Our Mission:
José Ortega Elementary School (JOES), a school community with a culturally diverse population, providing a rich, stimulating educational experience that challenges all students to reach their full potential.

This handbook aims to provide families information on how to:
• Become Members of JOES Community
• Support Students for a Successful School Experience
• Be inspired to fully Participate/Volunteer/Donate
I. School Info (straight details!)

Location:
400 Sargent Street, San Francisco, CA 94132
OMI Neighborhood (Ocean View, Merced Heights, Ingleside)
(415) 469-4726

Administration:
Principal: Benjamin Klaus – klausb@sfusd.edu
Administrative Asst.: Ginny Fraire-Fong – sch746@sfusd.edu
PTA President 2017-18: Charlie Rauseo – JOESPresident@gmail.com

Hours:
School Hours: 7:50am – 1:50pm for grades K-5
After School Program Hours: 1:50pm – 6:00pm
Special Day Pre-K: 9:20am – 1:20pm

Dress Code:
Girls: Navy blue pants (no jeans), jumper, skirt/skort. Navy blue, light blue or white polo or blouse or school logo t-shirt.
Boys: Navy blue pants (no jeans) or shorts. Navy blue, light blue or white polo or school logo t-shirt.

Students will be awarded Paws for being responsible each day they wear their uniform.

Free Dress on the last Friday of each month!
II. School Communication (be in the know!)

On the Internet:

- Visit the **SFSUD website** for school-wide calendars, newsletters, school menus, and other important info: [http://www.sfusd.edu/](http://www.sfusd.edu/)
- Join our school **Yahoo Group!** [http://groups.yahoo.com/group/joseortegaelementary](http://groups.yahoo.com/group/joseortegaelementary)
- Visit the **JOES website** for helpful school-specific info: [http://joseortegaschool.org](http://joseortegaschool.org)
- Follow us on **Twitter**: @JoseOrtegaElem
- Follow us on Facebook: [http://www.facebook.com/joseortegaschool/](http://www.facebook.com/joseortegaschool/)

Helpful tip:

**Store your H0 Number!!!** The H0 (h-zero) number is your child’s unique SFUSD Student Identification number. Be sure to save this important number to show proof of enrollment from time to time. You can find this on your enrollment letter from SFUSD.

My HO:___________________

From Administration and Teachers:

School-wide communications are sent home with students every Wednesday in the **Blue Parents Folders**. Sign the signature page and return it to your child’s teacher, along with any communication documents that should be returned to school.

Information typically included in the blue folder will also be posted on the JOES website or sent to the Yahoo Group weekly as a special **Parents Press newsletter**.

**Parent Teacher Conferences**

Parent-Teacher conferences are held twice a year in the Fall and Spring – a great time for feedback on your child’s progress!
School Messenger
SFUSD is implementing a new communication system called School Messenger. This new system greatly enhances our ability to communicate with our school community electronically via voice calls, email, and SMS text messages! In order to make sure that we are able to communicate with you via all of these methods, please make sure you have an up-to-date EMAIL ADDRESS and MOBILE NUMBER designated on your emergency card. This is the information that will be entered into the system so you may receive messages.

From the Parent Community
It can be helpful to assign a volunteer ‘Room Parent’ and/or set-up a class Google or Yahoo group to help with communications amongst parents. A good night to collect emails to start an email group is Back to School Night.

Examples of Room Parent communication:
- Set up class playdates.
- Keep the class informed about school events and news.
- Collect parent feedback to pass along to your teacher.

Ask your teacher or contact Regina Baldwin (reginafbaldwin@gmail.com) for help.

Community Liaison Program
(In development): Each classroom will have a volunteer community liaison to communicate with their class in person, via email and through the teacher.

This may be a Room Parent or another class parent who ensures that all families are informed regarding school/PTA sponsored events, avenues for families to contribute and participate in whatever way works for them, including sharing ideas.

If you don't know who your community liaison is ask your child's teacher or contact Regina Baldwin (reginafbaldwin@gmail.com)
III. Drop-Off/Pick-Up (how to make it easy!)

**Bus Arrival:** Children who arrive by bus will have a drop-off attendant escort them up the steps for morning assembly.

**Car Arrival and Parking:**
- Students and staff meet at 7:50am on the main yard for morning intake.
- Traffic volunteers will open doors and collect children onto the sidewalk. This maintains safe traffic flow.
- Please be courteous to traffic safety coordinators. They are parents just like you who are trying to make your drop-off fast and safe for the children.
- Exercise patience and do not honk your horn unless as a warning of imminent danger.

**Street parking** can be found on Sargent Street and any of the side streets but can be challenging, so:

Leave home early enough to allow yourself time to find a spot ([arrival before 7:35am is best bet](#)), plan on parking farther away from school – there is usually good parking 2-3 blocks away, or carpool.

Be sure to curb your tires if you park on a steep incline. Be sure to read the “No Parking” signs for street sweeping days to avoid receiving a ticket.

The following may result in fines and frustration:
- Parking in the school’s white/bus zone during the posted hours is prohibited.
- Driving up the curvy driveway to drop-off your child(ren) in the schoolyard is **strictly prohibited**.
- Double-parking and blocking driveways, crosswalks, intersections or red zones is not allowed.
- No jaywalking and no exiting a vehicle in a non-curbside lane.
Helpful tip: JOES has a curbside drop-off staffed by parent traffic volunteers (A great way to get involved and get to know the community!) Wait for your turn to stop at the white curb in front of school, traffic volunteers will flag you to move forward in your car.

If you utilize this service, do not park at the curb and exit your vehicle, this severely interrupts traffic flow.

Do not try to avoid the line and stop to let out children before you get to the white curb.

How do I get to the main school yard?
From the main entrance, the schoolyard is located to the left past the cafeteria in the back of the school.

The general recommendation is that you walk your child to the main schoolyard where students line up behind their teachers. The yard is not staffed before 7:30am so please remain with your child if you’re early. Being early and giving children time to play in the yard is never a bad idea!

A very serious note about parking at José Ortega:
Please make safety a priority when delivering your child to school each day, whether you do so by car or on foot to school.

Paying attention, being courteous and applying common sense can prevent a serious accident from occurring. Rushing off to work, not wanting to disturb a sleeping child, being a few minutes late, etcetera are not good reasons for endangering children or inconveniencing others.

JOES maintains a positive relationship with the surrounding Ocean View community. Please help us maintain this healthy, happy relationship.
**Pick-up** (Same parking rules apply as during drop off)

**Bus:** Students who ride the bus will be escorted to the bus by JOES staff. For bus information, refer to www.sfusd.edu/en/transportation/transportation-enrollment-form.html

Bus schedule copies are also available in the office.

**Car Arrival and Parking:** At approximately 1:30pm, road barriers are set up at Ramsell and Arch Streets and will only be moved for entering and exiting school buses. **Please do not attempt to drive or park within this area once these barriers are in place.**

Teachers escort each class to the curb at the front of school, this is where you will meet your child(ren). Please do not come to the classroom to pick up your child, this disrupts the dismissal routine.

When possible, a crossing guard helps students safely cross Sargent St. However, please do your best to practice pedestrian safety. Always look both ways before entering the street and use the crosswalks.

**IV. Daily Routine (get in the groove!)**

**Morning Routine**

**School begins at 7:50am** (9:20am for Special Day Pre-K)

**7:30am:** Is the earliest time you can drop off your child at school. There is no adult supervision before 7:30am. It’s critical for children’s safety that they not be dropped off prior to that. You must accompany and remain with your child(ren) on the yard if you arrive before 7:30am.

**7:30-7:50am Breakfast:** Hot or cold breakfast served in the cafeteria/auditorium. Cost: $1.50 breakfast, or reduced/free if eligible.

If your student is participating in the morning breakfast program, please have them arrive no later than 7:40 to finish their breakfast before the 7:50 bell.
Monthly menus are sent home in the Blue Parents Folders. Student Nutrition Services also displays its menus online:

7:50am: School day begins. All students and teachers assemble in the play yard behind the cafeteria. Parents/guardians may escort their children there and are welcome to stay for the Pledge of Allegiance and Mr. Klaus’s morning announcements. Students line up behind their teachers.

Tardy?
Please have your child to school on time. Tardy students disrupt the lesson for the whole class and miss out on important learning time. Being late just 10 minutes a day is equivalent to missing 5 school days across the whole year.
If you arrive before 8:00am, please escort your child to the classroom.

If you arrive after 8:00am, report to office for a tardy pass, then go to class.

After dropping off your child, parents/guardians:
- Head off for work.
- Hang around the schoolyard and chat with other parents/guardians.
- Head off to volunteer in classrooms and/or around the school. Don’t forget to first sign the Volunteer Sign-In Book in the Office and put on a Visitor’s Badge.
- Stop by the office to ask questions or drop off documents.

If your child is sick and will be missing school:
Notify the front office:  (415) 469-4726

If your child is absent only part of the day:
Notify the front office at (415) 469-4726. The school will contact you via the contact phone number on your child’s Emergency Card if your child is truant from school and you have not notified the office.

Fridays: The school community gathers for our traditional (and super fun!) Sing-Along in the cafeteria/auditorium to foster school spirit. On Fridays,
bring your child(ren) to the cafeteria at 7:50am. Parents are encouraged to stay and participate.

Our school song:

*It’s José Ortega on the hill we love.*

*The ocean to the west and the sky above.*

*Learning together, working hard to be, a caring community for you and me.*

*Here at Ortega each of us can be, the greatest student you will ever see.*

*Our teachers will help us and our friends will, too.*

*Be a friend to me, I’ll be a friend to you.*

Afternoon Routine

School ends at **1:50pm** (1:20pm for Special Day Pre-K.)

Child pick-up is **outside the front of the school**.

Teachers escort their students outside to the front of the school for parent/guardian pick-up. Please contact the office if you have arranged for someone else to pick up your child.

Teachers escort remaining students back into the school at 2pm to wait in the office for their pick-up. Please respect your teacher and be on time for pick-up.

Tips for Helping Your Child(ren) Adjust, Learn, Succeed

Social and Emotional Adjustment:

- Ask your child to talk about his/her feelings and imagine what others are feeling.
- Help your children learn that it’s okay to make mistakes and to be open to different ways of learning.
- As children adjust, the first few weeks of school are exhausting – a good night's sleep and hearty breakfast really help.
- Make sure they know to ask the teacher for what they need in the classroom, e.g. bathroom break
- Learn class routines from the teacher so you can talk with your child specifically about their day.
- Build relationships with your teacher, staff, and other parents.
• Help with homework by setting aside a quiet place stocked with crayons/pencils/etc. and at a set time. Help your child understand the directions but do not do the work for them. Let them struggle a bit.
• For Mandarin Immersion, if you do not speak Chinese, try to learn basic phrases such as hello, goodbye, and thank you. This encourages the children.

Kindergarteners may be asked to bring:
• Change of clothes (stored inside a bag in their cubbies)
• Lovey – Talk to teacher first

What students typically bring to school:
• Healthy snacks. No candy, gum, sodas, or cookies.
• Packed lunch (if not buying lunch) and water bottle – label everything.
• Jacket and/or other outerwear – label everything.
• Cell phone – must be stored in the office during the school day.

What students typically bring back home – Always check their backpacks:
• Backpack, lunchbox, water bottle, jacket and/or other outerwear
• Homework (usually contained in a folder from the teacher)
• Blue Parents Folders (every Wednesday) – Review all notices for critical info
• ‘Raising a Reader’ book bags (red)
• Library books from either the JOES library or Ocean View Library – please help keep track!

Note to Mandarin Immersion Program parents/guardians:
If you need to speak to the lào shī (teacher), please do so out of your child’s earshot.
Our lào shī only speak Mandarin in front of their students.
XièXiè! (Thank you!)
Is your child experiencing separation anxiety? Frustration? Having difficulty adjusting, in general? Rest assured, this is normal! A new school is a big milestone for you and your child! Please be patient and calm. We’ve all been there.

We encourage you to talk to other parents, especially those who have older kids, they will likely have helpful advice. Your child’s teacher, Mr. Klaus, Ms. Ginny, and the rest of the school staff are happy to help you and your child. Remember, it’s going to be OK.

V. JOES Staff (they’re amazing!)

The School Office: (415) 469-4726:
- Can store special medication for your child. Please inquire for details.
- Files an Emergency Card for each student. KEEP THIS INFORMATION UP-TO-DATE.
- Administers general first-aid for boo-boos (typically ice packs and bandages). We do not have a school nurse.
- Will notify you if your child has an injury or falls ill while at school.
- Prepares and distributes weekly Blue Parents Folders.
- Gratefully accepts and stores new and gently worn uniforms.
- Provides Spanish and Chinese translators upon request.

School Staff:
In addition to our experienced and committed team of teachers, the JOES staff includes a variety of support staff to assist families. Including Resource Specialists and Paraprofessionals who assist and support students with special needs.
| Special Day Pre-K, **Ms. Tiffany O’Neal** | **Mr. Benjamin Klaus**, Principal |
| General Pre-K, **Ms. Alma Alberto** | **Ms. Ginny Fraire-Fong**, Administrative Assistant |
| Kindergarten, **Ms. Cindy Young** | **Ms. Sue**, (evening) Custodian |
| Kindergarten, **Ms. Sarah Griffith** | **Ms. Pei Situ**, (daytime) Custodian |
| Kindergarten, Mandarin, **Ms. Kat Chan, Ms. Angelica Chan** | **Ms. Mary Wong**, Librarian |
| 1<sup>st</sup> grade, **Ms. Michelle Ashe** | **Ms. Ilana Barth**, Literacy Coach |
| 1<sup>st</sup> grade, **Ms. Shari Sawamura** | **Mr. Matthew Calderon**, YMCA After School Program Coordinator |
| 1<sup>st</sup> grade, Mandarin, **Ms. Christina Li** | **Ms. Amy Sullivan**, Resource Specialist |
| 2<sup>nd</sup> Grade, **Ms. Dolores Mendieta** | **Mr. Paul Choppin**, Resource Specialist |
| 2<sup>nd</sup> Grade, **Ms. Molly Serra** | **Ms. Candy He**, Paraprofessional |
| 2<sup>nd</sup> grade, Mandarin, **Ms. Jiang Guillen** | **Ms. Allison Garcia**, School Social Worker |
| 3<sup>rd</sup> grade, **Ms. Nancy Moore** | **Ms. Melanie Khuon**, Paraprofessional Pre-K |
| 3<sup>rd</sup> grade, **Ms. Mary Anne Forman** | **Ms. Alice Fung**, Paraprofessional Pre-K |
| 3<sup>rd</sup> grade, Mandarin, **Ms. Yang Song** | **Ms. Michelle Dockery**, Speech Teacher |
| 4<sup>th</sup> grade, **Ms. Verna Washington** | **TBD**, School Psychologist |
| 4<sup>th</sup> & 5<sup>th</sup>, Mandarin, **Mr. Joseph Calubaquib** | **Ms. Paige Nittler**, Science Consultant |
| 4<sup>th</sup> & 5<sup>th</sup>, Mandarin, **Ms. Susan (Qing) Wang** | **Ms. Caitlin Aherns**, Science Consultant |
| 4<sup>th</sup> & 5<sup>th</sup> grades, **Mr. Stuart Briggs** | **Mr. Jonathan Turner**, Noon Monitor |
| 5<sup>th</sup> grade, **Mr. J.D. Ellingson** | **Ms. Helen Huang**, Cafeteria Worker |
Emergency Information:
The classrooms: Regularly practice school wide fire and earthquake drills and have disaster preparedness supplies and plans in place.

Emergency procedures: In the event of an on-site emergency, the Principal enacts the formal safety plan. School administration and SFUSD notify families by phone, text and/or email. There are two nearby off-site locations where children will go with teachers and staff for safety:

I.T. Bookman Community Center, 446 Randolph Street
Sheridan Elementary School, 431 Capitol Avenue

Other School Initiatives:
JOES has a dress code. Students are required to wear their uniforms each day. See Section I. Free Dress on the last Friday of each month are days when students are permitted to wear non-uniform clothing. Families will be notified about other announced free dress days and other special events (spirit days) during the year through the Blue Parents Folder.

Library visits. Students make weekly visits to the school library and sometimes visit the nearby Ocean View Branch library. Books must be returned before a new book can be taken out. Kinder Tip: Check your child’s backpack for library books and make sure they’re in the backpack the day they need to be returned. Check with your teacher about return day.

Make efforts to go green. Our community comports and practices the three R’s (Reduce! Reuse! Recycle!). Look around and you’ll see plantings, gardens, not to mention lots of fruits and veggies.

Help us be green by packing zero waste lunches and snacks. Try using reusable containers, water bottles and bags.
Even with these green efforts, students (especially our younger students) will go through lots of paper as they learn, and they are still practicing how not to litter.

VI. School Holidays (days to do fun stuff!)

There will be no school on the following days

<table>
<thead>
<tr>
<th>Sept. 4 – Labor Day</th>
<th>Feb. 16 – Lunar New Year Observance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 9 – Indigenous Peoples’ Day / El Dia de la Raza</td>
<td>Feb. 19 – President’s Day</td>
</tr>
<tr>
<td>Nov. 10 – Veterans Day</td>
<td>March 26-29 Spring Break</td>
</tr>
<tr>
<td>Nov. 20-24 – Thanksgiving Recess</td>
<td>March 30 – Cesar Chavez Day</td>
</tr>
<tr>
<td>Dec. 22 - Jan 5 – Winter Break</td>
<td>May 28 - Memorial Day</td>
</tr>
<tr>
<td>Jan. 15 – Martin Luther King Day</td>
<td>June 6 – LAST DAY OF SCHOOL</td>
</tr>
</tbody>
</table>

VII. Afterschool Programs (keep the fun going!)

Umoja After School Program (USAP) for for grades K-5: 1:50pm - 6pm

The UASP is a fully licensed collaborative program offered by José Ortega, the School Health Programs Department and the Stonestown Family YMCA.

Financial assistance and full scholarships are available for those who qualify. Application packets are available in the office.

UASP staff escort afterschool students to their ASP classrooms and stay with them during snack and outside playtime.

The UASP main phone number is (415) 283-6999.
Other Affiliated Programs:

**Stonestown YMCA** also runs the Y Enrichment Program at the IT Bookman Center and the Youth First ASP at Merced Heights Playground. Y staffers escort children in these programs from school to their programs.

**Fei Tian Chinese Arts Program**, located at 1950 Page Street. Included in cost is transportation of students from school to their site. Contact Fei Tian directly for questions. *(415) 431-3161*

VII. Food (time for yum!)

**Keep your child fueled with healthy foods!** Pack a lunch, buy a hot lunch (some students may qualify for the *SFUSD Free and Reduced Price Meal Program*), or opt for a combination of both.

**Morning snack:** Please send your child with a healthy, nut-free morning snack. The school also provides a morning snack of fresh, cut fruit.

**Hot lunch:** Served in the cafeteria/auditorium. Cost: $3, reduced, or free if you qualify. A monthly menu is sent home via the Blue Parents Folders, or go to:  [http://www.sfusd.edu/en/nutrition-school-meals/menus.html](http://www.sfusd.edu/en/nutrition-school-meals/menus.html)

**Is your child a vegetarian?** Vegetarian options are available every day. However, popular items occasionally run out, so if your student will be participating in the school breakfast or lunch programs and has special diet requirements i.e. dairy free or vegetarian, please notify the office or Ms. Helen in the lunchroom.

**Food allergies?** A food allergy or allergies should be noted on your child’s Emergency Card, which is stored in the office. Both your child’s teacher and our Cafeteria Worker will be notified.

**Note:** JOES is NOT a nut-free school

We are an allergy-aware school. A table is reserved for students with severe food allergies to nuts, fish, or shellfish.
MealpayPlus.com: Pre-pay for lunch and/or breakfast online, at school or via the phone. http://www.mealpayplus.com

Every family must complete and turn-in your SFUSD Free and Reduced Price Meal Program application, even if you do not wish to participate. Meal funding is based on the number of eligible applications we collect and reduces SFUSD’s budget deficit. Children get better meals and our schools get more money. Simply complete and turn-in your application by paper or online: https://schoolmealapp.sfusd.edu/

When does the hot lunch program begin? The lunch program begins on the first day of school.

Helpful Tip: Talk to your child about not standing in the hot lunch line if s/he brings a packed lunch to avoid incurring a fee through the Meal Pay Plus service. Students may help themselves to healthy snacks on a specially designated table at no cost (as available).

Kindergarten Tip: Help your child practice opening food containers! Pack easy to open items you know your child can open. There are limited staff and parent volunteers to help children with lunch. We always welcome volunteer help, it’s a fun way to get to know your child’s classmates!

Birthdays! Who doesn’t love them?
Hurray! To make sure everyone feels special, we celebrate birthdays monthly, on the last Friday of every month.

Your teacher will coordinate a time and you are invited to bring in a healthy, nut-free snack to share with the class. Suggested treats include fruit, muffins, crackers, yogurt tubes, kale chips, etc.

IX. Participate and Contribute to JOES Community (it takes a village!)
Parent-Teacher Association (PTA)
Become a PTA member! So much of what happens at our school happens because of our wonderful volunteers. Please join us in our efforts to give our children the highest advantages in physical, mental, and social education. Join here: http://tinyurl.com/grdwrze or request a form in the office.

Make your student proud by being involved and informed!

Grandparents and other family members are valued volunteers of the JOES community and are welcome to join the PTA too!

PTA meetings are usually the second Thursday of each month from 6:00pm to 8:00pm. Free childcare and food for children is provided. Translators may be provided by request.

JOES PTA Officers

President: Charlie Rauseo (JOESPPresident@gmail.com)
Vice President: Jimi Terrell (JOESVicePresident@gmail.com)
Secretary: Tiffany Tatum (kaesmommie@gmail.com)
Treasurer: Cecilia Chang (JOESTreasurer@gmail.com)

PTA Committees and Committee Leaders

<table>
<thead>
<tr>
<th>After School Program:</th>
<th>Grant Writing:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meg Byrne, <a href="mailto:byrne.meg@gmail.com">byrne.meg@gmail.com</a></td>
<td>Sheila Keating, <a href="mailto:smkeats410@gmail.com">smkeats410@gmail.com</a></td>
</tr>
<tr>
<td>Avinash Kar, <a href="mailto:avinashkar@yahoo.com">avinashkar@yahoo.com</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Art &amp; Chinese New Year Parade:</th>
<th>Health &amp; Nutrition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristen Schultz-Oliver, <a href="mailto:kschultzoliver@gmail.com">kschultzoliver@gmail.com</a></td>
<td>Maria Benton, <a href="mailto:MBenton415@gmail.com">MBenton415@gmail.com</a></td>
</tr>
<tr>
<td>Kristen Haller, <a href="mailto:kristenjhaller@gmail.com">kristenjhaller@gmail.com</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chinese New Year's Dinner:</th>
<th>Science:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julia Lai, <a href="mailto:lalaland415@gmail.com">lalaland415@gmail.com</a></td>
<td>Paige Nittler, <a href="mailto:Paigenittler@gmail.com">Paigenittler@gmail.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Community Building:</th>
<th>Spring Auction:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laine Yien <a href="mailto:JOESoutreach@gmail.com">JOESoutreach@gmail.com</a></td>
<td>Laine Yien, <a href="mailto:laineyien@gmail.com">laineyien@gmail.com</a>; Claudia Assis, <a href="mailto:mclaudia_assis@yahoo.com">mclaudia_assis@yahoo.com</a></td>
</tr>
</tbody>
</table>
**Ecoliteracy/Greening:**
Sophia Hanifah, bintibee@yahoo.com

**Staff Appreciation:**
Alana Toner, alanamary@gmail.com

**Education Fund:**
Dora Park and Amy Sheng, JOESEdFund@gmail.com

**Technology/Website:**
Josh Brown, jbrownsc@gmail.com

**ELL Communication Coordinators:**
Winni Xu, win23456@gmail.com

**Traffic Safety:**
Jaime Maldonado, jaimemaldonado@mac.com

**Fall Carnival:**
Laine Yien, laineyien@gmail.com

**Volunteer coordinators:**
Regina Baldwin, reginaf baldwin@gmail.com
GoJOESVolunteer@gmail.com

**Fundraising:**
Sarah Guzman, sarah_smoot@yahoo.com

### Other Important JOES Committees

Parents/guardians serve on two **Critical and Required** committees:

**JOES SSC (School Site Council)** consists of parents, school staff members and community members working together to create an optimal environment for learning and achievement.

**JOES ELAC (English Learner Advisory Committee)** consists of parents and community members who advocate for English Language learning needs and advises our principal, school staff, and the SSC.

**JOES ELAC Go to:**
http://www.sfusd.edu/en/councils-committees/school-site-council.html for more info, or contact Principal Klaus.

### Mandarin Immersion Pathway Resources

If your child(ren) are enrolled in the Mandarin Immersion Program:

**JMEC (Jinshan Mandarin Education Council)** (金山中文教育协会) is the parent-run nonprofit that supports Mandarin immersion programs in SFUSD. The Mandarin pathway starts at either Starr King or José Ortega, moves to Aptos Middle School and finishes at Lincoln High School. JMEC has supplied books for our libraries, set up new classrooms with Chinese
materials, and sent many of our teachers to trainings around the country. Contact for more info:

Go to: http://www.jinshaneducation.org for more info, or contact JinshanEducation@yahooroups.com

**X. Volunteering**

*(yes we can! 是的 我们可以! Sí, podemos!)*

We can use your help no matter how limited your time may be. Your ideas, energy, and contributions make José Ortega vibrant and fortify our community spirit. Sign up at [http://tinyurl.com/jqqcblw](http://tinyurl.com/jqqcblw)

Plus, as a new member of the JOES community, you'll become more familiar with the school routine, and soon be able to greet teachers, support staff, and students by name. Please read posts on the JOES Yahoo group for many ways you can get involved at your new school. There really is something for everyone!

If you’re not a parent or guardian and would like to volunteer:
Student Teachers and volunteers during school hours **who are not parents/guardians** are required to register with the San Francisco Education Fund ([http://sfedfund.org](http://sfedfund.org)). This registration requires professional references, proof of a negative TB (tuberculosis) test, and fingerprinting.

**Classroom volunteers rock!**

**Teachers value and rely on helping hands!!** They do request that you refrain from volunteering in the classrooms for the first two weeks of school so students may ease into their new routine.

Teachers also post **classroom wish lists** during the first days of school. Please help them gather all the items they need.

**To ensure school safety,** please log in and out of the Visitors Book in the office and wear a Visitor’s Badge.
I have a GREAT idea:
You’re awesome! Please be respectful and run new ideas by Principal Ben Klaus for approval before you proceed. Share your idea(s) with the PTA President, who will submit it to Mr. Klaus for you.

You are welcome to speak directly with Mr. Klaus if your idea is not PTA related.

School Hours Volunteer Opportunities:

Daily/Weekly:
- Lunchtime and Recess Help – (11am-12:45pm)
- Healthy Snack Program- to help cut and serve fresh fruit – (approx. 1-2hrs)
- Traffic volunteering – to help with safe morning car drop-offs (7:30-8am) and pick-ups (1:40-2:00pm)
- Room Parent – Organize and relay information from teacher to parents, and among parents; enhance class community by arranging play dates, etc. (approx. 1-2 hrs per week)
- Assist teacher in classroom – teacher will direct volunteer tasks (approx. 1-8 hrs)
- Blue Parent Folders – Make copies, collate, and assemble the weekly distributions (approx. 2 hrs per week)

Monthly:
- Parents Read-in – Coordinate with teacher (approx. 1 hour)
- Attend PTA, SSC, ELAC meetings and contribute your ideas – (approx. 2 hrs)
- Field Trip Chaperones – to assist teacher (approx. 4-8 hrs)

Volunteer Orientation:
If you are interested in being a parent volunteer here at JOES, please sign up in the office during the first week of school.

We will be reaching out to you with important information and dates for our Parent Volunteer Orientations that will be scheduled during the first month of school.
To ensure continuity and keep parents up-to-date with the variety of ways to volunteer, Mr. Klaus is requesting that parent volunteers who graciously volunteer their time to support teachers during the day attend a Parent Volunteer Orientation before beginning to volunteer.

**Fundraising**

Our PTA funds extensive enrichment activities that do not get funded by the state or district, and we can’t do it without your help!

**Examples of where PTA funds go:**

- Artist-in-Residence Program.
- Science Program to ensure every student has one hands-on science lab every week.
- Computers and other technology.
- Additional Staff for yard duty. PTA is facilitating additional support during recess, an important time for social and emotional growth.
- School greening.
- Classroom supplies and professional development for teachers.
- And more...

**Education Fund – Direct Giving**

Please consider making a 100% tax-deductible donation (tax ID # 94-3190930) to our Education Fund. No amount is too small! To donate, use the paypal link on the school website (no fees) or by check, make your check payable to "José Ortega PTA" (memo: Annual Fund and your child's name and teacher) and leave it in the office or send it to:

José Ortega Elementary School  
Education Fund  
400 Sargent Street, San Francisco, CA 94132

**Corporate Matching Gift Programs**

Many employers have programs through which they match charitable gifts made by their employees. Through corporate matching, your employer can multiply your gift to the Jose Ortega PTA and make it go further. Check with
your employer's Benefits Department to see if they offer gift matching, or if they are willing to start one.

**Shop & Earn** JOES receives a portion of the sales when using the following:

- **Amazon.com**: Shop via this link [http://tinyurl.com/gr2menb](http://tinyurl.com/gr2menb) (Also accessible via our school website)
- **Benefit Mobile app**: Download this app on your smartphone and add Jose Ortega PTA as the beneficiary. Then purchase gift cards from your phone and *redeem instantly* for places you shop everyday online and in stores! More info here: [https://www.benefit-mobile.com/](https://www.benefit-mobile.com/)
- **eScrip**: Register your credit cards and club cards, assign José Ortega Elementary School PTA as your charity of choice, and proceeds of shopping at select stores like (Lucky's, Safeway, etc.) automatically go to our school! [http://www.escrip.com/](http://www.escrip.com/)
- **eScrip online mall**: Access your online stores here and earn up to 16.8% from more than 1000 online stores such as Target, Apple, Barnes & Noble, Expedia, Gap, Lands’ End, Old Navy, and many more! Just go through the [http://shopping.escrip.com](http://shopping.escrip.com) portal to access the merchant websites. Add the forget-me-not button to your web browser and a button pops up if the store is qualified.
- **Ebates**: Sign up and add “Jose Ortega PTA, 400 Sargent St, San Francisco, CA 94132” as the payee for “your big fat paycheck” Start your online shopping here (or eScrip online mall) and a percentage of what you spend will go back to the school. Use this link when signing up for extra earnings to the school: [https://www.ebates.com/r/SARAHS4896?eeid=28187](https://www.ebates.com/r/SARAHS4896?eeid=28187). Also add the ebates button to your web browser and you don’t have to go through the website.
- **Sports Basement**: Give school name upon check-out and get 10% discount for you and 5% donated to the school.
- **Box Tops for Education**: Snip box tops from participating food and goods and bring to the office.
- **Schoola**: Donate your gently used clothing (that originally retailed for at least $30) by requesting a donation bag from the Schoola website.
- **DonorsChoose**: Donate directly to fund teachers' specific project requests on [DonorsChoose.org](http://DonorsChoose.org), search by zip code 94132.
- **French Toast Uniforms:** Shop for uniforms on French Toast and enter our school code at checkout (QS46WU8) and earn 5% back to the school.

- Visit the **Fundraising** page on our school website for links and additional information on these programs.

**Dine Out for JOES**

We will have restaurant nights once a month during the school year. By dining or ordering food from these restaurants on our designated nights, a percentage of the sales will go back to the school when you mention Jose Ortega. Flyers will be sent out with the date and location a few weeks before each event.

**Annual JOES Fundraisers:**

<table>
<thead>
<tr>
<th>Annual Education Fund Campaign</th>
<th>Ongoing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walk-A-Thon</td>
<td>Fall</td>
</tr>
<tr>
<td>Scholastic Book Fair</td>
<td>Fall</td>
</tr>
<tr>
<td>Calendar sale for 5th Grade Camping Trip</td>
<td>Fall</td>
</tr>
<tr>
<td>Winter Performance Bake Sale</td>
<td>December</td>
</tr>
<tr>
<td>Spring Auction</td>
<td>Spring</td>
</tr>
<tr>
<td>Read-A-Thon</td>
<td>Spring</td>
</tr>
</tbody>
</table>

**XI. Fun Community Events and Unique JOES Groups**

- Kickball Team and Pep Squad (Grades 4-5)
- Teacher Appreciation Week
- Fifth Grade Camping Trip
- Soccer Teams
- Volunteer Appreciation Breakfast
- May School Spirit Days
- Fifth Grade Spaghetti Dinner and Talent Show
- Caring Communities Awards
- Family Nights (Reading, Math, Science, Health)
- Halloween Costume Parade
- Umoja (Unity) Assembly
- Fall Family Camping Trip
- Chinese New Year Celebration
- Chinese New Year Parade
- Harvest Festival

XII. Great neighborhood places around JOES (we love our location!)

Ocean View Branch Library
345 Randolph St. @ Ramsell Street, (415) 355-5615

I.T. Bookman Community Center
446 Randolph St., between Arch St. & Ramsell Street, (415) 586-8020

Minnie & Lovie Ward Recreation Center
Capitol & Montana Street, (415) 337-4710

Brooks Park Playground and Brooks Park Community Garden
Shields Street @ Ramsell Street

Merced Heights Playground and Rec & Parks Facility
Byxbee & Shields Streets, (415) 337-4718