Grade Vanguard	
Candace Kovacic Martha Tovar	Anthony Bonoli Lauren Partma Chris Anderson- Math Academy Vacancy Pending Enrollment	Sara Dave Stephanie Norton Chris Anderson- Math Academy Vacancy Pending Enrollment	
8th Grade Prime	8th Grade Vanguard	Electives/Other	
Billie Johnson Anabella Reyes	Chris Brannon Alison Garfinkel Michael Menke- Math Academy	Candace Lacy- Choir Joann Mauries- PE Iryna Orlova- Band & Orchestra Michael Parisi- PE	



## Academic Calendar

McKinley's Key Calendar Dates for the 2018-2019 school year are listed below. MKS is an active school with many events, so there is a live calendar on our website. Please be sure to check it weekly for updates. [www.pusd.us/mckinley](http://www.pusd.us/mckinley) **The dates below are subject to change.**

### August

- August 9 Office Opens
- August 10 Kinder Orientation/Middle School Orientation/All-Student Welcome Back
- August 13 First Day of School
- August 13 PTA's Tears for Cheers
- August 21/23 Safe School and Behavior Assemblies
- August 128/30 Fall Picture Days

### September

- September 3 Labor Day, No School
- September 10-12 5/6<sup>th</sup> Graders go to Astro Camp
- September 13 Early Dismissal/Back to School Night
- September 17 Beginning of Latino Heritage Month

### October

- October 12 Parent Conference Day, No School
- October 19 MKS 10-Year Alumni Concert
- October 22-26 Red Ribbon Week
- October 26 MKS Talent Show
- October 30 MKS International Festival

### November

- November 12 Veteran's Day Observed, No School
- November 16-17 Fall Play
- November 19-23 Thanksgiving Recess

### December

- December 11 Holiday Show- Students
- December 12 Holiday Show- Parents
- December 13 Elementary Family Dance
- December 14 Middle School Dance
- December 18 Band/Orchestra Show- Parents
- December 19 Band/Orchestra Show- Students
- December 19 Elementary Movie Night
- December Minimum Day Dismissal
- December 21-January 4 Winter Recess



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### January

- January 15 Middle School Curriculum Night for 2019-2020
- January 21 Martin L. King, Jr. Day, No School
- January 24-26 Winter Play
- January 24-26 Winter Play

### February

- February 1 Beginning of Black History Month
- February 2 MKS Cheer Competition (Tentative)
- February 8 Entrepreneurship Day
- February 11 Lincoln's Birthday, No School
- February 14 Fashion Show
- February 16 City of Pasadena Black History Month Parade
- February 18 Presidents' Day, No School

### March

- March 1 Beginning of Women's History Month
- March 2 Read Across America
- March 5/7 Spring Picture Day
- March 7 8<sup>th</sup> Grade Panoramic Picture
- March 8 Middle School Talent Show
- March 14 Middle School Dance
- March 15 Early Dismissal
- March 18 -22 Spring Break, No School

### April

- April 1 Staff Development, No School
- April 2 Autism Awareness Day
- April 29 Beginning of PTA Book Fair
- April 29 Beginning of MS CAASPP Testing

### May

- 
- May 2 Minimum Day Dismissal & Open House 5:30--7:00 pm
- May 6-10 Teacher Appreciation Week
- May 7-17 Elementary CAASPP Testing
- May 16-18 Spring Musical
- May 22 MKS Volunteer Appreciation Breakfast
- May 24 8<sup>th</sup> Grade Magic Mountain Trip
- May 27 Memorial Day No School
- May 29 5<sup>th</sup> and 8<sup>th</sup> Grade Promotion Ceremonies
- May 30 Last Day of School Minimum Day Dismissal



## School Information

### School Uniform/ Dress Code

The MKS community supports the uniform dress code policy. The dress code requires all elementary students to dress in white, black, or red tops with black or khaki bottoms.

The acceptable “tops” for elementary students are:

- Polo-type shirts
- Full cut standard shirts with white collars
- Turtlenecks
- McKinley wear
- All of the above must be red, black, navy, or white

The acceptable “bottoms” for elementary students are:

- Pants, shorts, skirts, or jumpers
- Blue jeans are allowed
- All of the above must be black, navy, khaki, or jeans

Please support McKinley’s dress code policy by requiring your child/children wear the uniform everyday.

**Middle School** students do not have a specific uniform, but must wear clothing that has appropriate coverage and does not exhibit any inappropriate logos or themes.

### School Times

We have two start times. Middle School begins at 8:25 am M-F. Elementary School begins at 8:45 am M-F with Morning Round Up at 8:35 am. On Monday school ends at 1:30 pm for all students and dismissal is at 3:10 pm Tues-Fri for all students. If you come to sign your child out early, you will need to show a government-issued ID. Please note, no students are signed out within 20 minutes of the end of the school day.

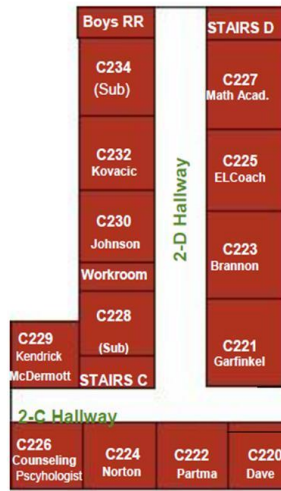




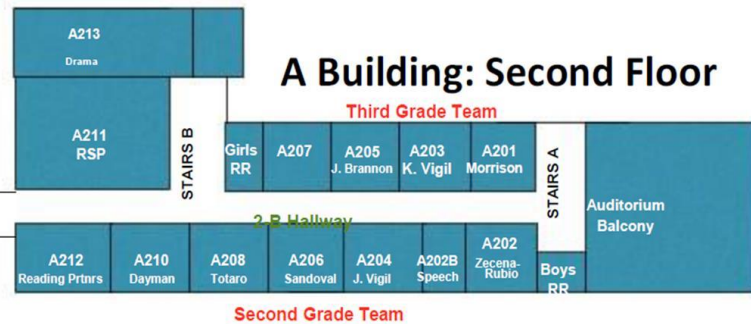


## McKinley School Campus Map 2018-2019

### C Building: Second Floor



### A Building: Second Floor



### Arrival and Dismissal Procedures

Middle School students must be in the Middle School courtyard by 8:20 am so that they can head into the hallways on that first bell. All elementary students, including Tk/Kinder should meet their teachers at Round Up every day. This is where parents will drop students and depart campus after Round Up. Be sure to allow time to park and walk into the center of campus to be at Round Up at 8:35 am for elementary. Morning valet drop off is off of the El Molino staff lot. Please do not park in staff parking spaces in the morning. We do not have enough spots for all employees so parents taking those spots causes distress to our faculty as they arrive in the morning.

Please ensure you've signed up for Valet if that is your dismissal selection. Teachers will record the after-school option for each student: Walkers, Valet, or which after school program your child attends. Any changes need to be communicated to teachers in advance. Valet parents should line up along El Molino to pick up your student at the north end of the staff lot. Kinder Walkers meet at the Auditorium Door. Have your Tag and ID ready every day. All other Walkers dismiss through the Breezeway Gate and parents can meet there in the lawn along Oak Knoll.



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### **After School Clubs and Enrichment**

MKS has three after school programs that operate 12:35-6:00 pm on Monday and 2:15-6:00 pm Tuesday-Friday.

### **After School Adventures- Pasadena Parks and Rec**

After School Adventures offers homework assistance, craft and play time after school daily. For more information call 626.744.7330 or register on-line at [www.cityofpasadena.net/reserve](http://www.cityofpasadena.net/reserve)

### **YMCA**

The YMCA offers after school care in B5. Students play games, work on crafts, and complete homework. Sign up through the City of Pasadena YMCA.

### **PasadenaLEARNS**

Pasadena LEARNs is an after school program hosted on Willard's campus. Students take enrichment classes called clubs. LEARNs is accepting applications for 2018-2019 including applications for their new Extended Program. The Extended Program is fee-based and has no minimum attendance requirements. Applications are available at the LEARNs office at Willard.

You may also access forms on-line. If you have any questions you can email [pasadenalearns@pusd.us](mailto:pasadenalearns@pusd.us) or call 626.396.3614.

### **Meals**

Breakfast begins every day at 8:05. Breakfast costs \$1.75 and lunch costs \$2.60 and milk or juice is \$.50 Free and reduced lunch applications are available in our office and on-line at [www.applyforlunch.com](http://www.applyforlunch.com). Families can now pay for school lunch on-line at [www.myschoolbucks.com](http://www.myschoolbucks.com).

### **School Supplies**

- Class supplies and individual student supplies are posted each summer on the school web site.
- School supply donations are welcomed. Please ask the teacher or see the teacher's wish list in the information that comes home in the packet of information on the first day of school.

### **Communications**

There are several locations for key information at McKinley. All families will receive a Sunday evening phone call and email from MKS Administration. We will also use the Messenger feature to send key texts for critical information midweek. You should also consider signing up to follow the school and our key parent groups on Facebook and the Remind App. We also announce key



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information through our school web site, Peach Jar, and the district app. It is important that you read the Sunday emails/listen to the Sunday call and choose the other forms of communication that work best for you.

Additionally, Students bring home classroom folders on Tuesdays and Thursdays in elementary school and each teacher maintains a web site, classroom Facebook page, class emails, and/or Remind to communicate directly with families. The PTA is also deploying room parents this year to share key information about the class and school events with parents.

### **Facebook**

Our official Facebook page is maintained by Administration and Office Staff. It has photos and reminders that helps families stay connected to MKS. There are also family-based pages and most teachers have an official classroom Facebook page.

### **Peach Jar**

On our website you can sign up to receive digital flyers through the “Peach Jar” link. Electronic versions of flyers are posted under the “Peach Jar” tab on the website.

### **Phone Messages**

The Principal, Ms. Duquette, sends out a recorded phone call to all McKinley families each Sunday night during the school year highlighting events and important announcements for the upcoming week at MKS. Additional recorded phone calls from the school, PTA, AAPC, Arts Council, Equity, SSC, and district are sent to families as needed throughout the year. We ask that families please do not call the classrooms directly from 8:25-3:10pm during instructional time.

### **Hall Display**

MKS has a TV monitor in the main hallways with digital information that includes upcoming dates and announcements.

### **Room Parents**

Each classroom has a room parent who plays an important communication and coordination role between families and the teacher. If you would like to serve as a room parent, please contact the PTA.

### **Twitter**

Reminders and photos of events are posted on Twitter. You can sign up at @McKinleyPUSD

### **Website**

[www.pusd.us/mckinley](http://www.pusd.us/mckinley)



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Our website contains a variety of information about the school and its policies as well as a calendar of events that is updated on a regular basis.

### **Weekly Folders**

Each week folders with flyers and announcements for the week are sent home. Be sure to ask your child for the folder so that you do not miss out on important information. It is important to check your child's folder daily. Please be sure that it returns to school each day.

### **Roaring Tiger**

A weekly email is sent every Sunday night at 6:00pm. The email includes upcoming events and updates on school issues.

### **Classroom Placement**

The process of making up classes begins in May. Our goals are to achieve academic, behavior, and boy/girl balance of classes, to make up satisfactory combination classes and to provide for individual student needs. Class placements are posted at the Welcome Back Event before school begins each August.

### **Lost and Found**

Lost items are stored in the Multipurpose Room. Don't forget to swing by and check for that lost lunch box, sweater, or jacket. Lost cell phones and chromebooks are always stored in the safe in the front office.

### **Lunch, Snacks, and Water (Including Prohibited Items)**

Please see the enclosed schedule for lunch times by grade level. You should expect your students to get used to that lunch time and they may ask for lunch at that time on the weekends too! You may either send your student with their lunch each morning or they can purchase lunch in our cafeteria. If you are purchasing lunch, please open an account with the cafeteria manager.

Students eat together as a class each day and our cafeteria is peanut-free. If your child has a peanut allergy, please notify the classroom teacher and Principal Duquette so that we can ensure a peanut-free zone at your child's lunch table. Important reminders: no outside food deliveries or lunches (pizzas, McDonalds, etc) can be delivered to students to eat in the pergola.

Snacks and Water are welcome. Students have the opportunity to eat their snack at morning recess/nutrition break and some classrooms also arrange classroom snacks. Water Bottles are encouraged for all grade levels.

Important Reminder regarding free and reduced lunch. Applications must be submitted each year. They do not automatically renew. Households wishing to apply for meal benefits must complete an application for all children at home and return it to the Office of Food and Nutrition Services at [740 W. Woodbury](http://740.W.Woodbury) Ave, Pasadena, CA 91103. For a simple and safe method to apply, use our online application at [www.MySchoolApps.com](http://www.MySchoolApps.com) . Contact Grace Aguilar at 626-396-5852



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x89371 for help and complete the application. The Office of Food and Nutrition will inform you if your application is approved or denied for free meals or reduced-price meals.

**Please note, parents are not permitted to purchase outside food and deliver it to the school for a student to eat at lunch. Additionally, Flaming Hot Cheetos/Takis, energy drinks, and sugary beverages and snacks are not permitted on campus at any time.**

### **Deliveries**

Any item delivered to a student will remain in the office until a pass can be sent for the student to pick it up at recess, lunch, or after school. The only item delivered during the school day is a middle school chromebook.

### **Birthdays**

Students are not permitted to have classroom parties or pass out cake, pies, treats, etc to their classmates on their birthdays. Each teacher has a unique way to honor your child's birthday and all birthdays are announced at Morning Round Up/Announcements. Students may not take cupcakes, balloons, etc to class. Parents are welcome to provide a healthy snack to the teacher and the teacher can pass it out at morning recess.

### **Classroom Volunteering**

We Love Volunteers! Please Get Involved. Our fabulous community assistant, Ms. Aguilar is happy to clear you to volunteer and match you with a volunteering opportunity that works for you. You can volunteer in the classrooms, through a parent group, in the front office, or to help out with morning and dismissal. But in order to volunteer, you must be cleared by Ms. Aguilar. She is available Monday-Friday and is an excellent resource to all McKinley families. One special note for our Middle School parents, classroom volunteering is not common in middle school and most students beg that we not have their parent volunteer in class. Oh middle school, such a special time! So we are always happy to help our middle school parents find new and other ways to engage.

### **Back to School Night**

This year's Back to School Night is September 13<sup>th</sup>. This is an evening for parents only and is an opportunity for you to learn about the academic program for the year from your child's teacher, what teacher expectations are, and what volunteer needs your teacher may have. You can also ask questions of your child's teacher. We will also host tables for all of our key parent groups and critical campus clubs.



## School Rules and Policies

**Attendance-** Absence from school, regardless of the reason limits your child's educational opportunities and can negatively affect his/ her grades and academic achievement.

**Notification of Absences-** If your child is absent please call 626.396.5630 or provide a written excuse from home when returning to school. Excused absences include: illness, quarantine, doctor's appointment, attending a funeral, religious holiday/ exercises, and others per EC 46014 and 48205. Per EC 48260, EC 48261, & EC 48263 a student is considered truant after three tardies of more than 30 minutes each time or after three absences without valid excuses.

Teachers will provide students with opportunities to make up classwork and homework in a timely manner. Students and teachers will collaborate to ensure that students have a reasonable amount of time to make up all work. Parents are notified by teachers about the status of make-up work. Students are not punished with a loss of grade points on make-up work. No student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable amount of time.

**Extended Absence-** If you know that your child will be absent for 5 or more consecutive days, please contact the office so we can arrange an Independent Study Agreement.

**Tardies-** Students arriving after the tardy bell are tardy. Each tardy means valuable instructional time is lost. If your child is tardy he or she should report to the office for a tardy slip.

**Visitors on Campus-** All visitors must sign in at the main office when they arrive and sign out when they leave. This policy is for the safety of students, visitors, and staff. The school needs to know who is on campus at all times. All visitors must wear a badge while on school grounds. This badge lets the other adults on campus know that you have signed in. If you'd like to visit your child's classroom, please arrange the visit 24 hours in advance with the classroom teacher.

**Classroom Observations-** Any parent or guardian who wishes to observe their child in their classroom needs to contact the principal directly ([duquette.nicole@pusd.us](mailto:duquette.nicole@pusd.us)) to arrange the observation. According to Governing Board Policy, a classroom observation must be pre-arranged, last for no more than 20 minutes, and be at a time that is agreeable to the classroom teacher. While administration makes every effort to arrange the observation as quickly as possible, it may take up to two weeks to observe.

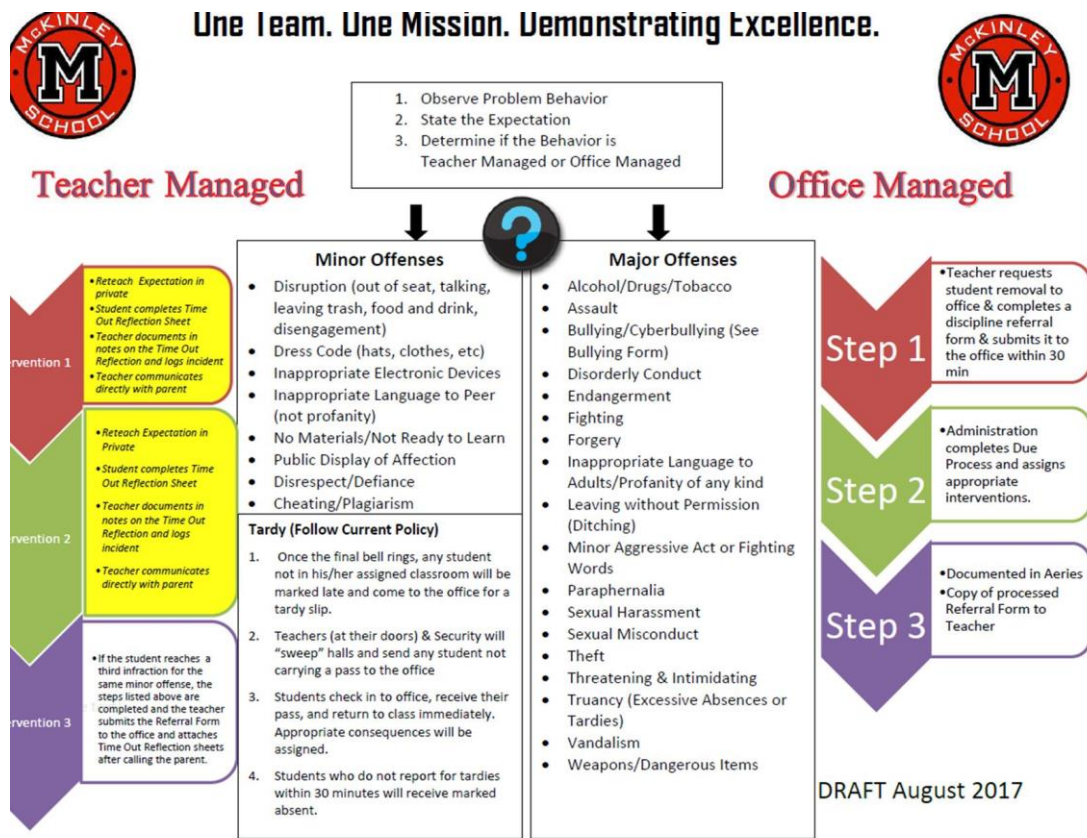
**School Discipline Philosophy-** The goal of McKinley's Essential Agreements is to maintain a safe school environment, which promotes academic achievement and feelings of safety, respectfulness, and responsibility. At all times, McKinley students are expected to exhibit the attitudes of Tiger, taking care of their peers, their teacher, their classroom, and themselves. The school staff has collaborated to adopt school-wide guidelines of expected behavior for all of its



locations. Our aim is to develop a school that is safe, respectful, and responsible. The following guidelines have been developed.

**Rewards** for appropriate behavior may include being recognized as a role model for other students; earning positions of responsibility and leadership; receiving a positive referral or call home; obtaining public recognition; earning Fun Friday time; and having personal satisfaction for doing the right thing.

**Consequences** for misbehavior may include a verbal warning, loss of special classroom privileges, a student/ parent/teacher conference; referral to Guidance Assistant, referral to the Principal, and/ or suspension from school.



**Umbrella Rule-** When no rule exists, follow the directions/decisions of the playground supervisor or teacher.

## Special Programs

**Chromebooks-** Students use chromebooks weekly in elementary school and daily in middle school. All Middle School Students receive a take-home chromebook. Students will use technology to research, write, publish, and present using google docs and slideshows. Students



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collaborate using google docs and they create their own class quizzes using clever new web interfaces like Kahoot.

**English Language Learners-** English Learners are assessed using the CELDT annually to measure language acquisition. English Learners are instructed during designated ELD time and language supports using language objectives to support language demands during content area instruction.

### **Library**

Look for a letter from the Beehive announcing guest authors, book drives, and other special events. MKS has a part-time librarian, and students visit the library biweekly. Students are also able to visit during recesses with a pass. The Beehive is full of rich nonfiction texts to support research and inquiry. There are also wonderful fiction titles to nurture the love of stories. With over 15,000 texts we have an expanded program including the ability to borrow library books from the Pasadena public library.

**Math Field Day-** 4th -8th grade students from each school work together in teams to compete in a district-wide math competition. Students prepare for the event two months before the competition to hone their math skills and build their team.

### **Special Education**

The Pasadena Unified School District provides Special Education Services to children identified as having special needs as young as two years old. The extent of participation in services is dependent on individual needs and may range from weekly speech therapy to sessions to on-going Resource Specialist Program (RSP) services to placement in a Special Education Classroom. Parents or guardians who feel that their child might need Special Education services should talk first to their child's teacher or with school administrators so that a referral can be made.

**GATE-** 2<sup>nd</sup> 8<sup>th</sup> grade students may be designated as GATE learners. They will receive differentiation and extension through a structured, purposeful inquiry that engages students in their own learning. Bi-monthly information is shared with parents on how their GATE child is receiving differentiation. Additionally, there are also opportunities for enrichment after school as well.

**My Masterpieces: Discovering Art in My Community-** My Masterpieces is an award winning program of the Pasadena Educational Foundation, operated in partnership with Pasadena Unified School District and ten museums and arts organizations. Students visit local treasures like Kidspace Museum (Kindergarten), Huntington (1st grade), City of Pasadena Public Art Walking





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Tour (2nd grade), Gamble House (3rd grade), Pasadena Museum of History (4th grade), and Norton Simon (5th grade).

**Music-** At McKinley there are many options to learn about international cultures through music. Music instruction is intertwined with mathematical reasoning. We value and encourage music education.

- **Grade Level Shows-** All TK-5<sup>th</sup> graders at McKinley receive choral, dance, and choreography instruction and perform in annual grade level shows. Additionally, 6-8<sup>th</sup> graders may enroll in the choir elective.
- **Musical Instruments-** All 3rd grade-5<sup>th</sup> grade students receive instrumental instruction from the school's instrumental music instructor.
- **Orchestra/ Band-** Students in 2-8<sup>th</sup> grade may participate in the after school orchestra course. Additionally, 6-8<sup>th</sup> grades may enroll in the band elective.

**Rose Bowl Aquatics-** Third grade students visit the Rose Bowl Aquatics center to take swim lessons. Swim lessons span three weeks. Students at all ability levels are instructed by expert swim teachers to expand their swimming abilities.

### Homework Policy

Pasadena Unified School District has developed homework policy and guidelines based on evidenced-based research, the purpose of homework is:

- To practice skills or reinforce knowledge that has been learned in the classroom in order to help students master a specific skill
- To reflect on what was learned in the classroom
- To be used as a way for students to prepare for future classroom activities
- To transfer knowledge and extend skills learned in one context or subject area to another situation

Grade Level	Homework Guidelines
Kindergarten	10 minutes + 15 minutes of reading
1st and 2nd Grades	20 minutes + 15 minutes of reading
3rd Grade	30 minutes + 20 minutes of reading
4th-5th Grades	40 minutes + 20 minutes of reading
Middle School	Up to 60 minutes as needed + independent reading assignments



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### Getting Involved

#### Volunteering-

All McKinley volunteers must register **annually** with the community assistant and receive their annual volunteer badge. The community assistant will provide orientation and help the volunteer understand the PUSD volunteer guidelines outlined in the district volunteer handbook. All volunteers are expected to follow district and campus guidelines and procedures at all times.

Please note, while volunteering, your volunteer badge is for the purpose of fulfilling your volunteering duties. Parents may not use their volunteer badge to travel to other areas of campus or classrooms not specifically authorized for their volunteering duty that day.

**Parent Teacher Association-** Parental involvement has proven to be such an important part of a child's education. While we encourage you to attend PTA meetings and get involved with our wide range of committees, we understand that everyone's schedule allows for a different level of participation. We have planned many great fundraising activities for the 2018-2019 school year. We hope that you will support us as we raise funds for field trips, events, and teaching materials. For more information please contact PTA President, Jarod Chase at [jarodlchase@gmail.com](mailto:jarodlchase@gmail.com)

#### Statutory Councils

**AAPC-** AAPC is a coalition of collaborative parents, students, schools, and communities. The AAPC respects and embraces the diverse cultures of our communities, facilitates educational equity and improvements in academic outcomes, values varied forms of parent involvement to foster the healthy development of all students, and provides tools and skills necessary for families to access information to purposefully participate in a rapidly changing world.

**Annual Fund-(MKSAF)** Annual Fund is an organization designed for the sole purpose of raising money for the elementary and middle schools to offset budget deficits and provide enrichment. Parents plan an annual giving drive for school families and the local McKinley community, fundraising events throughout the fund the Arts programs.

**Arts Council-** The Arts Council is a co-committee of faculty and parents who work to shape the curriculum and enrichment opportunities related to arts instruction and performances at MKS.

**ELAC-** Parents participate in the English Learner Advisory Committee to address issues specifically related to English Learners. The committee typically reviews EL data and programs and advises the principal, school staff, and SSC on programs and services for English Learners to assure the needs of ELL students are being met.

**Equity-** This committee focuses on ensuring school equity for all learners and action steps to combat explicit and implicit bias at school.



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**SSC-** The council is a school governance body that strives to improve student achievement through review and approval of the SPSA, oversight of funding for specially funded accounts, dissemination of information about school events, and planning of current and future programs.

### **Family Compact**

At McKinley School (MKS) Roaring Tigers have four responsibilities, known as the Roaring Tiger Pledge:

***We take care of our school, our teachers, our peers, and most importantly ourselves.***

The Exemplar of a McKinley Tiger **Administrator**:

- Creative Visionary
- Dedicated Professional
- Engaged Community Leader
- Inspiring Catalyst
- Champion for the School's Needs

As a leader of the MKS community, I will...

- Cultivate a shared vision with all school community members
- Provide a safe, challenging, and positive learning environment for all faculty, staff, and students
- Engage parent, community, and district leaders in promoting the mission of the school and maximizing resources for all students
- Work collaboratively with the MKS team for each child's academic and social success
- Communicate clearly what is expected of each member of the MKS community
- Consistently and fairly enforce school and district policies
- Uphold California Education Code
- Ensure instructional integrity and maximize opportunities for student learning

The Exemplar of a McKinley Tiger **Teacher**:

- Instructional Strategist
- Creator of a Student-Centered Learning Environment
- Positive Role Model
- Team Player
- Continuous Learner

As a member of the Faculty and Staff of MKS, I will...

- Hold high academic and behavior expectations for each student
- Provide a safe, challenging, and positive learning environment
- Create an inclusive classroom environment for all students
- Work collaboratively with the MKS team for each child's success
- Communicate clearly what is expected of students
- Consistently and fairly enforce school policies and classroom rules
- Respond to parent communication within 24 hours (work calendar)
- Engage parents as partners in education
- Uses established MKS communication and discipline structures

The Exemplar of a McKinley Tiger **Student**:

- Effective Communicator
- Competent Problem-Solver
- Self-Directed Learner



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- Responsible Person
- Quality Producer

As a STUDENT of McKinley TK-8 School, I will...

- Ask for help when I do not understand something or need help
- Make my learning a priority
- Come to school each day on time, appropriately dressed, with my Tiger Folder (TK-5) and planner (grades 6-8)
- Be in class on time, with the supplies I need to do my work, and ready to work
- Make my best effort to complete my class assignments and homework to the best of my ability
- Treat others with respect and work cooperatively; accept others' differences
- Take pride in my school and respect the property of others
- Respect all adults in the school community regardless of position or title

The Exemplar of a McKinley Tiger **Family Member**:

- Advocate for the child
- Engaged Communicator
- Partner in Education
- Provider of Basic Needs
- Supporter of Dreams

As the parent/guardian of an MKS student, I will...

- Have high expectations for my student's learning and behavior
- See that my student arrives at school each day on time, appropriately dressed, with needed supplies
- Provide my student with a quiet time and space to read and do homework
- Ensure that the school has my current contact information and listen to/read all communications from the school and the District
- Communicate daily with my student about his or her school experiences
- Communicate regularly with my child's teachers and administrators as needed
- Volunteer my time and skills as I am able
- Respond to communication requests in a timely manner