Dear JF Kennedy Families:

¡Bienvenido! Welcome to our 2018-19 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.

Along with all MMSD schools, we have developed our School Improvement Plan (SIP). We will focus our efforts to grow our scholar's reading skills. Our teachers work to plan standards based lessons and deliver these with high expectations to engage our scholars. As a school, we all work to create an environment that creates a sense of belonging and safety to develop our social emotional skills. 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.

We look forward to forming positive partnerships with our families to make sure we all work together to support our scholars as they learn and grown. Together we can!

Respectfully,

Nancy Caldwell, Principal
Karen Mullen, Assistant Principal
Telephone
OFFICE: (608) 204-3420
FAX: (608) 204-0431
ATTENDANCE / SAFE ARRIVAL: (608) 204-3435

Address
221 Meadowlark Drive
Madison, WI 53714

Web address
https://kennedy.madison.k12.wi.us
facebook.com/MMSDKennedy

School Hours
Mondays 8:30 a.m. - 1:55 p.m. (Early release)
Tuesdays-Fridays 8:30 a.m. - 3:27 p.m.

About Our School
John F. Kennedy Elementary School presently serves approximately 525 students in grades 4K-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 as a member of a team (three or four classrooms working together as a team).

We are excited to be a G-4 school this year! This means learning, engaging, and igniting through the use of technology! 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. 5th graders have an additional special class: Strings.

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 & after school providers include Playhaven (608) 221-0110, Rings Martial Arts (608) 221-9704, Paik’s Martial Arts (608) 224-1234, and Campus 4 Kids (608) 221-1529. These programs transport children from their facility to and from school.
Key Policies and Guidelines

School Improvement Plan (SIP)
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. Our SIP document can be found on our homepage at kennedy.madison.k12.wi.us.

Positive Behavior Support
We embrace the Positive Behavior Support (PBIS) framework. We believe in directly teaching, reinforcing and reteaching the behaviors expected of our scholars. Our school-wide behavior expectations are:

- Be safe
- Be respectful
- Be responsible
- Be the best learner you can be.

We have monthly PBS assemblies that focus on a skill as a part of our school-wide expectations. Our kids lead the teaching and we celebrate our scholars. We will work to make sure that your child feels a sense of belonging within the classroom and school community. If you have concerns about your child’s social emotional well-being, please contact our main office and ask to speak with our Social Worker, Bridget Cremin, Assistant Principal, Karen Mullen, or our Principal, Nancy Caldwell.

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.

Building Security
All visitors (parents, tutors, field trip chaperones, etc.) must request access to the building using the intercom system at the main entrance. Visitor passes are available in the main office. If you are picking up your student for an appointment, please come to the main office to sign them out and then they will be called from the classroom to meet in the office.

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. Families who are dropping off and picking up students can refer to the traffic brochure available in the main office and online. For the safety of our students, the parking lot is for staff only, not to be used for pick up/drop off. Families can park on neighborhood streets following posted signs or pull up in the designated drop-off zone on Meadowlark Dr in front of the green space. Our handicap accessible parking spots are in our parking lot. You must have a permit to enter.

Supervision of building/ grounds
Playground supervision and breakfast in the cafeteria begins at 8:15 a.m. on school days. Children should not be dropped off earlier than 8:15 a.m. There is no supervision on the playground after school is dismissed for the day at 2:05/3:35 pm.

Student Personal Property
Lost and found is located in the lower level in the cafeteria. Please check this frequently for missing items. Toys and playground equipment should stay at home. Make sure to label your child’s belongings. It really helps!
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 204-3479    Bridget Cremin, Social Worker 204-3479

Attendance Matters!
Going to school EVERY DAY matters because key academic concepts are being taught – catching up on missed learning is very hard to do. MMSD has a 94% attendance goal which means students should not be absent for more than 10 days per school year. Our scholars begin their learning at 8:30 a.m.

- Attendance in the early grades matters because students need enough time on task to learn basic academics.
- Students need to learn to read well enough to learn their other subjects.
- Early elementary school lays the foundation for whether children will graduate or drop-out from high school.
- Your child needs to attend school everyday! Ask your child’s teacher or our school social worker Bridget Cremin if you have questions.

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.

Family Engagement
2018-19 Kennedy PTO Board:
President: Rachel Weiss
Vice President: Peggy Hoffmann
Secretary: Tara Stevens
Treasurer: Keith Duerst

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.

Find more information in the district policy guide, found at www.mmsd.org/policy-guide.