Kennedy Elementary School

School Supplement to the District Policy Guide 2016-2017
Dear JF Kennedy Families-

Bienvenido! Welcome to our 2016-17 school year! On behalf of the Kennedy staff, we hope you had a great summer together as a family, and are as anxious as we are to get our new school year underway.

Throughout the summer months we have had several different team and School Improvement Planning (SIP) meetings, involving several staff members, teams, and parents. Our ideas, hopes, and plans for the coming year are exciting and we believe will be great for our students and we hope for you as family too. To help prepare and guide you, we have put together this handbook outlining many important details specific to Kennedy Elementary. We ask that you take some time to read it through, and keep it on hand throughout the year as a reference. If you have any questions, don’t hesitate to call or email.

One of our top priorities as a school, is to build positive and effective means of two-way communication between home and school. This can often be best facilitated by regular, daily conversations with your child about what s/he accomplished in school, about that which s/he feels good, and the relationships s/he is forming with both students as well as staff members. Also be in contact with your child’s teachers/team about any questions or concerns. Communication between home and school is essential to your child receiving clear and consistent messages and expectations. Watch for classroom and school newsletters throughout the school year to keep you updated on important information and upcoming school events.

We look forward to a fantastic 2016-17 school year at John F. Kennedy Elementary School!

Respectfully,

Nancy Caldwell, Principal
Karen Mullen, Assistant Principal
About Our School
John F. Kennedy Elementary School is one of Madison’s largest, presently serving approximately 500 students in grades K-5. The classes are heterogeneously grouped into single graded classrooms, whereby each teacher team is responsible for teaching all academic subjects, including: literacy, math, science, and social studies as well as Second Step curriculum (addressing social-emotional learning standards). Most students at Kennedy will identify with one homeroom teacher but also a member of a team (two to four classrooms working together as a team).

Teachers at each grade level collaboratively plan and coordinate their curriculum and instruction allowing flexible grouping to occur within and across the team. This is an important strategy at our school, to better target instruction for students’ varied levels of learning. Common Core State Standards (CCSS) guide teachers in their collective development of curriculum and ongoing assessment. Teacher teams are committed to developing engaging and differentiated learning opportunities which are responsive to and inclusive of all students, including our students with disabilities, English Language Learners and advanced learners.

Additionally, all students have the benefit of receiving weekly instruction in specials classes to include: LMC/Technology, Library, Physical Education, Art and Music.

Mission Statement
The mission of John F. Kennedy Elementary School, a neighborhood school with family commitment, is to ensure that all children succeed academically and socially, so that they continue developing lifelong learning skills and respect for diversity, by providing an appropriately challenging curriculum and a safe, nurturing, learning environment which fosters individual responsibility and productive citizenship.

Child Care/After-school Information
The East YMCA provides on-site before and after school child care. Please contact the YMCA at 608-221-1574. Absences from the YMCA program must be reported to the site phone by calling 608-669-0638. Additional before and after school providers include Playhaven, Rings Martial Arts, Paik’s Martial Arts, and Campus 4 Kids. These programs transport children from their facility to and from school.
Key Policies and Guidelines

Traffic Safety, Parking, Pick Up/Drop Off Information
Only students who are 10 years old may ride bicycles to school unless there is a parent written request and approval through the principal. Additionally there are accessible parking spots (2) located on the service drive north of our school on Meadowlark Dr.

Supervision of building/grounds
Playground supervision begins at 8:15 a.m. on school days. There is no supervision on the playground after school is dismissed for the day. Children should not be dropped off earlier than 8:15 a.m.

Field Trips
Classroom teachers will send home written notification in advance of field trips. Please be sure to return the forms and any payment required promptly.

Parent Teacher Conferences
This school year, we will have Fall and Spring parent/teacher conferences, in addition to the Ready Set Go! conference at the beginning of the year. We encourage students to attend the conferences as well.

Student Personal Property
Lost and found is located in the lower level in the cafeteria. Please check this frequently for missing items.

School Improvement Plan
Our SIP defines the actions we as a school will take this year, to raise student achievement as well as develop the social-emotional-behavioral capacity of all of our students.

School Support Services
The health office can be reached by calling 608-204-3432 or 608-204-3437, and is staffed from 8:30 a.m. until school is dismissed for the day.

Your student support services team:
Laurel Cornelius, Nurse 204-3432  Mary Hustedt, Nursing Assistant 204-3437
Becky Fellman, Psychologist 204-3434  Bridget Cremin, Social Worker 204-3442

Behavior
We support positive behaviors through clearly defined behavior expectations: Be safe, be respectful, be responsible, and be the best learner you can be. If your child is being bullied, please contact our main office and ask to speak with our Assistant Principal, Karen Mullen, our Principal, Nancy Caldwell or our Social Worker, Bridget Cremin.

Find more information in the district policy guide, found at www.mmsd.org/policy-guide.
Picking up your child during the school day
To ensure the safety of your child, please send a note in advance to your child’s teacher or the office. We require parents to come into our office and sign out the student. We will call the classroom to have the student sent down to the office to meet the parents. Please remember anyone picking up a student must be authorized and listed in Infinite Campus. Once school is in session, no non-school staff (including parents) will be allowed to go to a classroom unaccompanied and pick up a child.

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School Hours
Mondays 8:30 a.m. - 1:50 p.m. (Early release)
Tuesdays-Fridays 8:30 a.m. - 3:22 p.m.