



## Welcome to Our School Community

“Our mission is to empower student learning by teaching tolerance and non-violence, celebrating our diversity, achieving academic excellence, and fostering strong family-school-community connections. At Harvey Milk Civil Rights Academy, you will be encouraged to become an active participant in your child’s educational journey.”



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# A Typical Day

## Daily Schedule

**8:00am** Before-school program starts in the school cafeteria

**9:00 – 9:15am** Breakfast (\$1.50) in the cafeteria

**9:25am** Morning Circle is about 5 minutes on the yard.

*Parents, please attend.*

**Morning recess** with snack is as follows:

- 11:00am - grades K-1
- 11:15am - grades 2-3
- 11:30am - grades 4-5

**Lunch** (\$3.00) is as follows:

- 12:30pm - grades K-2
- 1:00pm - grades 3-5

**3:30pm** School day ends

**3:30 – 6:30pm** After-school program runs

# Before and After School Care

## **Before School**

The Before-School program is administered by Harvey Milk Civil Rights Academy staff for a fee and runs 8am – 9:25am.

Read more at:

<http://hmes-sfusd-ca.schoolloop.com/beforeschool>

## **After School**

The After-School Program is administered by the Embarcadero YMCA on a sliding scale for a fee and runs 3:30-6:30pm.

After School Program

<http://hmes-sfusd-ca.schoolloop.com/afterschool>

*Both programs are on-site and available to all students.*

# School Behavior

## The 3 B's

The school community is expected to follow the '3 B's' in our interactions with each other.

**BE** safe

**BE** respectful

**BE** a learner



## **Restorative Practices**

Restorative Practices are based on principles that emphasize the importance of positive relationships as central to building community and involve processes that restore relationships when harm has occurred.

The following principles reflect the values and concepts for implementing restorative practices in the school setting.

- Acknowledges that relationships are central to building community.
- Ensures equity of voice amongst all members of the community. Everyone is valued, everyone is heard.
- Sets high expectations while offering supports, emphasizing doing things “with,” not “to” or “for”.
- Builds systems that address misbehavior and harm in a way that strengthens relationships and focuses on the harm done rather than only rule-breaking.
- Engages in collaborative problem solving.
- Enhances responsibility and empowers change and growth in all members of the community.

# Drop-off and Pick-up

## Drop-off

**8:00am** Before school program drop-off in cafeteria

**9:10am** Drop-off in schoolyard

**9:25am** Community circle starts in schoolyard

**9:35am** Students go directly to their classrooms

*After 9:35am stop by office for a tardy pass*

## Pick-up

**3:30pm** School day ends.

Pick up children in the school yard.

**3:30-6pm** After-care happens in the classroom or school yard depending on weather.

**6-6:30pm** After-care pick-up in the school cafeteria.

Sign out your child with your initials and the time.

## Being on Time

Being on time is an important part of your child's development. Children who are late to class often feel like they are "catching up" the rest of the day. Please help your child develop this positive lifelong habit.



## **School buses**

Buses pick up at Harvey Milk at 3:30 when school ends and at 5:00 for children who stay for the after-school program.

## **Early pick-up**

If you need to pick up your child early, go to the main office first and sign them out. Your child will be called from their classroom to come to the office to meet you.

## **Visiting**

If you are visiting or volunteering during the school day, please go to the main office, sign in on the clipboard by the door, and request a visitor pass.

# Get Involved!

## **Parent Faculty Club (PFC)**

PTA-like organization that raises money for assemblies, supplies and field trips

**Where** Harvey Milk Civil Rights Academy Cafeteria

**When** 2nd Tuesday evening of the month.

6:30-8:00pm. Childcare and dinner are provided

**Find out more about PFC at**

<http://hmes-sfusd-ca.schoolloop.com/parents/pfc>

## **Room Parents**

Help with communication, field trips, and liaison with the teachers. To be a room parent, contact your child's teacher.

## **Classroom Volunteers**

Helps during the school day. Contact your child's teacher to volunteer.

## **Student Site Council (SSC)**

Makes budget and program recommendations for the school. Specific tasks of the SSC are:

- Review and analyze student data.
- Develop the Academic Plan and school site budget.
- Monitor the implementation and effectiveness of the academic plan on an ongoing basis.
- Approve and recommend the plan to the school board.

**Where** Harvey Milk Civil Rights Academy Cafeteria, along with PFC meetings.

**When** Second Tuesday evening of the month, 5:30-6:30pm. Childcare and dinner are provided.

**Contact** Email [sch505@sfusd.edu](mailto:sch505@sfusd.edu)

**Find out more about SSC at**

<http://hmes-sfusd-ca.schoolloop.com/parents/ssc>

# Find Out More

## **HMCRA School Site**

[www.harveymilk.com](http://www.harveymilk.com)



## **Friend us on Facebook**

[www.facebook.com/HMCRA](http://www.facebook.com/HMCRA)



## **DonorsChoose.org**

[www.donorschoose.org/school/harvey-milk-civil-right-acad/4416](http://www.donorschoose.org/school/harvey-milk-civil-right-acad/4416)

Remember to spread the word on Facebook and Twitter after you donate!



### **The Monday Folder**

Comes home with your child on Mondays. Contains handouts about school information.

### **Join our Mailing Lists:**

#### **School Newsletter (by the PFC)**

Sign up for the weekly email newsletter, visit <http://harveymilk.com> and click the button to sign up for the newsletter.

#### **SFUSD mailing list**

<http://hmes-sfusd-ca.schoolloop.com>

Requires your student's ID # to register



4235 19th Street  
San Francisco, CA, 94114  
(415) 241-6276

Grades: K-5

Hours: 9:30am – 3:30pm

Neighborhood: Castro/Upper Market

Website: <http://harveymilk.com>

Principal: Ron Machado

School Code: 505