



McKinley Elementary IB World School  
McKinley Elementary prepares students to become critical thinkers, who are  
compassionate, lifelong learners, and responsible global citizens to help create  
a more peaceful world.

# PARENT & STUDENT Handbook



**San Diego City Schools**  
*Improving Student Achievement by Supporting*  
Teaching and Learning in the Classroom

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# **MCKINLEY'S MISSION STATEMENT**

McKinley Elementary prepares students to become critical thinkers, who are compassionate, lifelong learners and who are responsible global citizens to create a more peaceful world.

## **INTERNATIONAL BACCALAUREATE ORGANIZATION MISSION STATEMENT**

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

## **BELIEF STATEMENT**

Fundamental to McKinley is our concern for students, both individually and collectively. We believe that:

- ❖ All students have the ability and the need to learn,
- ❖ All students have a right to be safe and respected,
- ❖ Diversity strengthens our school and should be honored and protected,
- ❖ Humanity prospers when people work together.

Welcome to McKinley Elementary where we are committed to excellence in teaching and learning so that all of our students may succeed. This handbook was designed for you to keep and refer to throughout the year as a guide to school policies and procedures and information concerning the wonderful programs and services we offer at McKinley Elementary School. It may also serve as a reference for contacting people on the school staff. Please take the time to read this handbook thoroughly so that we may assist you in helping your child receive a rewarding and enriching educational experience.

A calendar of events for the year is also provided in the last pages of the handbook and updated each month. We hope you will find it helpful as one of the many communication pieces designed to keep parents informed and involved in our partnership to provide the best educational experience possible for our children. We are looking forward to a wonderful year!

**Welcome to McKinley- The following information contained in these pages will help you and your child/children have a successful school year!**

# SCHOOL & OFFICE HOURS

## School Hours:

Monday, Tuesday, Wednesday, Friday 9:10 am - 3:40 pm  
Thursday (minimum day) 9:10 am - 12:55 pm

## Office Hours:

Monday through Friday - 8 am to 4:30 pm

# STUDENT REGISTRATION CARD

The student registration card is an important source of information for the school. It provides the child's address, phone number and emergency contacts. This information is used by teachers, administration, office staff and health personnel. It is imperative that a new card is completed for each child as soon as possible.

Please inform the office of any changes in student information throughout the year, most importantly work and emergency phone numbers.

# CLASSROOM ASSIGNMENTS AND REORGANIZATION

Tentative teacher assignments for all grades are posted in the office windows on the Saturday before classes resume for the year. All placements remain firm for the first two weeks of school. **During the first weeks of school, the enrollment stabilizes and it is sometimes necessary to reorganize classrooms. Please explain to your child that his/her class assignment may change.** Every effort is made to reorganize the classes as early as possible to cause the least amount of disruption to our children. Parents of students involved in any changes will be notified by telephone and/or in writing. We ask that parents are supportive throughout any reorganization and that they keep in mind that it is not done arbitrarily, but out of necessity.

# ARRIVAL AND DEPARTURE TIMES

## MORNING SUPERVISION

Supervision begins at 8:45 a.m. Students should not arrive at school earlier than 8:45 am unless they participate in the breakfast program which begins at 8:30 am or are enrolled in the PrimeTime Program. At 8:45 am all students on campus report to the blacktop for The Run for Your Life Program.

## DISMISSAL

Students are expected to go directly home after dismissal at the end of the school day. If you are in need of childcare before or after school please come **to the office for a Prime Time application.**

Your child should be picked up from school at dismissal time (3:40 p.m. daily and 12:55 p.m. on Thursdays). The teachers in grades Kindergarten through 3rd will walk their students to the front of the school. For safety reasons we ask you to park your cars on Felton St. and or Redwood St. or one of

the side streets and walk to the front of the school to pick up our child. If a parent needs to talk with a teacher, he/she needs to park on a residential street and walk to the school. **Dogs are not allowed on campus.**

There is no supervision provided after school. Please have an alternate plan for pickup if you are not able to meet your child at dismissal.

## ATTENDANCE

State Education Codes 48200 and 4826 (a) mandate that all children are required to attend school daily and arrive on time.

Regular attendance in school is vital to your child's progress. The hands-on experiences and group discussions that are missed cannot be made up, making regular attendance imperative to a successful school experience. It is also important to school funding which is based on average daily attendance. A recent change in state law regarding excused absences changed the way the district collects state funds for daily attendance. Absences not related to health, medical, legal, or religious holidays are considered unexcused (U). Please schedule medical and dental appointments during school vacations or after school hours. If an appointment must occur during school hours, please make every effort to have your child attend school before or after the appointment so a full day of school is not missed. Request a doctor's or dentist's preprinted note to present to the office when your child returns to school. Students who are truant (Z) will be referred to school police. Medical absences of three days within one month must have a doctor's verification note. Whenever your child will not be attending school for one or more days, call the school office at (619) 282-7694 the morning of the first day's absence. The school district requires a specific cause or symptom of illness for absence, so please state the reason for your child's absence.

## ON TIME, EVERY DAY!

Children are expected to arrive at school to line up by **9:05 a.m.** Once the **9:10 a.m.** bell rings, school has begun and students are considered late. Please assist your child to develop responsible and positive habits by encouraging punctuality. **Late students must report to the office for a tardy slip or they will be marked absent for the day.** Late arrival or early departure will count against perfect attendance. Any tardiness which is more than 30 minutes and is not related to health, medical or legal reasons are considered unexcused (U). Please accompany your child to the office to give the reason for the tardy or provide a note describing the health issue.

If a student continues to be tardy, the following steps will be taken:

- **Three unexcused tardies/early leaves of 30 minutes or more are considered truant tardies. A letter of truancy is sent to the parents and the school district is contacted. (Education Code 48200, 48260(a), 48260.5).**
- **The district counselor will interview students. Students who continue to be tardy will make up time at recess or after school.**
- **Continued unexcused tardies will require a parent conference that includes the teacher, district counselor, and/or administrator.**

## ABSENCES

If your child is going to be absent from school, please call the office, (619) 282-7694, before 9:30 a.m. The law requires us to document the reason for every student absence; therefore, calls will be made to the homes of those students whose parents/guardians have not called regarding their child's absence. In accordance with the Education Code (48200, 48260(a), 48260.5), a series of official district attendance letters are mailed to parents and reported to the state in cases of unexcused absences.

**If a student has problems with attendance, the following steps will be taken:**

- School staff will contact parents to discuss attendance.
- Letter A will be sent to parents.
- Attendance will be monitored for improvement.
- The district Letter B will be sent through the U.S. mail to parents stating that the law requires students to attend school daily.
- A parent conference will be held if attendance does not improve and the documentation will be sent to the district office.
- Letter C will be sent to designate habitual truancy.
- A home visit will occur.
- A referral will be made to the School Attendance Review Board (SARB) if parents do not respond.
- A SARB meeting will be held which includes representation from the Juvenile Justice Court System and Child Protective Services.

## INDEPENDENT STUDY CONTRACTS

Parents may initiate a Contract of Independent Study (CIS) from the school office for their students who will be absent **five or more days** for personal family reasons. **Applications for study contracts MUST BE SIGNED AND COMPLETED AT LEAST A WEEK IN ADVANCE OF THE PLANNED ABSENCE.** Your child's teacher will provide the work your child will be missing with the contract. **The completed work must be turned into the school office within five days of the student's return in order to receive** credit for the contract. **Our school no longer receives money for your child for any absence except those that are covered by a Contract of Independent Study of five days or more.**

## LEAVING SCHOOL GROUNDS

State law prohibits pupils from leaving school grounds once they have arrived on campus. Leaving school grounds also impacts students' instructional time. If you need to take your child from school during the school day for unavoidable circumstances, you need to come to the office and sign a "**Permit to Leave**" form. Your child will not be released from the classroom without this form. A child will only be released to the adult persons listed on the school registration card. Please make sure the information on your card is up-to-date with information throughout the year. This requirement is for the protection of all concerned. Leaving school during the day affects student eligibility for perfect attendance awards.

# VISITOR POLICY

- McKinley Elementary welcomes all parents/guardians and encourages them to visit their students' classrooms. We also welcome volunteers!
- To assure continuity and integrity of instruction, parents interested in visiting classrooms shall contact the teacher of the class a minimum of 24 hours in advance to schedule a mutually acceptable time for the visit.
- All visitors and volunteers must sign in and obtain a name badge that must be worn for the entire visit. Upon departure visitors and volunteers must also sign out.
- Upon request of the teacher, the principal or designee shall accompany the visitor during the observation.
- Parent/guardian visitations and observations are typically limited to one (1) hour. If a parent/guardian wishes to visit for longer than one hour, permission to do so must be granted by the principal.
- Observations and visitations must not be disruptive to instruction.

## Legal References:

Board Policy: A-2000, B-1000, B-6000, F-3800, G-1000, G-1001, G-1003, J-4500, J-8500, K-1500, K-2000, K-6500, K-7000

Education Code: 32210-32212, 32250, 44810-44812

Municipal Code: 52.70.02-52.70.03

Penal Code: 415, 602, 626.2 et seq., 627.2 et seq., 647b, 653g

# BUS TRANSPORTATION

We have a few buses that transport students to and from school. Please be aware and do not park within the bus-loading zone on Redwood St. in the morning from 8:50 am to 9:15 a.m., and from 3:15 p.m. to 3:45 p.m. in the afternoon. If you park across the street from the bus-loading zone on Felton Street, please make sure that you walk across the street to pick up your child. It is extremely unsafe to call to them and ask them to cross the street unattended. Students, who ride the bus on a field trip, are expected to obey the following rules for safety:

Follow all directions/instructions received from the school bus driver.

- ❖ Remain seated at all times.
- ❖ Face the front and keep hands and feet out of the aisle.
- ❖ Keep hands inside the bus and use a soft "inside" voice.
- ❖ Respect the rights of others inside and outside the bus.

School bus drivers may issue referrals for inappropriate behavior on the bus. Students who receive three or more bus referrals risk being suspended from the bus.

# COMPLAINT PROCEDURE

It is always our intent to resolve concerns as quickly as possible. If a parent has a classroom concern, it is expected that he/she will try to resolve the concern with the classroom teacher. If the concern is not resolved, the principal may be contacted. She/he will set up a meeting between the parties involved in an effort to resolve the issue.

# HEALTH OFFICE INFORMATION

The school health office is staffed with a health technician on Monday, Thursday, and Friday and a nurse on Tuesdays and Wednesdays. Some of the school health office services include:

- provide first aid and appropriate referrals for sick and injured students,
- monitor all students' immunization status to assure that they are in compliance
- assure all first grade students are in compliance with the state's requirement of a CHDP physical exam for first grade admission
- activate EMS in the event of major emergencies

## • Guidelines for Absence Due to Illness

Children too ill to participate in normal school activities whether or not a fever is present should not attend school.

- Children with a temperature greater than 100 degrees should be free of fever without Tylenol or aspirin for a minimum of 24 hours before returning to school after illness.
- Children with persistent vomiting or diarrhea should not attend school until the vomiting or diarrhea has dissipated for at least 24 hours.
- Children should not attend school if they could have a contagious disease, i.e., strep throat, conjunctivitis. See your doctor immediately and obtain the appropriate medication. Generally, doctors recommend returning to school after a 24-hour period of medication. Please make the school aware of any contagious illness, i.e., strep throat, chicken pox, hepatitis, so that we may alert the parents of children in your child's class of possible warning signs.
- Children with a rash of undetermined origin should not attend school until the rash is gone or it has been determined to be non-contagious by a physician.
- Children who have undergone a medical procedure requiring general anesthesia should not attend school for at least 24 hours after anesthesia.
- Children requiring specialized health care procedures may not attend school until district required paperwork (i.e., parent authorization, physician's orders) is completed and the school staff is provided orientation to the student on the specific procedure being requested.
- **District Policy for lice:** When a student is initially identified as having live head lice, the student is to be **excluded from school at the end of the day** for treatment. After treatment at home, **it's mandatory to return to school the next day via the health office, for inspection.** Parents are advised to accompany their child. After being checked and live lice are found then the student returns home for more treatment.

## PHYSICALS

All children are required to have a complete physical upon entering 1st grade. A health exam form is provided when you register for your doctor to complete. Up-to-date immunizations are also required and certification must be submitted to the office.



## MEDICATION POLICY

The San Diego Unified School district has strict guidelines for administering prescriptions at school. If a student needs to be given any medicine while at school, the parent and physician must complete the form Physician's Recommendation for Medicine. Medication cannot be dispensed without this authorization on file. The medication and the form need to be brought to the office by the parent/guardian. This form can be obtained from the school's Health Office and will be kept on file. If there are any changes in medication, a new form must be completed before a new medicine or dosage can be given. Classroom teachers cannot dispense medications.

## CONTACTING PARENTS IN CASE OF EMERGENCY

We will notify you immediately if your child is injured or becomes ill while at school. *It is very important that we have accurate, up to date information regarding your address, home phone number, work phone number, cell phone number, and a local relative, friend, or neighbor's phone number in case we cannot reach you.*

## INSURANCE

San Diego City Schools does not provide insurance to cover students' accidents. If your personal medical insurance coverage is not sufficient, you may be interested in applying for student supplemental insurance. Applications are available in the school office.

## BREAKFAST AND LUNCH

Breakfast and lunch are served daily. Each student is given a pin number that they enter into a computer at each mealtime. You may establish a pay in advance account with the cafeteria or pay per each meal as needed. New certification applications for free and reduced meals will be sent home at the beginning of each school year or you may apply online @ [www.sandi.net](http://www.sandi.net). School menus are sent home monthly during the school year.

## SNACK POLICY

At McKinley Elementary we are committed to promoting healthy nutrition. Additionally, we are responsible for maintaining a safe environment for students with food allergies that minimize the risk of contact or exposure to foods that could cause an allergic reaction. In some cases these allergic reactions are potentially life threatening.

At afternoon recess each day, students are given the opportunity to eat a nutritious snack before playing. This provides them with an energy boost for the remainder of their day. *We ask that all students bring only healthy snacks to eat. Students will not be permitted to eat candy, chips, hot Cheetos or drink soda at school with their snack or lunch.* We ask that your children enjoy these food items at home.

# LUNCH & RECESS SCHEDULE AND PROCEDURES

## Lunch Arbor Procedures

Students will have a thirty minute lunch period each day. The lunch schedule is:

11:30 - 12:10 pm Kindergarten

12:00 - 12:40 pm 1<sup>st</sup>, & 2<sup>nd</sup>

12:20 - 1:00 pm 3<sup>rd</sup> -5<sup>th</sup>

Thursdays - Kindergarten 11:10-11:40 am; 1 & 2 - 11:45 am- 12:15 pm and 3, 4, 5 - 12:20-12:50 pm

All children (grades K - 5), whether they bring their own lunch to school or buy a hot lunch, are seated in the lunch arbor during the lunch period.

## Recess

Students are scheduled for a fifteen-minute recess period each day from 2:15 -2:30 p.m. Only under adverse weather conditions do we keep the children indoors.

## KIDS CHOICE CAFÉ PROGRAM

Our San Diego City Schools Food Services Department has a "Kid's Choice" hot lunch program at our school. A monthly menu is provided that shows the lunch choices (e.g. chicken leg, pizza, hamburger, burrito, salad) available to students each day. A choice of chocolate milk or plain milk accompanies each lunch. This program has been very successful for our students -they are eating more, the choices are nutritious and they are enjoying their food!

## LUNCH MONEY

Children may bring money each time they purchase lunch or milk. Funds may be placed in an account that your child may access for purchases any day. To place money in your child's account, please clearly mark an envelope with your child's name and teacher/room number. Envelopes may be brought to the school office or taken to the cafeteria manager in the morning from 8:45 - 9:15am. Lunches may also be purchased through the PayPams meal system @ [www.sandi.net/food](http://www.sandi.net/food) or [www.paypams.com](http://www.paypams.com) . Prices are as follows:

Tray lunch including milk - \$2.00

Milk only - \$ .50

## TOY POLICY

We do not allow children to bring toys or electronics to school. This includes any kind of trading cards, bottle caps, legos, etc. We have sufficient items available at school for the children to play with for both outdoor and indoor recess.

## HOMWORK POLICY

The Board of Education has implemented a district-wide homework policy. We recognize that a reasonable amount of homework and preparation is necessary for the academic growth of all students. Homework assignments will be used for the enrichment, reinforcement, and extension of school learning experiences. Each classroom teacher will send home information explaining homework expectations at the beginning of the school year. We appreciate your support in making sure that your child completes all homework assignments and returns them on time. Please contact your child's teacher if you have any questions or concerns.

## SCHOOL LIBRARY

All students are given the opportunity to visit and check out books from the school library. We invite your cooperation in the care of all library books.

It is the child's responsibility to take care of the books that he/she borrows from the school or classroom library. **Students and parents are financially responsible for materials that are lost or damaged.**

The school library assistant purchases the replacement books to ensure that a library-bound edition is received for the library. These are more costly than books that can be purchased in stores because of the quality of the binding required for books that will be circulated for many years.

## INSTRUCTIONAL TEXTBOOKS AND MATERIALS

Instructional textbooks and materials are issued to students as they enter McKinley. Additionally, students have access to other instructional materials such as computers, math manipulatives, and science tools in the classroom. These instructional materials are the student's responsibility. If a textbook, calculator, other instructional materials are lost, stolen, or damaged, we ask that parents reimburse the school for the amount it costs to replace the item. Please discuss the importance of proper care of these instructional materials with your child.

## LOST & FOUND

**Please label all clothing items, book bags, and supplies with your child's name.** By doing so, most "lost" items can be returned promptly to their owners. If an item has been misplaced, please encourage your child to check the lost and found rack located by the bicycle rack next to rooms 1 & 2. Monthly, unclaimed items will be put in the blue clothing bin outside the auditorium.

## PHYSICAL EDUCATION PROGRAM

All McKinley students will participate in a physical education program lead by a certificated and professionally trained P.E. teacher. The State of California requires all students to participate in a minimum number of minutes of physical education on a weekly basis. If your child is unable to participate, he/she must have a physician's note. Please contact the school if your child requires special modifications for engaging in physical activities.

## MUSIC PROGRAM

All fourth and fifth grade students will participate in an district music program. Through this program students are introduced and given an opportunity to play an instrument, or sing in the chorus. A certificated and trained music teacher provides instruction in this program once a week.

## EMERGENCY PROCEDURE PLANS

To ensure a safe learning environment we annually review our school safety plans. Fire and emergency drills are held on a monthly basis in order for students to practice and become familiarized with emergency procedures. If any disruptive or emergency situation should occur we will implement the school Emergency Procedure Plan which includes:

- ❖ Immediate communication with the school police or the San Diego Police Department,
- ❖ Staff supervision of students,
- ❖ A school "Lock Down" with all school gates locked until it is safe to release students,
- ❖ A "Reunion Gate" for student pick-up by the designated parent/guardian.

## FIRE & DIASTER DRILLS

Fire drills and disaster preparedness drills are conducted monthly to practice the safe and efficient egress from classrooms and our site. Our site has required that parents assist us with disaster preparedness by filling out the disaster preparedness card and preparing the disaster packet to be kept at school for their children. The packet and card are designed to provide up-to-date emergency information, some supplies, and comfort artifacts for students in the event of an earthquake or other disaster. If circumstances allow, students will be kept on campus until picked up by parents or their designees, as indicated on the registration and/or disaster cards.

## BICYCLE & SKATEBOARD POLICY

Fourth and fifth grade students may ride bicycles to school. **All Kindergarten - 3<sup>rd</sup> graders may ride as long as a parent or guardian accompanies them.** Students are required by law to wear helmets while riding a bicycle. Bicycles are to be licensed and must be securely locked. Students may not ride on campus. Skateboards, rollerblades, scooters, and roller sneakers are not permitted on school grounds. Although McKinley has designated an area for students to park bicycles, **the San Diego Unified School District is not responsible and assumes no liability for theft, damage, or loss of uses, to any bicycle, equipment, or article left on site. The student and parents assume all such risk.**

## INTERNET USAGE

At McKinley Elementary all students have access to computers. All of the computers have Internet access through SDCS technology services. While sites are secured, all students must have a signed parent permission form on file in the office in order to access the Internet using school computers. Please also be advised that teachers are responsible for checking sites before their students use them. Forms are found in the Fact for Parents booklet. Forms are also available in the office.

## BIRTHDAYS

Children enjoy celebrating their birthdays at school. As a general guideline **we do not allow birthday celebrations to interfere with valuable instructional time.** Please check with your child's teacher regarding classroom practice in this area. If you wish to provide treats for your child's class, non-food treats are preferred (pencils, stickers, etc). Please keep treats simple i.e. granola bars, fruit, veggies, cookies, popcorn, etc. **(No cakes, cupcakes or ice cream)**. Many students have allergies so plan ahead with the teacher so that arrangements can be made for students with health concerns.

Often parents are unable to invite the entire class to their child's home birthday party. Problems occur within the classroom when invitations are handed out in school and only some children receive them. For this reason, party invitations cannot be distributed in school unless all children or all same-gender children in the room are invited. We appreciate your cooperation regarding this matter.

## RECOGNITION ASSEMBLIES

School assemblies are held after each grading period in the auditorium to present certificates to students in each class for IB attitudes, profiles and achievements. Teachers and classmates choose the students for these awards. Parents of students receiving awards are invited to attend. Students with perfect attendance will be recognized once a month at a Blacktop Assembly.

**McKinley IB Community/School Expectations will be sent home next week after teachers and the principal meet with students.**

## PARENT AND COMMUNITY INVOLVEMENT

Parent involvement is important to the success of all McKinley students. Please consider getting involved in one of the parent groups listed below:

- ❖ School Site Governance Team
- ❖ School Site Council
- ❖ English Learner Advisory Committee
- ❖ Parent-Teacher Club/Foundation (PTC)
- ❖ San Diego High Cluster Council
- ❖ Classroom Volunteer - requirements for volunteers can be found in the McKinley Volunteer/Parent Guides (MEP) in the office
- ❖ Library Volunteer

If you are interested in volunteering or participating in any of these groups please contact the school office at 619-282-7694.

# PARENT & TEACHER CONFERENCES

Seven minimum days are scheduled every year for parent-teacher conferences. Additionally, please do not hesitate to contact your child's teacher as needed if you have a question or concern. Please remember to call in advance so that a convenient time can be established for everyone.

*Dates for this year's conferences are:*

- ❖ *November 18, 19, 20, 21 & 22, 2013*
- ❖ *March 26, 27 & 28, 2014*

## PHONE USAGE

Students are only allowed to use the school phone for emergencies only. Please make necessary arrangements with your child before leaving home regarding transportation, lunch money, homework, childcare, and after school activities. At McKinley instruction takes first priority, thus our office staff has been instructed to make every effort not to interrupt classrooms during instructional time.

## CELL PHONES

Board of Education Policy H-6980 outlines the rules for student possession and use of cellular phones, pagers and other electronic signaling devices on school campuses, on school buses and at school-sponsored activities, while under the supervision and control of school district employees.

According to the policy: All students may use these devices on campus \* before school begins and after school ends.\*

These devices must be kept out of sight and turned off during the instructional program. Unauthorized use of such devices (using phone anytime during the school day) disrupts the instructional program and distracts from the learning environment. Therefore unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action.

The San Diego Unified School District and McKinley Elementary School assume NO LIABILITY for cell phones or other electronic equipment brought from home.

Students and parents are notified of this policy each year through the *Facts for Parents* booklet.

# PRIMETIME PROGRAM

The YMCA offers on-site before and after school childcare. The program is available before school from 6:00 a.m. to 9:05 a.m. At the end of the day, students enrolled in PrimeTime go directly to the program from their classrooms at 3:40 p.m. You can find out more information by going to their website @ [www.copley.ymca.org](http://www.copley.ymca.org) or by calling 619-283-2251.

## MCKINLEY ELEMENTARY SCHOOL STAFF 2013/2014

Julie Ashton-Gray

Principal

### TEACHING STAFF

Bernice January

Gina Honma

Debbie Davis

Nancy Rose-Weber

Brian Rittko

Dave Whitehead

Frankie Appleby

Tilly Som

Leslie Mellos

Krista Mills

Danielle Zdunich

Julie Cheesman

Joni Gentle

Kathleen Phillips

Katie Wagner

Sonia Paz

Richard Kenyon

Guy DeVoss

Jesse Carrillo

Scott Ghahary

Shannon Trocha

### SPECIAL SUBJECT AND SUPPORT STAFF

Erin Knight

IB Coordinator

Susan O'Brien

English Language Support Teacher

Charles Lunsford

P.E. Teacher

Carol Merten

Resource Specialist Teacher

Pam Steckbeck

Speech Pathologist

Vanecia Beatty-Calcote

Psychologist

C. Ballentyne

Speech & Language Pathologist

Kitty Mateo

Library Assistant

Sue Martin-O'Connell

Counselor

Nickie Dubbs

Push In Teacher

Raymond Haffey

Resource Specialist Teacher

Esther Celedon

Special Education Technician

Rachelle Townsend

Special Education Technician

Maria McKenna

Special Education Technician

Tonya Morris

Special Education Technician

Brenda Meyer

Special Education Assistant

Sarah Archer

Special Education Assistant

**OFFICE STAFF**

Terri Freese	Elementary School Assistant
Alejandra Bird	Bilingual School Clerk
Jenny Stabile	Health Technician
Eloise Kooima	Nurse

**CUSTODIAL STAFF**

Nario Domingo	Building Services Supervisor
Torell Brown	Custodian Crew Leader

**CAFETERIA & SUPERVISION STAFF**

Claudia Zapien	Cafeteria Manager
Maria Ingrande	Cafeteria Assistant

Fazilah Hashimi	Supervision
Brenda Meyer	Supervision
TBD	Supervision
TBD	Supervision