

2018-2019



John F. Kennedy Elementary School Parent / Student Handbook

*No less than your best...
respectful & kind, responsible and ready to learn!*

107 Gross Street
Kingston, NY 12401

Phone: (845) 943-3100
Fax: (845) 331-2477

Ms. Melissa Jamieson, Principal

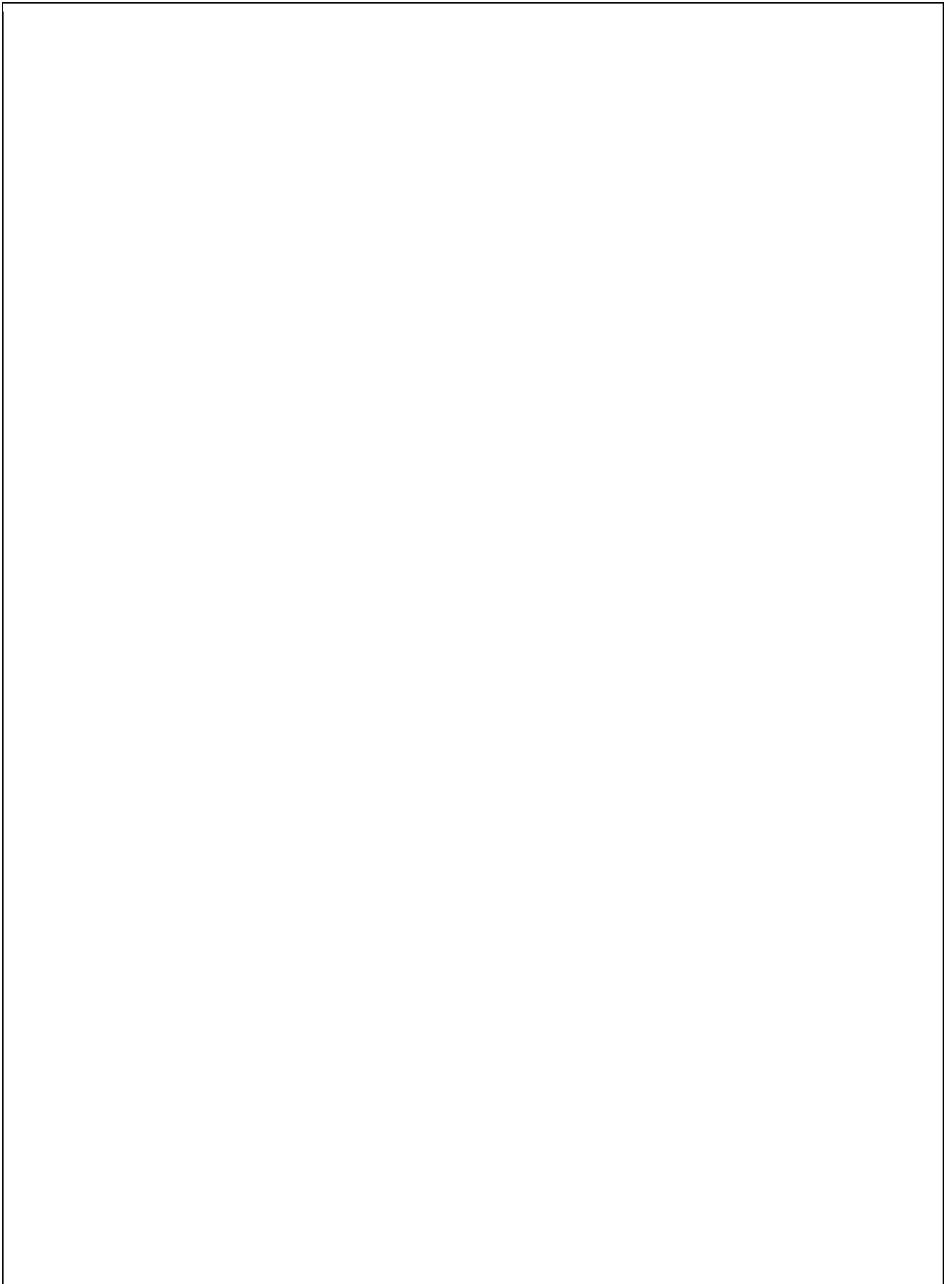


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Kingston

CITY SCHOOL DISTRICT

2018-2019 Calendar

SEPTEMBER 2018

S	M	T	W	T	F	S
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30						

OCTOBER 2018

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NOVEMBER 2018

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DECEMBER 2018

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* 11/1 Emergency Early Evacuation Day students dismissed 15 min early

JANUARY 2019

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FEBRUARY 2019

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MARCH 2019

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APRIL 2019

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MAY 2019

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JUNE 2019

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30						

* 6/26 Last day of school for K-8 students only

 Holiday: Schools Closed

 Early Dismissal

 First Day of School

 Graduation Day

 Superintendent's Conference Day

 Regents Exams

...a collaborative partnership
of students, school district, family, and community...

2018-2019 HOLIDAY & RECESS SCHEDULE

SEPTEMBER 2018	
3	MON Labor Day
4	TUES Supt's Conf Day
5	WED First Day of School
10	MON No School – Rosh Hashanah
19	WED No School – Yom Kippur
OCTOBER 2018	
8	MON No School – Columbus Day
25	Elementary School Parent Conferences 4:30-7:30PM
26	Early Dismissal K-4 at 11:15AM
NOVEMBER 2018	
1	THURS Emergency Evacuation Day – Students Dismissed 15 Minutes Early
6	TUES Supt's Conf Day (Election Day)
12	MON No School – Veterans' Day
21-23	No School – Thanksgiving Recess
DECEMBER 2018	
24-31	No School – Winter Recess
JANUARY 2019	
1	TUES No School – Winter Recess
18	Afternoon Parent Conferences K-8
18	Early Dismissal for K-4 at 11:15AM; 5-8 at 10:15AM
21	MON No School – Dr. Martin Luther King, Jr. Day
22-25	Regents Exams

FEBRUARY 2019	
18	MON No School – Presidents' Day
APRIL 2019	
4	Elementary School Parent Conferences 4:30-7:30PM
5	Early Dismissal K-4 at 11:15AM
15-19	No School – Spring Recess
22	MON No School-Spring Recess
MAY 2019	
17	FRI No School – Supt's Conf Day
21	TUES School Budget Vote
27	MON No School – Memorial Day
JUNE 2019	
3	Regents Exams
18-21	Regents Exams
24-26	Regents Exams
26	WED Last Day of School for K-8 Students
27	THURS Last Day of School for Staff
28	FRI KHS Graduation

Snow Days - Potential Calendar Changes	
KCSD has 7 allotted snow days for the year. If we use more or less than 7 days, the calendar will be adjusted as follows:	
POSSIBLE CLOSURES	POSSIBLE ADDITIONAL DAYS
0 Snow Days: No School 4/23, 4/24, 4/25, 5/23, 5/24, 5/28, 5/29	8 Snow Days: School on 4/22
1 Snow Day: No School 4/23, 4/24, 4/25, 5/23, 5/24, 5/28	9 Snow Days: School on 4/22, 4/15
2 Snow Days: No School 4/23, 4/24, 4/25, 5/24, 5/28	10 Snow Days: School on 4/22, 4/15, 4/16
3 Snow Days: No School 4/23, 4/24, 5/24, 5/28	11 Snow Days: School on 4/22, 4/15, 4/16, 4/17
4 Snow Days: No School 4/23, 5/24, 5/28	
5 Snow Days: No School 5/24, 5/28	
6 Snow Days: No School 5/24	
7 Snow Days: Calendar Remains Unchanged	
MORE INFO: kingstoncityschools.org/calendar	



Stay informed!

Sign up for our Email list to receive weekly updates on school-related events and activities! You may also choose to receive school delay and closing notifications via text or email.

Learn more at

kingstoncityschools.org/email

2018-2019 John F. Kennedy School Staff

Last Name	First Name	Position	Room	Email	Ext
Allen	Cori	RTI Math	210	callen@kingstoncityschools.org	21124
Bauer	Ashlei	Consultant Gr 3	129	abauer@kingstoncityschools.org	21129
Beaudette	Lorraine	3rd Grade	207	lbeaudette@kingstoncityschools.org	21207
Beedle	Cameron	Cleaner		cbeedle@kingstoncityschools.org	3126
Benjamin	Jackie	T.A. (2/3 12:1:1)	109	jbenjamin@kingstoncityschools.org	21109
Berardi	Irlande	Lunch Monitor	Cafeteria	iberardi@kingstoncityschools.org	3107
Blatter	Nicole	TA (K/1 12:1:2)	113	nickey1926@msn.com	21113
Boedigheimer	Antoinette	Kindergarten	102	aboedigheimer@kingstoncityschools.org	21102
Boyd	Julie	Greeter	Lobby	jboyd@kingstoncityschools.org	3103
Brewster	Tammy	Lunch Monitor	Cafeteria	tbrewster@kingstoncityschools.org	3107
Brodhead	Kathleen	T.A. (3rd Integrated)	203	kbrodhead@kingstoncityschools.org	21203
Brown	Rodney	T.A. (4th Integrated)	202	rbrown@kingstoncityschools.org	21202
Brown	Phil	P.E.	Gym	pbrown@kingstoncityschools.org	3119
Carreon	Denise	T.A. Kindergarten	101	dcarreon@kingstoncityschools.org	21101
Checksfield	Rhea	1st Grade	104	rchecksfield@kingstoncityschools.org	21104
Crowley	Shay	3rd/4th Gr (12:1:1)	209	scrowley@kingstoncityschools.org	21209
Dallies	Pat	Lunch Monitor	Cafeteria	pdallas@kingstoncityschools.org	3107
Devine	Kristen	1st Grade	103	kdevine@kingstoncityschools.org	21103
Dexter	Carol	Kindergarten	122	cdexter@kingstoncityschools.org	21122
Donovan	Nellene	Librarian	213	ndonovan@kingstoncityschools.org	3105
Dunn	Andrea	Computer T.A.	211	adunn@kingstoncityschools.org	3125
Farmer	Jennifer	2nd Grade	205	jfarmer@kingstoncityschools.org	21205
Feshold	Jessica	1st Grade	111	jfeshold@kingstoncityschools.org	21111
Forman	Jillian	1:1 TA	108	jforman@kingstoncityschools.org	21108
Ghee	Carly	Band	Stage/118	cghee@kingstoncityschools.org	21118
Green	Lester	P.E.	Gym	lgreen@kingstoncityschools.org	3119
Gruber	Maura	2nd/3rd Gr (12:1:1)	109	MGruber1@kingstoncityschools.org	21109
Gruberg	Laurie	Cons Teacher Gr K	101/102	lgruberg@kingstoncityschools.org	21101
Guido	Patricia	T.A. 2nd	105/108	pguido@kingstoncityschools.org	21105
Hansen	Elissa	Vocal Music	118	ehansen1@kingstoncityschools.org	21118
Hattenbrun	Kathleen	Nurse Teacher	121	khattenbrun@kingstoncityschools.org	3110
Hazlet	Tracey	Literacy	110	thazlett@kingstoncityschools.org	21110
Herbert	Nancy	Social Worker	117	nherbert@kingstoncityschools.org	3114

Hetrick	Christina	T.A. At Large	TBD	chetrick@kingstoncityschools.org	TBD
Jamieson	Melissa	Principal	Office	Mjamieson@kingstoncityschools.org	3153
Jones	Alexandra	Lunch Monitor	Cafeteria	Ajones@kingstoncityschools.org	3107
Kelly	Maureen	Pre-K T.A.	120	mkelly@kingstoncityschools.org	21120
Kivel	Ronald	Psychologist	208 A/B	rkivel@kingstoncityschools.org	3120
Lammers	Dianne	Cons Teacher Gr 2	129	dlammers@kingstoncityschools.org	21129
Lasher	Susan	TA (PMHP)	114	slasher@kingstoncityschools.org	3210
Lawrence	Denise	Speech Teacher	119	dlawrence@kingstoncityschools.org	3115
Leirey	Jean	P.T.	123	jleirey@kingstoncityschools.org	3117
Longendyke	Paul	Custodian		plongendyke@kingstoncityschools.org	3126
Mangiarelli	Marie	Kitchen Staff	Kitchen	mmangiarelli@kingstoncityschools.org	3108
Manley	William	4th Grade	202	wmanley@kingstoncityschools.org	21202
Mathews	MaryKate	4th Grade	204	mmathews@kingstoncityschools.org	21204
McDonald	Noreen	2nd Grade	105	nmcdonald@kingstoncityschools.org	21105
McGarry	Heidi	Kindergarten	101	hfrank@kingstoncityschools.org	21101
Mertine	Jean	Office Manager	115	jmertine@kingstoncityschools.org	3101
Miller	Nancy	T.A. (3/4 gr 12:1:1)	209	nmiller@kingstoncityschools.org	21209
Miller	Joanne	T.A. (K/1 12:1:2)	113	jmiller@kingstoncityschools.org	21113
Miller	Jessica	2nd Grade	108	jhodes@kingstoncityschools.org	21108
Mittleman	Joanne	T.A. (1st Integrated)	106	jmittleman@kingstoncityschools.org	21106
Molinaro	Nicole	4th Grade	201	NVanLoan@kingstoncityschools.org	21201
Moore	Janet	Orchestra	129	jmoore@kingstoncityschools.org	
Moran	Amy	2nd Grade	107	amoran@kingstoncityschools.org	21107
Myers	Brittany	K/1st Gr (12:1:2)	113	bmyers1@kingstoncityschools.org	21113
Niles	Dalienne	1st Grade	106	dniles@kingstoncityschools.org	21106
Passante	Frank	P.E.	Gym	FPASSANTE@kingstoncityschools.org	3119
Pennachio	Sarah	Librarian	213	spennachio@kingstoncityschools.org	3105
Pesko	Joan	Pre-K	120	jpesko@kingstoncityschools.org	21120
Peters	Julann	Literacy	110	Jpeters@kingstoncityschools.org	3106
Reid	Rose Marie	Literacy	112	rreid@kingstoncityschools.org	21112
Reposa	Jessica	1:1 TA	209	jreposa1@kingstoncityschools.org	21209
Ryan	Megan	Speech Improvement	119	mryan@kingstoncityschools.org	21119
Schmidt	Rebecca	1:1 TA	209	rschmidt@kingstoncityschools.org	21209
Short	Tracie	3rd Grade	203	tshort@kingstoncityschools.org	21203
Smalls-Hicks	Carleen	Pre-K T.A.	120	csmalls@kingstoncityschools.org	21120
Sprague	Dawn	Library Typist	213	dsprague@kingstoncityschools.org	3105
Sprance- Martin	Karen	T.A. (1:1 K/1 12:1:2)	109	ksprance-martin@kingstoncityschools.org	21109

Steyer	Pamela	O.T.	123	psteyer@kingstoncityschools.org	21123
Stoutenburg	Hope	LiteracyT.A.	131	hstoutenburg@kingstoncityschools.org	21119
Teague	Zack	Cleaner		zteague@kingstoncityschools.org	3126
Temple	Jennifer	Lunch Monitor	Cafeteria	jtemple@kingstoncityschools.org	3107
Torok	Jennifer	Cons Teacher 4th	201	jroessner@kingstoncityschools.org	21201
Tutko	Kira	Speech	119	Ktutko@kingstoncityschools.org	21119
VanDemark	Henry	Cleaner		hvandemark@kingstoncityschools.org	3126
VanKleeck	Michelle	Lunch Monitor	Cafeteria	mvankleeck@kingstoncityschools.org	3107
Wade	Kari	Cons Teacher Gr 1	129	kwade@kingstoncityschools.org	21129
Weiss	Michelle	Art	206	mweiss1@kingstoncityschools.org	21206
Wojcio	Kate	Kitchen Staff	Cafeteria	-	3107
Zifchak	Linda	Kitchen Staff	Cafeteria	lzifchak@kingstoncityschools.org	3107

Overview of John F. Kennedy School

The John F. Kennedy Elementary School was built in 1966 and named in honor of our 35th president, John Fitzgerald Kennedy. Currently our building provides education for students in Pre-Kindergarten through 4th grade.

We appreciate the time you will spend with your child in reading the handbook. The handbook was designed to provide useful information and an understanding of the practices and procedures of John F. Kennedy School. Your cooperation with following the handbook guidelines will ensure a smooth, safe and wonderful school year.

Please sign and return the form on the last page of this book acknowledging that you have reviewed this information with your child by the end of the week. Thank you for your cooperation and support.

District Vision Statement: Excellence in Everything!

District Mission Statement:

We inspire. We educate. We graduate. All Students, All of the Time.

Our Mascot: Pride of lions



Our School Colors: Navy Blue & Gold

Our School Vision Statement:

With daily attendance and hard work, ALL students will graduate and create a better world to live, learn, laugh and grow!

Our School Pledge:

“As a responsible citizen of JFK, I promise to be respectful and kind to all, responsible for my own actions, and ready to learn. I will give nothing less than my best!”

Our Goals:

Three goals we will work on this year:

- Staff will collaborate to create the best teaching to meet the specific needs of ALL of students through culturally relevant and engaging curriculum.
- Parents and their children will commit to being at school on time (8:45 a.m.), every day and all day (no early releases)! We can only teach your children if they are here. Remember, “attendance affects everything!”
- The entire JFK community will focus on Social-Emotional Learning. Together, we will support students with:
 - *self-awareness *self-management *responsible decision-making *relationship skills *social awareness

Together We Can, Together We Will!

When staff, family and students work together we succeed!

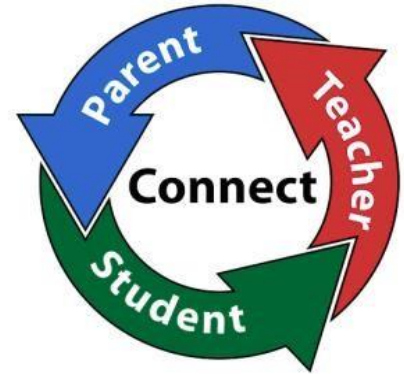
One of our goals for this year is to involve families and the community in the academic and social/emotional successes of our students.

Families can help us reach this goal by:

- Ensure that children get to school on time every day ready to learn.
- Help students with homework and encourage daily reading.
- Get involved with the PTA (Parent Teacher Association)
- Volunteer any way you can.
- Keep the school informed on important changes at home.

Students can help us reach this goal by:

- Be respectful, be responsible and ready to learn.



Together we will advocate for your child to ensure a successful and joyful school year!



**Help Your Child Succeed in School:
Build the Habit of Good Attendance Early**
School success goes hand in hand with good attendance!

DID YOU KNOW?

- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work.

JOHN F. KENNEDY SCHOOL PRACTICES AND PROCEDURES

A thorough understanding of the routines at school can help students, parents and staff to avoid unnecessary interruptions, delays and frustrations. These policies and procedures will be enforced so that the school day is free from disruption and students are not distracted from learning.

DAILY SCHEDULE

The instructional school day begins at 8:45 a.m. and ends at 3:05 p.m. for grades K-4. (Please look at the Pre-K handbook for the Pre-k daily schedule). **Dismissal begins at 3:05 p.m. with the dismissal of bus students. All other students will be dismissed at 3:10 p.m. or after all busses have departed.** Below you will find an overview of the general schedule:

8:10 a.m.	Breakfast Program Begins
8:45 a.m.	Bell Rings
8:55 a.m.	Pledge, Morning Announcements
11:15 a.m. – 1:35 p.m.	Lunch Periods
3:05 p.m. – 3:10 p.m.	Dismissal

ARRIVAL AT SCHOOL

Breakfast starts at 8:10 a.m. We invite all students to come for a free, healthy meal before they start the day. John F. Kennedy School offers a breakfast program to all students. The breakfast menu can be found on the reverse side of the school lunch menu sent home monthly. The breakfast (and lunch) programs are free for all JFK students.

Bus students that want to eat breakfast will get off the bus as soon as they arrive to the school.

Starting in October, our Healthy Lions Club will begin at 8:25 a.m. We encourage all students to join us for some fun & energetic activities to get their bodies moving and their brains ready to learn.

All students should be at school by 8:45 a.m. at the latest, so that our teachers can begin instruction at 8:55 a.m. when the bell rings.

Driving instructions: Parents driving children to school should enter on Gross Street, pull into the parking lot, to let their children out on the sidewalk. Please be courteous and make this process as quick as possible, so that others can pull in behind you, especially during busy times.

Dropping off students: If you would like to walk your child to the front door and wait outside with your child until school starts, we ask that you park your car in the parking lot. Parking is prohibited on Gross Street from 8:00 a.m. to 4:00 p.m. on school days. Parents who bring their children to school are always asked to say good-bye at the front door. It is our goal to encourage

self-direction and independence in the school setting. Your cooperation and support of our school routine is much appreciated.

Please do not drop off your child in Hasbrouck Park – there is no supervision.

If you need to enter the building for any reason, please sign-in with the greeter and receive a visitor's pass. This is strictly enforced for safety reasons.

When driving off the property, please always exit in the back of the school by the park (Old Orchard Street).

LATE TO SCHOOL

Promptness to school is very important. Students are to be in their seats and ready to work at the 8:45 a.m. bell. **If a child arrives at school after 8:55 a.m., an adult must accompany the child to the greeter's desk and sign-in the student.** A written excuse for the lateness must accompany the child. Once signed-in, the students may then go to his/her class. If the student is unable to get to his/her class independently, a staff member will escort the student.

DISMISSAL FROM SCHOOL

Afternoon dismissal begins at 3:00 PM. Bus students are dismissed first. Students who walk or get picked up are dismissed after the buses leave at 3:10pm. All students exit out the doors in front of the building closest to the parking lot.

Driving instructions: As with drop-off, parents picking up children from school in a car should enter on Gross Street, pull into the parking lot and pick up children from the door at the far side of the building. A staff member walks out with each of the classes. For safety reasons, they will not release the child until they see the guardian. We ask that you meet your child at the door and walk them to your parked car. Please be courteous and make this process as quick as possible.

When driving off the property, please always exit in the back of the school by the park (Old Orchard Street).

EARLY DEPARTURES

We believe that attendance affects everything, and the minutes that a student is late or dismissed early add up and impact their learning. Our last instructional period ends at 3PM, and we want to be sure your student(s) get the most out of their day. Picking up children early interferes with their own learning as well as the classroom environment. If a student leaves 5 minutes early each day, they miss 900 minutes, or 15 hours, or two full days of school in a year. Please remember, "Attendance Affects Everything!"

Please try to schedule all appointments after the school day. However, if for emergency purposes, you need your child dismissed earlier than regular, please send a note with your child in the morning or call the office by 2:30 PM. Please note, there will be no pick-ups after 2:45 pm without a written note received prior to dismissal.

Adults picking up children before dismissal time must **go to the greeter's desk to sign out your child**. Adults must have a driver's license or a picture identification. To minimize the amount of class time missed, we will call the child down from their classroom when you arrive. **Parents are not permitted to pick up children directly from their classrooms.**

TRANSPORTATION CHANGES

Changes in transportation (place, method of transport, change in bus, etc.) will be made only with a note from the child's parent/guardian. In emergency situations, you may FAX a note to (845) 331-2477, but this should be followed up with a phone call. Bus changes must be approved in writing by the principal or her designee.

BUS TRANSPORTATION

Bus routes are planned by the school district's transportation office each summer and are posted on the school district's website (www.kingstoncityschools.org) and published in the "Back-to-School" supplement of the Daily Freeman in mid-August. General descriptions of each route, identified by number and color, are posted in the school.

Any problem or injury occurring on a bus should be reported to the driver. The driver may report student misbehavior to the Principal in a written discipline referral. The Principal will discuss the problem with the student and inform the driver and parent/guardian of any disciplinary measures to be taken. Serious or habitual misbehavior may result in a student's suspension from the bus.



A note should be sent to the school anytime there is a change in the way your child is to go home. Without a note, your child will be sent home by the normal means. A student may ride on a bus other than his/her usual one if a written request is made by the parent/guardian. The student should give the note to his/her teacher upon arrival at school. The teacher will forward the note to the principal for authorization. It will be returned to the student to be given to the driver upon boarding the new bus. A note is also needed if a bus student is to walk home, be picked up at school, or is to exit the bus at a different stop.

No changes in transportation (place, method of transport, change in bus, etc.) will be made without a note from the child's parent/guardian. In emergency situations only, the office will issue a note for the child upon authorization of the building principal.

ATTENDANCE AFFECTS EVERYTHING

Each student is required by law to be in regular attendance at school and in class. Please have your child here by 8:45am. We also request that you make every effort to schedule appointments AFTER the school day for your child.

No student is to leave the school premises during the school day without permission from the principal's office.

In accordance with New York State Law and the Missing Children's Act, parents have the right to ask for notification if their child is not in attendance. Therefore, if you want to be notified when your child is not in school, please send your request in writing to the principal's office. Be certain to include your telephone number in your request to your principal.

ABSENCES FROM SCHOOL

A written excuse explaining a student's absence must be sent to the teacher on the day the student returns to school. **The excuse must:**

- have the dates of the absence(s)
- the reason for the absence
- be signed and dated by a parent or legal guardian.

The following reasons are accepted as **legal excuses for absence:**

- funeral
- personal illness of student
- religious observance
- required court appearance

If the reason for the absence is not listed above or the written excuse is NOT sent in, your student will be marked with an "illegal absence". If your child is legitimately absent, please call the school at 943-3100 before 8:45 a.m. and leave a message. Telephone contact informing us of the absence **does NOT** replace the need for a written excuse. **You must still send in a written excuse** on the day the child returns.

Parents requesting homework for absent children should contact the school before 9:30am on the date of their child's absence. Work can be picked up in the office at 3:00pm or sent home with another student.

NOTE: Periodically, we will send home letters regarding your child's attendance and how late arrivals or early dismissals impact their learning.

VISITORS TO SCHOOL

From time to time, parents will visit the school for various reasons. The district values the involvement of parents and community within the school (look at the Parent Partnership Policy on the district website: www.kingstoncityschools.org). If you wish to visit your child's classroom or teacher, please be sure to contact us in advance. Please read the following policy regarding visitors to school:

Parents, guardians, district employees and board members are welcome to visit the building as long as they comply with all pertinent district and building rules.

Other persons or groups wishing to visit the school must contact the building Principal and obtain approval prior to the visit. Approval may be granted at the discretion of the Principal.

All visitors must sign in, and indicate the purpose and time of the visit. A visitor's pass, which must be displayed at all times, will be issued. When the visit is concluded, the pass must be returned and the visitor must sign out.

WEATHER DELAYS AND CLOSINGS

There may be occasions during the year when it is necessary to close school early due to poor weather conditions or unsafe conditions in the building or neighborhood. The school will send a mass text message if this occurs. More information regarding messaging will be sent home shortly.

School closings are posted on the district website: www.kingstoncityschools.org and announced over local radio and television stations.

Please make arrangements now for supervision of your children in the event this occurs. Discuss these arrangements with your children so they know what is expected of them once they leave the school building. The school telephone lines must be left open for emergency communications and students may not have the opportunity to call home.

EMERGENCY TELEPHONE NUMBER / CHANGE IN STUDENT INFORMATION

It is very important that the school be able to contact a parent, guardian, babysitter, or neighbor in the event of an emergency. It is essential that parents notify the school whenever there is a change of home address, home telephone number, work address, work telephone number and/or custody status of your child. An emergency can occur at any time and we need to have current information. Please complete the student emergency sheet sent home at the beginning of the school year and notify the main office if this information changes.

MESSAGES TO/FROM CHILDREN

To avoid interrupting classes, messages to students should be limited to emergencies. If it becomes necessary to leave a message for your child, the office staff will relay such messages.

We ask that students limit their use of the telephone to emergencies only. Scheduled after school activities and social visits should be discussed in advance to eliminate unnecessary calls.

SCHOOL NURSE

The School Nurse is a trained registered nurse. If a student becomes ill or has an accident during the day, they will report to the nurse's office. Except in emergency situations, students must receive permission from their teacher before going to the nurse. The nurse will determine whether the child needs to rest, go home, or have first aid care. If a student needs to go home, parents/guardians will be contacted. In this case, please make arrangements to have your child picked up from school as soon as possible.

STUDENT HEALTH

A child who is ill cannot be expected to work at his or her level of ability. Students who are ill should not come to school. **If a child has a fever, he/she should not return to school until his or her temperature has been normal for **twenty-four hours**.** Remaining at home when ill enables the child to recover more quickly and lessens the spread of illness through the school community. However, a sick child does not always run a fever. If a child has vomited in the night or early morning hours, he/she should remain home. Obvious signs such as coughing a great deal, runny nose, or sore throat are reasonable symptoms of illness requiring rest.

If your child has a particular health problem, such as asthma, an allergic reaction to bee stings, or any other condition, be sure to inform the School Nurse.

The School Nurse also checks the hearing, vision, weight and height of children on a regular basis and informs parents/guardians of any unusual findings.

STUDENT MEDICATION

According to New York State law, students are not permitted to take any medication during school hours unless the following requirements are met:

- written request from the physician including the child's name, medical condition, name of medication, dosage, and duration of medication must be submitted to the School Nurse Teacher.
- written request from the parent that the prescribed medication be given must accompany the physician's note. This procedure includes over the counter medication.

An adult must deliver medication to school. The medication must be in the container in which it

was purchased. If it is a prescription medication it must be in the prescription bottle. Over-the-counter medication must be in its original container. All medications remain locked in the health office. No medicines are allowed in the classrooms.

SCHOOL PHYSICALS

The New York State requires that every child enrolled in a public school entering Pre-K or kindergarten, first, third, fifth, seventh, ninth and eleventh grade, furnish the school with the School District's Medical Examination Report completed by a physician.

The law also applies to a newly enrolled pupil in our district, entering any grade level from another school district, private, or parochial school.

Furthermore, an examination of any child may be requested by the local school authorities at any time at their discretion to promote the educational interests of such a child. The State Education Department recommends that this examination be performed by the child's family physician.

The Kingston School system realizes the value of a more complete examination such as one performed by your private physician. However, the school physician will examine your child if the completed physical examination form is not return to the school within the specified time period.

CHILD ABUSE AND/OR NEGLECT

The State of New York requires that school personnel report any suspicion of abuse or neglect. Abuse or neglect can be physical, mental, or emotional.

Any citizen can report a suspicion of neglect or abuse by calling this toll-free number: 1-800-342-3720. School personnel are mandated reporters and, by law, must file a report.

STUDENT PERSONAL POSSESSIONS

Please mark or label backpacks, lunch boxes, raincoats, art smocks, school binders, and any other belongings that are brought from home. Articles of value **ARE NOT TO BE BROUGHT TO SCHOOL**. We are not responsible for any items that are stolen, lost, misplaced or broken. Students may not bring any type of toys (including fidget spinners), electronics or candy to school.

LOST AND FOUND

Student articles found in the school are kept in the cafeteria. If your child has left an item on the bus, the driver usually keeps it on the bus. All personal items found during the course of the school day are placed in the cafeteria. Please encourage your child to check these locations for items. Items not claimed will be donated to charity prior to winter recess, spring recess and at the close of the school year.

DRESS

Students are expected to follow the dress code adopted by the Board of Education. If you are not familiar with the dress code, please visit the school district website at www.kingstoncityschools.org, and read the information posted on there.

ACADEMIC PROGRAM AND SPECIAL AREAS

ACADEMIC EXPECTATIONS

- Teaching, learning and school work are taken very seriously at JFK.
- All students are expected to be working at all times during the school day. We believe that effort promotes achievement.
- Students are expected to come to class prepared to work with any and all materials necessary.
- Students are expected to show evidence of pride when completing their work.

CLASS ASSIGNMENTS

- Towards the end of the school year teachers will meet with administration to discuss class composition for the following year. They review students and overall group dynamics, as they recommend classes for the following year. Final approval of class organization is made by the Principal.
- Requests for class/teacher assignments will not be honored. Please refrain from making these requests.

CURRICULUM

- The curriculum at JFK is based on the Common Core Learning Standards as adopted by New York State. More information about our curriculum will be discussed at Curriculum Night on September 13th.
- All classes will be using Sanford Harmony as their Social & Emotional Learning program. Sanford Harmony is a Social & Emotional Learning program designed to build healthy relationships among grades PK-6 students. The strategies taught through the program promote connection, communication, collaboration and problem solving. The goal is to build awareness of commonalities and to celebrate differences among diverse students.

HOMEWORK

- Homework may be nightly, weekly or of a long-term nature. There is no such thing as a student of JFK who has “nothing to do.” (They can always read!)
- **Parents are asked to check student homework and backpack every night.**
- The purpose of homework is to extend and reinforce learning and to develop self-discipline, personal responsibility and independent thinking. Parents can offer help in the following ways:
 - Please check homework daily. See that all assignments are completed accurately and neatly.
 - Answer questions but please allow your child to do the assignment him/herself.

STATE STANDARDIZED TESTS

- The ELA and Math exams for students in grades 3 & 4 each consist of three parts and are administered separately over the course of three days.
 - ELA Test- April 2, 3 & 4
 - Math Test- May 1, 2 & 3
- In addition, students in grade 4 will also take the New York State Science exam. The Performance Task will be at the end of May, the written exam will be June 3rd.

SPECIAL AREAS

Students in kindergarten through fourth grade also receive weekly instruction outside their regular classroom. The special subject areas in our school are art, computer, library, music and physical education. A brief description of each of these areas follows. For more information on the Common Core Learning Standards, please visit www.engageny.org.

ART - The goals of the art program are based on the New York State Standards for the Arts and on the State Syllabus. Instruction is varied to address a wide variety of skills and understanding. Please be sure to send in a smock for your child.

COMPUTER - Weekly computer lessons are developed by the classroom teacher in conjunction with the computer lab teaching assistant. In addition to instruction on using the computers, lessons may focus on reinforcement of curriculum and guided practice in any or all subject areas.

LIBRARY - There are many components to our library program. Library and research skills; enhancing the skills of listening, reading and writing; appreciation of written language; and exposure to different genres of literature are only a few of the goals. Students attend library on a weekly basis.

MUSIC - All students participate in vocal music classes once a cycle beginning in kindergarten. Varied instruction includes all aspects of the music curriculum. The New York State Standards guide our instructional program.

PHYSICAL EDUCATION - Children participate in three physical education classes each cycle. Sneakers must be worn. Slip on shoes with rubber soles and platform sneakers are not appropriate and children will not be allowed to participate without acceptable sneakers. Although a uniform is not required, it is suggested that clothing appropriate to physical movement be worn on scheduled physical education days.

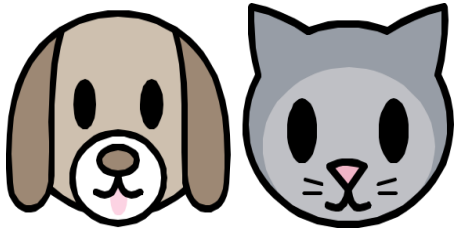
RESPONSE TO INTERVENTION SUPPORT TEAM (RST)

The Response to Intervention Support Team is a building level team designed to address specific needs of students who are having difficulties. The purpose of the team is to brainstorm ideas that will help the teacher in working with the student to experience success. Parents are notified of all meetings and are invited to attend. These meetings are held during the school day from 8:20 a.m. until 3:00 p.m. The meetings generally last about a half hour.

SPECIAL EDUCATION AND RELATED SERVICES

There are many services available to students who have been identified by the Committee of Special Education as in need of these services. These include, but are not limited to: consultant classes, self-contained classrooms, speech and language services, occupational/physical therapy and counseling by a trained psychologist. Referrals to the committee are generally made through the Student Review Team. Further information regarding special education can be addressed by calling this department at the Central Administration building (943-3073).

ANIMALS IN THE CLASSROOM



Throughout the year, we have trained therapy animals in the school as part of our *Animals in the Classroom* program. Therapy animals have been shown to have physical, social, cognitive, emotional and mental health benefits for students. Your child's health and safety are of the utmost importance to us, and we realize that some children have health needs that might be affected by an animal visiting the classroom.

While most children tend to love the visits, it's important for parents to review their feelings regarding the visit to the classroom. Some students may have mild to severe allergies to certain animals, there is a possibility of an animal bite, and there have been reports of infections spread from animals to students. At this time, we invite parent input when considering an animal visit. It is your choice whether your child participates in a program involving a live animal.

If you have any questions regarding the visiting therapy dogs, please call our school social worker, Nancy Herbert, at 943-3457.

FIELD TRIPS

Most classes take a field trip at some time during the school year. All participating students must have a permission form signed by a parent or guardian. Families are sometimes asked to pay for either part or the entire cost of the trip. If this presents a hardship to any students, please contact the teacher. The PTA has funds to ensure the participation of every student. Permission to attend field trips must be in written form, verbal permission is not acceptable. District policy requires permission slips for field trips to be signed by a parent and returned to school ten (10) days prior to the trip. During the year, it may be necessary to use the Kingston High School facilities for assemblies. Students will walk to this site under the supervision of teachers, paraprofessionals, and chaperones.

Note: *Parents/Guardian MUST fill out a volunteer form and be approved by the School Board to chaperone or volunteer. This can take up to a month, so complete the form now!*

BACK-TO-SCHOOL NIGHT

The school conducts an Open House at the beginning of each school year. This year's "Back to School Night" will be on **Tuesday, September 25th beginning at 6:30 pm**. This evening is intended to be an opportunity for parents to meet teachers as well as view the classroom and curriculum materials used. During these sessions, the teachers will also share activities that you can do with your child at home. Back-to-School Night is not intended as a time for individual conferences regarding student progress. Individual conferences will be held in October. Parents may also schedule a conference with their child's teacher at any time.

REPORT CARDS

Report cards are distributed four times each year at approximately ten-week intervals. This year we will hand out report cards on **November 20, February 8, April 26, and June 26**. Report cards are sent home with the students, with the exception of the first report card for kindergarten students. These are given to parents at a scheduled parent-teacher conference held in November. All other report cards are sent home with the children. Parents should keep the report card and return the envelope after signing it.

PARENT/TEACHER CONFERENCE MEETINGS:

The following dates are set aside for parent-teacher conferences. Please mark your calendar and plan to join us for each of these days:

- Thursday, October 25, 2018 (4:30 -7:30 p.m.)
- Friday, January 18, 2019 (12:15-3:10 p.m.)
- Thursday, April 4, 2019 (4:30 – 7:30 p.m.)

The purpose of a conference is to establish and maintain a good working relationship between school and home. Parent-teacher conferences are encouraged and may also be held at the request of the parent or the teacher whenever a question or concern arises. Conferences should always be prearranged by appointment.

PARENT-TEACHER ASSOCIATION (PTA)

The PTA at the John F. Kennedy School actively supports the efforts of the professional teaching staff to ensure the best educational experience for our children. Funds raised by the PTA each year make possible the assembly programs that enrich our children's experience, and provide a significant subsidy to the cost of field trips enjoyed by all the students. The PTA coordinates school pictures of all students and also provides both financial and volunteer support for the many

school-wide activities throughout the year.

You are warmly welcomed and encouraged to become involved in your child's school through membership and active participation in the PTA. **This year, the PTA will meet on the 2nd Tuesday of each month at 6:30 PM.**

2018-2019 JFK PTA OFFICERS:

- Katelyn Semon, President
- Rannisha Heaney, Vice-President
- Jen Faust, Treasurer
- Andrea Weiss, Secretary

CHAIN OF COMMAND

- If you need to speak with someone regarding your child please follow the chain of command.
- Make an appointment to speak with the classroom teacher first. If you need assistance reaching a teacher, Ms. Mertine, the Office Manager can be of assistance.
- If the situation requires further discussion, please contact Ms. Jamieson.

STUDENT CODE OF CONDUCT

Student rules of conduct are established to ensure a positive learning environment for all students in the district. At JFK, we have developed specific expectations for student behavior through our **Positive Behavioral Interventions & Supports (PBIS)** program, which is reinforced in the classroom and throughout the school. Students who have role model behavior are acknowledged and recognized in various ways including on JFK-TV.

Additionally, we use **Restorative Practices (Restorative Approaches)** to build empathy and understanding among students and staff, as well as to manage individual behavioral challenges and peer conflict when it arises. Please see a copy of this policy on the website or in the Elementary School Required Notifications and Pertinent Information Handbook (yellow).

SCHOOL BUS RULES

Most of the rules for bus conduct are common sense and good manners, but since everyone forgets from time to time, listed below are the more important rules for safe bus rides. Please review them with your children.

- Stay seated in your assigned chair at all times while the bus is in motion.
- Cooperate with the driver and follow instructions.
- Behave appropriately.
- Be courteous.

- Use proper language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Keep your hands, feet and property to yourself and inside the bus at all times.

BEHAVIOR EXPECTATIONS

Parents/guardians and teachers are requested to go over these 12 Behavior Standards at the beginning of the school year and periodically thereafter.

All members of the JFK Community will respect and be kind to everyone. This means:

1. We take care of each other and each other's belongings.
2. We are polite to our classmates, teachers, administrators, and other visiting adults and children who may be in our school.
3. We walk and talk quietly in the hallways. We allow others to walk without pushing or shoving them.
4. We don't tease one another or call each other names.
5. We do not use bad language.
6. We help one another to cooperate.
7. We solve our problems with one another by talking, not fighting.
8. We ask a teacher or another adult for help if we have a problem we cannot solve on our own.
9. We are proud of our school and ourselves and we do not do anything to harm either.
10. We tell the whole truth.
11. We never bring real or toy weapons, or dangerous objects to school.
12. We follow these rules whether an adult is present or not.

Should students not follow these standards, the following interventions/consequences may be used:

- | | |
|---------------------------|-----------------------------------|
| • Conference with student | • Peer mediation |
| • Time out | • Phone call to parent/guardian |
| • Loss of group recess | • Conference with parent/guardian |

As a result, an appropriate plan to assist students in managing their behavior will be developed.

JOHN F. KENNEDY ELEMENTARY SCHOOL

2018-2019 PARENT / STUDENT HANDBOOK & CODE OF CONDUCT

ACKNOWLEDGEMENT FORM

I have received and reviewed the information contained in the JFK Elementary School Student Handbook and Code of Conduct with my child.

Student Name (Print) _____

Student Signature: _____

Parent/Guardian Signature _____ Date: _____

Contact Phone Number: _____

E-mail address _____