



Important Reminders and Key Info for our New Families

Below please find key reminders on procedures and guidelines as well as critical information to new McKinley families as we enter the new school year.

MKS Basics: 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.

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 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.

Walk In/Drop Off/Pick Up: 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.

Sick/Late Policy: If your child is going to be absent from school, please call the school attendance desk at (626)396-5630 to report your child's absence. All students who are tardy to school must check in at the attendance desk and receive a late pass. MS: students are tardy if they are not in class at 8:25 am, ES: students are tardy if they are not in class at 8:45 am. Middle School students do accrue detention for excessive tardies.

Dress Code: Please see the enclosed flyer and/or the school web site for school dress code requirements for elementary and middle school students. It is important that students come in their Learning Clothes every day. We will have campus uniforms and our used clothing sales at Opening Day.

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: 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 Ave](https://www.pasadena.k12.ca.us/740-W-Woodbury-Ave), Pasadena, CA 91103. For a simple and safe method to apply, use our online application at www.MySchoolApps.com. Contact Grace Aguilar at 626-396-5852 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.

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 13th. 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.

PTA Membership: Your membership matters! Membership dues, valid for one school year, are \$. There are an abundance of volunteer opportunities and you can be as active as you want to be. Just joining the PTA helps the school. Anyone can be a member and all are welcome to attend PTA meetings and socials. Check our key dates flyer and the school's calendar on our web site to save the dates.

Annual Fund Boosters and Fundraising Events: The Annual Fund's primary role at McKinley is to fund our arts programs, including Ms. Lacy's salary, our 3 after-school productions, and goals to increase the direct instruction for band and choir for all grade levels at MKS. The Annual Fund is the funding arm of the Arts/VAPA curriculum here at McKinley and we cannot be more grateful for their work. When you see fundraising opportunities through the Annual Fund and PTA, please engage. Every Child at MKS receives arts education because of these efforts.

Handbooks: Lastly, McKinley will be sharing new parent and student handbooks at the start of the school year. Please review that key information on expectations, guidelines, and procedures. And if you have any questions, do not hesitate to contact the MSK Admin Team. We are here to serve you.