



Parent-Guardian Guide Book

Argonne Elementary

680 18th Avenue

San Francisco, CA 94118

415-750-8460

K-5 school of the San Francisco Unified School District

Dear Argonne Parents and Guardians,

Welcome to the 2009/2010 School Year.

The PTO would like to introduce ourselves (if you don't already know us) and ask you to consider joining us this year in many of our activities this year.

One of the amazing assets that Argonne has is its parents. We ask you to join us!!

We need parent involvement and parent help more than ever. Our goals in the coming year are to become an even better coordinated and better communicating parent community. We will try to increase our fundraising goals to ensure Argonne's resources continue to be robust so that we may continue to provide our children with the extracurricular programming and special academic support they deserve. We will continue to help Ms. Sharp implement the District's strategic plan here at Argonne through supporting a social justice curriculum, community service and special programming events and through better communication between and among our diverse community of teachers, staff and parents. We hope to continue to help our school utilize and leverage existing technology in our classrooms. We plan to launch a new website next year to help us all communicate more effectively with one another. We would like to begin the process of greening our school-yard (even just a bit). We would like to add more community service events to the calendar and even some on site social events for kids and their families. But all of this requires help.....

We Need More Parents Like You

If you are already involved, stay involved. If you can do more, we ask that you do. Specifically, we are looking for at least 20-25 additional parents willing to be more involved in the PTO. We are specifically seeking people who are willing to take on the following responsibilities:

Communications -- We need committed parent volunteers willing to help make sure we are communicating with each other effectively. We are looking for those willing to help publish a weekly (mostly on-line) newsletter, design and manage an Argonne website, ensure up to date email addresses and phone numbers for Argonne families and develop and implement other effective communication strategies. This should be job for a team, not just one individual.

Technology -- We need committed parent volunteers willing to work with teachers, staff, district representatives and consultants to help Argonne better implement technology in the classroom. We will be hoping to secure a grant to help us in this area. In addition, we need anyone with Macintosh administration skills to help on an ongoing basis to help the lab running smoothly. If you would like to add to this team or know others who have these skills, please let us know!

Fundraising/Resource Development -- We need added parent volunteers willing to help us pursue grants, develop partnerships and fundraise, fundraise and fundraise. This includes the giving letter, Mayfair and all the other new ideas we can deploy next year to increase our goals! We have a great crew that works tirelessly for our school, but they can always use an extra pair of hands....

English Language Advisory Committee (ELAC) – We need committed Chinese speaking parents who will work with our current ELAC chair to monitor, promote and support the learning of our students of limited English proficiency and with advising the PTO in connection with bilingual education programs and plans.

Programming -- We need committed parent volunteers willing to help us plan special programs and events.

Volunteer coordinating -- We need set, committed parent volunteer coordinators to help us recruit and track parent volunteers to make sure we leverage all the resources available and have us organized and ready for any activity that needs a pair of hands!

Green Argonne -- We need committed parent volunteers willing to lead Argonne through a conversation and later planning and development of a schoolyard greening initiative.

Please contact one of us to get involved!

Many thanks!

Adina Safer & Phil Ginsburg PTO co-chairs
asafer@iname.com; philg_1208@yahoo.com

EMERGENCY PLAN FOR OUR FAMILIES

Here are the steps for you to follow in case of an emergency that affects the students at Argonne.

In case of a fire or earthquake:

1. If our building is determined to be safe, we will remain in the building and continue classes.
2. If part of our building is determined unsafe, we will remain on the yard. We will wait for parents to pick up their children. An area to sign out students will be set up by the 17th Avenue gate. If an alternative is needed, a sign will be placed on the 17th Avenue gate.
3. If it is not possible to remain in our yard or another area of our school, all students will be taken to the Argonne Playground on 18th / Geary.
4. As soon as an emergency occurs, SFUSD's emergency team will be called to our site. They will have the ability to communicate to all other emergency agencies.
5. In an emergency please understand that our phone lines will be busy. You may try calling the regular school office number at 750-8460 or you may also call the school's cell phone that will be turned on for parents to call. The cell phone number is 828-7235. (The cell phone is usually not turned on.)
6. Only adults listed on the student's "Disaster Release Form" are allowed permission to pick up the student. All students must be officially signed out before leaving the school campus.
7. In case of a severe citywide earthquake and our building remains secure, we will keep students here until they can be picked up. We have a supply of water, blankets, etc.

In case of any unexpected school closing during the school day by the Superintendent:

1. All children will remain in classrooms to wait being picked up by family members. When only a few children remain in the classrooms, we will bring the remainder of students to the library. **Parents/guardians must come to the front desk in the office, and students will be notified to come to the office. Students may not be check out directly from the classroom.** All children must be checked off the classroom list and signed out in the office before leaving the campus
2. If as with the 9/11 some families received the news before coming to school and others did not, we will sign in all children that arrive at school and then they will be signed out in the office before they can leave. The number of students present will determine the location of children in the building.
3. Again parents should call the school's cell phone. The school will also begin to notify parents to pick up their children.

In case of a bomb threat:

1. Police and district will be notified.
2. A fire drill may take place.
3. If there appears to be imminent danger, site evacuation will take place and student release will occur to parents will occur.
4. In case of site evacuation, students may be removed from the immediate vicinity. We will go to the Argonne Playground on 18th Avenue near Geary Street.

In case of student injuries in a major event:

1. Students with minor injuries will be cared for on site.
2. 911 will be called for students with more serious injuries. Ambulances will take students to the hospital of parents' choice when possible but to the nearest care facilities when necessary. We will do all we can to notify parents. The teacher accompanying the child to the hospital or care facility will bring the student's medical release form.

In any emergency, we request that family members picking up students remain calm as to not further the distress and fear that the students may already be experiencing.

We will be asking families to help create a small student disaster kit to leave at school at the beginning of the new school year. This kit will contain a bottle of water, long lasting snack food, bottle of water, and possibly a small toy and family picture.

- **Emergency Information**

Please keep the information on your child's Argonne emergency card current. This information will be used for immediate contacts should their be an illness or an event such as a fire or an earthquake. Send any changes to the school office immediately.

In the event of a major event occurring before school hours, the superintendent, or the principal, may send a broadcast message to your home phone. You may also want to check KALW (91.7), the public broadcasting station of the unified school district.

General Information

Argonne Elementary
680 18th Ave
San Francisco, CA 94118

Office phone: 415-750-8460
Office fax: 415-750-8462

Robin Sharp, principal
Grace Mingoa Cagaoan, secretary

Teachers

Ms. Dere	101	K
Ms. Coleman	102	K
Ms. Cheng	103	K
Ms. Bondy	104	1 st
Ms. Vogel	105	K/1 st
Ms. Rha	106	1 st
Ms. Thayer	107	2 nd /3 rd
Mr. Lopez	135	1 st
Ms. Peterson	201	2 nd
Ms. Magid	202	2 nd
Ms. Levine	203	2 nd
Ms. Cox	205	3 rd
Mr. Allyn	206	3 rd
Ms. Towsley	207	5th
Ms. Terry	209	3 rd
Ms. McDonald	301	4/5
Mr. Freund	302	4/5
Ms. Eng	303	4th

Staff

Ms. Rodriguez	Learning Support
Ms. Campbell	Librarian
Ms. Greener	Special Education
Ms. Polen	Special Education
Ms. Bond	Speech Therapist
Ms. Davis	Elementary Advisor
Ms. Benz	Paraprofessional
Ms. Steinberg	Paraprofessional
Ms. Qin	Paraprofessional
Ms. Pelzner	Paraprofessional
Ms. Henriquez	Paraprofessional
Ms. Chong	Reading Team
Ms. Liu	Reading team
Ms. Smith	Reading team
Ms. Chen	Custodian
Mr. Lai	Custodian
Mr. Chin	Cafeteria Worker

On-site After-school Programs

- YMCA: 831-4093 or 666-9610
- RDASC (Richmond District After School Collaborative): Charles Corsiglia or Anne Mannes-751-6600
- Cantonese After-school-Miao Wu- 751-9258)

SFUSD (San Francisco Unified School District)

- Board of Education 241-6427
- Educational Placement: 241-6085
- Parent Relations: 241-6185
- Screening and Assessment: 355-6904
- Special Education: 355-7735
- Transportation: 695-5725

School Hours

- July-August: 8:30am – 2:00pm
- September-June: 8:30am – 2:40pm

First day of school

- Returning students will have received their class assignment at the bottom of their final report card from the previous year.
- New students will have their class assignments mailed to them or receive them in the office on first day of attendance.

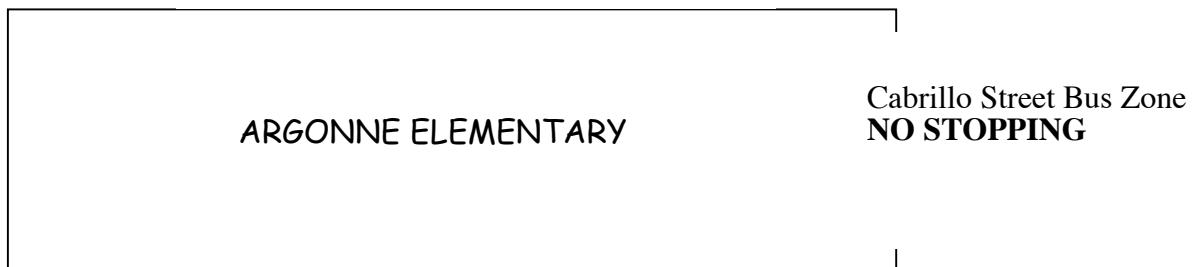
Mornings

- Students line up for their teachers in designated spots on the playground. If it is raining, students line up in the multi-purpose room.
- **Students must arrive to school on time** otherwise they will be marked tardy. If your student arrives late, they must check-in at the office to receive a 'late slip' before going to class. Students who are late over 15 minutes 3 times or more must reported to the district as truants.
- Students may be dropped off no earlier than 8:15
- The 17th Ave. gate is the designated drop-off area
- **DO NOT BLOCK** the bus zone on Cabrillo or our neighbors driveways.
- **DO NOT DOUBLE PARK ON 18th Ave at the school entrance**

Afternoons

- The 17th Ave. gate is the designated pick-up area
- If it is raining, children will gather in the school office for pick-up.
- If your child needs to leave school early, you must sign them out in the office. Please alert the teacher beforehand as a courtesy.
- Buses arrive by 2:40, there is no playground supervision once buses have departed.
- **DO NOT BLOCK** the bus zone on Cabrillo or our neighbors driveways.
- **DO NOT DOUBLE PARK ON 18th Ave at the school entrance**

17th Ave. Gate: Drop-off/Pick-up Zone



680 18th Ave. School Front Entrance
**No Double Parking or blocking
neighbors driveways**

Care and Feeding of Argonne Students

Breakfast and Lunch

- Applications for free or reduced price school meals are sent home at the beginning of the school year. Please complete the form whether or not you think your child qualifies; our district receives more money for the school lunch program if everyone returns the form.
- Menus are provided on a monthly basis from the District in the Tuesday folder or online at <http://tinyurl.com/y4n2h9>.
- Breakfast is available from 8:15am
- Lunch money is collected every morning in the classrooms for children buying lunch. Note that school lunches are not provided during field trips
- Children who bring lunches are encouraged to eat healthy foods in reusable containers
 - **Please do not send candy or soft drinks**
 - Do not send metal utensils such as forks or knives
- Each child has 40 minutes for lunch. The first 20 minutes the children must sit and may not run around or play in order to provide a structured time for them to eat.
- Lunch is \$2.00 and milk is \$.50.

Health Services and issues

- Hearing and vision tests are given to all Kindergarten, Second, and Fifth grade students and to those children who are referred.
- **Do not send your child to school if they are feeling ill, have a fever or have experienced vomiting in the prior 24- hour period. This is especially important this year with the swine flu outbreaks.**
- Encourage your children to wash their hands frequently
- Please call the office to report your child's illness.

Lost and Found

- The Lost and Found area is between the YMCA room and the multi-purpose room. Every year we have a large amount of items that go unclaimed. These unclaimed articles are donated during the year to Goodwill, Salvation Army, etc. Please make sure that your **child's belongings are marked with their name.**

What your child should bring to and from school

- Backpack
- Homework
- Tuesday folder with weekly newsletter
- Permission forms for field trips
- Other information from their teacher

What your child should NOT bring to school.

- Trading cards of any type- Pokemon, baseball, etc.
- Electronic devices- Cell phones may not be used by students on school grounds. If phones are in use, we will have to take them and keep in the office until an adult can pick them up. iPods and other Mp3 players should not be brought to school.
- Candy and sodas
- Toys (with exception of Stuffed Animal Day)- Please find other things to bring for Show and Tell in the primary grades.

Parent Opportunities

Communications

- Tuesday folders contain a weekly newsletter and other pertinent items. To submit information for the newsletter email: argonnenews@yahoo.com
- Argonne list serve: receive or send information via email by signing up at: http://groups.yahoo.com/group/argonne_es and click the “Join this Group!” button.

Parent and Visitor Sign-in

All parents and visitors must first sign in at the front office window to get a badge.

Volunteer

- We strongly encourage all parents to spend time volunteering at Argonne. Please also consider registering with San Francisco School Volunteers by going to: www.sfsv.org. Throughout the year requests for volunteers will show up in the weekly newsletter. There is a list of opportunities later on in this booklet.

Fundraisers

Argonne has two primary fundraisers:

- The Giving Letter provides the option for parents to write one check in the fall as their way of supporting all the ‘extras’ we are able to provide at Argonne.
- Mayfair is the annual spring carnival. Funds are raised through game ticket sales, a silent auction, and a raffle.

Parent/guardian-Teacher Conferences

Parents are welcome to address their questions or concerns at any time throughout the school year. The District also provides two week-long conference periods for parents to speak with teachers, typically in October and March. Check your child’s backpack for sign up sheets. School will end 1-hour earlier during those weeks to accommodate conference scheduling. This year our conferences will be October 26th – October 30th and March 22nd – March 26th.

Progress Reports

Student progress reports are issued quarterly throughout the school year. Children are not assigned grades but are assessed on their academic performance.

Testing

In the spring, grades 2-5 participate in a variety of standardized tests. This year our students will be taking the California Standards Tests from April 21st through May 5th. We encourage parents to ensure that their children are well rested and have extra protein during this time. Test scores are mailed by the State in August.

ACE (Argonne Community and Empowerment) Our Parent-Teacher Organization

Many years ago parents and teachers decided to create a parent-teacher organization (PTO) that is a registered non-profit association. This allows us to have one elected board comprised of parents and teachers that functions as the leadership for the PTO and meets District requirements for a School Site Council (SSC). Monthly meetings are held at Argonne and open to all members of the Argonne community.

Elections and Elected Positions

Elections are held in September of every year. Any interested parent is welcome to join the board. Positions include:

- ACE co-chair: this position shares the board chair position with the principal
- Resource and Budget Committee (ReBud): The treasurer serves as chair of ReBud, usually with a co-chair, and oversees all fundraising activities, the annual budget, and management and disbursements of funds.
- English Language Advisory Committee (ELAC): monitors and supports programs to promote learning of our students whose primary language is not English.
- Communication Committee: The secretary serves as the chair and is responsible for the creation and dissemination of all board communications including meeting minutes, the list serve, and the newsletter
- Technology (Curriculum and Technology): This committee is charged with researching and evaluating issues regarding our technology curriculum and use of technology throughout the building.

Teachers and staff are elected as co-chairs via the Teacher Committee and the Classified Employees Committee.

PTO/ School Site Council/ Linking Council Meetings

Monthly meetings of the PTO are held on monthly, (unless noted otherwise in the newsletter) and are held at Argonne from 6pm-7:30 pm, everyone is welcome to attend and childcare is provided. Meetings generally cover committee reports, implementation of our balanced scorecard (strategic plan), school events, and other business. If you would like to add an item to the agenda, please contact the Principal at 750-8460 or email Adina Safer or Phil Ginsburg.

Linking Council/ SSC / PTO Meetings

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|-----------------------------|---------------------------|
| • September 9 th | February 10 th |
| • October 14 th | March 10 th |
| • November 10 th | April 14 th |
| • December 9 th | May 12 th |
| • January 13 th | |

BALANCED SCORECARD/ STRATEGIC PLAN 2009/2010 HIGHLIGHTS

Goal 1: Access and Equity

Objective 1:1- Diminish the historic power of demographics.

Diminish the predictive power of all demographic data on high and equitable student achievement by increasing the achievement of all groups of students and dramatically accelerating the achievement of targeted groups of students (African-American, English Language Learners, Latino, Pacific Islanders, Samoan, Special Education)

Actions:

- **Reading Proficiency and Vocabulary Development**
 - Morning leveled English Language Learner and English Only groupings for English language and vocabulary building support.
 - Reading Naturally- a program that combines research-proven strategies to develop reading fluency and comprehension.
 - Reading Team
- **Social Justice Curriculum- October 13- October 30th**
- **Professional Development- Culturally Responsible Teaching**

Goal 2: Student Achievement and Joyful Learning

Objective 2.1- Ensure authentic learning for every student-

Students will meet or exceed SFUSD grade level standards in all core curriculum areas.

Actions:

- **Hands-on and Experiential Learning**
 - Making clear connections to the real world through field trips, experiential learning, and hands-on explorations.
 - Utilize multiple-intelligences learning theory.
- **Interdisciplinary Project-Based Learning**
 - Professional development and planning time for teachers in project-based learning.
 - Each classroom will participate in at least 2 interdisciplinary projects during the school year.
- **Technology Integration**

Goal 3: Accountability

Objective 3.2- Create the culture of service and support

- **Caring School Community Program Participation**
- **School Communications**
- **Service Learning Projects**

The Balanced Scorecard – Argonne’s Strategic Plan

The Balanced Scorecard/ Strategic Plan outlines our goals for our school year. Each year we determine the plan for the next school year. We do this at school-wide community meetings and at our PTO meetings. It is very important that our whole school community is involved in this planning. You will be notified in the Tuesday newsletters when we have our community events.

Possible Volunteer Opportunities

- ACE: Parent Teacher Organization elected positions as previously described or simply join the committee and help out.
- Become a room parent
- GATE (Gifted And Talented Education) committee
- Safe Schools Committee
- Art in Action: teach the Art in Action curriculum in your child’s classroom.
- Organize a Scholastic book fair chair
- Mayfair: there are lots of possibilities to help out with the annual carnival
 - Food
 - Games
 - Silent Auction and Raffle
- Go on field trips with your child’s classroom
- Help out in the classroom on a regular basis
- Become a science coordinator and assist teachers with the new science curriculum.
- Be a lunch time supervisor
- Coach kickball in the spring
- Become our web master

Calendar of Events

Please refer to both the Tuesday newsletter and the San Francisco Unified School District (SFUSD) calendar for exact dates and times of events.

July	New School Year Begins	
August	Two week break	
September	Labor Day holiday	No school
	The Giving Letter is sent home	Fundraiser
	Back to School Night	September 15th
	Field Day September 25 th	Volunteers needed
October	Columbus/Indigenous People's Day holiday	No school
	School Pictures	
	Scholastic Book Fair	Volunteers needed
	Halloween	Volunteers needed
November	Food Bank barrels arrive	
	SFUSD school enrollment fair- Nov. 7th	Volunteers needed
	Veterans Day	No school
	Thanksgiving	No school
December	More food bank barrels arrive	
	Two week break	No school
January	SFUSD School Site Council Event	
	Parent Surveys go home	
February	Argonne Academic Plan Brainstorming meeting	
	Jump for Heart	Service fundraiser
March	Second Academic Plan meeting	
	Spring Break	No school
April	Testing for grades 2-5	
	Spring pictures	
May	Mayfair May 8 th	Volunteers needed
	Memorial Day	No school

June	Fifth Grade Promotion June 4th	END OF YEAR
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Argonne's Story

Argonne was founded in 1919, in its current location, shortly after most of the neighborhood homes were built. The school was named after WWI's Battle of Argonne, to commemorate the San Francisco citizens who served in that war.

In 1970, the original building was condemned because it did not meet earthquake safety requirements and the school was scheduled to close. However, because a special individualized instruction program had been implemented a year earlier, the Argonne community — principal, teachers, parents — fought, successfully, to keep the school. The old brick building was torn down and replaced with portable classrooms. For the next 20 years, the school operated out of these “temporary” buildings. Then in the mid-1990s, bond money became available and, with it, came plans for a new building. The school relocated for two years to a Sacramento Street site, which now houses the lower grades of the Claire Lilienthal Primary School. In September 1997, the new Argonne facility was completed and the Argonne community moved back home.

Argonne has operated with an “extended” school year since 1977, which means its students actually attend school *more days* each year than children in other San Francisco public schools. For grades 1 through 5, the school year begins in early July and ends the following June with an additional two week break at the end of August. Incoming kindergarteners attend a multi-week orientation during their first summer session and then, in late August or early September, they begin a regular school schedule that is the same as grades 1-5. All of the grades follow the district schedule for holidays and school breaks.

All children are expected to attend during the summer. If you need to take your child out of school for any period, please coordinate with his or her teacher to minimize disruption to your child's learning. If you find that you need to be gone for any period, talk with your child's teacher about establishing an *independent study plan*.

Because of Argonne's extended schedule, teachers take part of their vacation during the traditional school year. Argonne draws from a pool of regular substitutes for these occasions, which means that the children are usually well acquainted with their substitute teacher and the teacher is familiar with both the children and the curriculum.

CARING SCHOOL COMMUNITY FIELD STUDY BEHAVIOR FORM

Field studies are an important part of the curriculum at Argonne Elementary School. Teachers include these trips to provide students the opportunity to make connections with the things they learn in school and the world outside of the school. At times teachers also take students on field trips that they feel provides both fun and new experiences for the students in their classes.

The opportunity to participate in the field study strips is a **privilege** not to be taken for granted by any student. Students are invited to attend these trips. Students can lose the privilege to attend the field study tips if their behavior at school or away from school is not exemplary. To go on field study trips, students must follow our Caring School Community tenets of being responsible, caring, respectful, fair, helpful, and persevering. Teachers cannot take students who are unable to follow directions, act unsafe, or are disrespectful. All of our students represent Argonne when they are away from school, and we want Argonne to exemplify our Caring School Community.

Students, not invited on a field study trip, need to come to school. They will be assigned to another classroom or to work with our Elementary Advisor during the school day.

Please review with your child the rules of conduct on field study trips and then sign the bottom of the form. Please return this form to school.

Respect and Responsibility

1. Students will be respectful to the people they meet on the trip. This means using good manners. Remembering to say thank you when someone does something for them and the class. It means listening politely when people are speaking to the class.
2. Students will respect their surroundings both inside and outside. As examples, this means knowing what they may touch and remembering to pick up their trash after eating.
3. Students follow the directions of adults on the trip.
4. Students will have good bus behavior. This means talking quietly.
5. If traveling in a car, students need to wear seat belts and allow the driver to choose which music, if any, to play.

Caring and Helpful

1. Students also need to be courteous and helpful to each other.
2. When taking buses, students should give up their seats to senior citizens or adults with small children.
3. Students should be willing to help when asked by adults.