

**John F. Kennedy Magnet School  
40 Olivia Street  
Port Chester, New York 10573  
(914) 934-7991**



**Faculty and Parent Handbook**

**2015-2016**



**Judy Diaz  
Principal**

**Bryant Romano  
Assistant Principal**

**Port Chester-Rye Union Free School District**  
**P.O. Box 246**  
**Port Chester, NY 10573**  
**Telephone: (914) 934-7900**

**Board of Education**

Robert Johnson	<i>President</i>
James Dreves	<i>Vice President</i>
Carolee Brakewood	Trustee
Anne Capeci	Trustee
Christopher Wolff	Trustee

The role of the Board of Education is to develop policies governing the operation of Port Chester Public Schools. Responsibility for the implementation of these policies is vested in the Board’s executive officer, the Superintendent of Schools.

Members of the Board serve without compensation. They are elected to three-year terms by qualified voters residing within the school district. Regular School Board meetings are held monthly. Please check school calendar for dates. Residents are welcome to attend and participate.

**Central Administration**

Dr. Edward Kliszus	<i>Superintendent of Schools</i>
Maura McAward	Assistant Superintendent /Business
Joseph Durney	Assistant Superintendent/Personnel & Grants
Rosario Renda	Superintendent of Buildings and Grounds
Adrienne Mecca	Director of Special Education
Rob Barrett	Director of Health, Physical Education & Athletics
Coleen Kotzur	School District Treasurer

**Principal of JFK**

Judy Diaz

**Assistant Principal of JFK**

Bryant Romano

## OVERVIEW

John F. Kennedy Magnet School (JFK) is comprised of three buildings. Two buildings are located on Olivia Street. The lower building is for grades three to five and the upper building is grade two. The third building is the former Holy Rosary School on Central Avenue. Kindergarten and first grade report to this Early Learning Center/JFK School. The goal of our faculty is to provide a well rounded education to all our students. We have a supportive community and students are empowered to raise themselves "up" to higher aspirations and rigorous academic standards. John F. Kennedy Magnet School has a dedicated faculty and the members are always involved in a positive way with one another and go to great lengths to help all students reach their individual goals. The faculty encourages their students to reach for their dreams and take deep pride in their students' accomplishments.

*Our mission at John F. Kennedy Magnet School is to provide our K-5 culturally-diverse community with a safe and nurturing environment in which students' academic, social, and emotional potential is fulfilled. With strong community partnerships and through our high expectations, we empower our students to become responsible and respectful global citizens.*

An integral part of the everyday life of our teachers and administrative staff is to develop the academic skills of our students so they become successful readers who will achieve College and Career Readiness. Reading is an integrated part of every academic discipline. Working within a "book-rich" environment and utilizing a plethora of reading strategies suitable to developing critical readers, our teachers constantly work with the students to nurture a passion for the printed page. Children read, discuss, reflect, write, and create to become educated products of their environment.

It is with a sense of pride that we share with you that the professional staff at JFK has become a major force in district leadership and in developing curricular initiatives to achieve success for every student.

## **CURRICULUM**

JFK's curriculum is tightly aligned with Common Core Learning Standards. The following common core aligned programs are place at JFK:

### **English Language Arts**

Core Knowledge Skills: Grades K-2

Expeditionary Learning: Grades 3-5

## **Home Language Arts**

Calle de la Lectura: Grades K-5

## **Mathematics**

Eureka Math: Grades K-5

## **Science & Social Studies**

Listening & Learning: K-2

Expeditionary Learning: Grades 3-5

Science Content and Lab instruction: Grades 2-5

Our **Fine Arts** program is central to all other disciplines. Children enjoy a variety of art instruction through the district's Literacy through the Arts program. Children study visual arts, theater arts, storytelling, dance, and playwriting.

Children have **vocal music** instruction in grades 1-5, and **instrumental music** instruction in grades 4 and 5. Third, fourth and fifth grade glee clubs perform in December and April, and the fourth and fifth grade bands perform, as well as, the third grade with their recorders in a Spring concert. As language is learned through listening and speaking, the language of music is learned through listening and performing. At John F. Kennedy Magnet School we offer a balanced music program which offers the children a wide variety of musical experiences.

Our students are instructed in a **technology-rich environment**. Students have access to computers in their classrooms, the computer lab (at Olivia St.), as well as in their classrooms on laptops and chrome books. Through integration-technology, we encourage creative exploration, inspire enthusiastic readers and writers, develop the researcher, and encourage higher order thinking skills.

Field trips to museums, nature sites and other places are planned to enhance and enrich our academic programs. Children have physical education classes twice a week and library instruction once a week.

## **SUPPORTING SERVICES**

### **Instructional Support Team**

The Instructional support team is a team of professionals designated to help students in the general education arena who are struggling academically or are experiencing behavior/emotional problems. The IST team meets on a regular basis to evaluate and discuss students and their challenges. Through the 1ST, students receive the support they need and teachers are given strategies to work with students in the classroom. The main purpose of the IST is to provide students with every possible resource available in the school. Only if a student

does not show improvement after receiving different types of services/interventions, is a referral made to Special Education. Members of the team are the Principal, Assistant Principal, Psychologist, Language Specialist, Literacy Specialist, Nurse, Special Education Teacher, and a general education teacher. Teachers are encouraged to use the IST as a resource team.

### **Counseling**

Consultation with the psychologist or social worker is available to parents, students and teachers. If you want an appointment, please make arrangements by communicating with your Child's teacher or contact the main office.

The psychological services include the assessment of academic and/or social emotional growth and issues related to general school adjustment. These meetings can assist students with attendance, homework or behavioral issues. The school psychologist or the social worker schedules group counseling when it is appropriate. Counseling services can only be conducted with parental permission. Depending on the nature of the counseling sessions parents/guardians may be asked to join in on these meetings.

### **Speech and Language Therapy**

Two speech/language therapists are available for screenings and diagnostic testing. If a child at JFK experiences difficulty in voice production, and if speech and language services are advised they will receive them.

### **Committee in Special Education (CSE)**

The CSE deals with children with a diagnosed condition of mental, physical or emotional nature that prevents them from functioning independently in a mainstream classroom. Each student identified by the CSE receives an individual educational program (IEP) which is designed for that child. If a child receives an IEP, school personnel, members of the CSE, and parents or guardians of children work together to bring about an appropriate educational plan for students so they can learn in the least restrictive environment.

### **English as a New Language**

An English as a New Language (ENL) Specialist screens all children who come from a home where another language, in addition or instead of English, is spoken. The students English proficiency levels are assessed. Students that score below the New York State cut-off level MUST receive ENL services in monolingual (English) classroom with ENL support or in our Transitional Bilingual Education (TBE) model. Students are exited as English Language Learners

when they score at the proficient level on the New York State English as a Second Language Achievement Test (NYSESLAT) administered each spring.

At JFK, we believe that oral language development in the home language as well as in the new language will have a great impact on a student's academic gains.

## **PROCEDURES**

### **Emergency School Closings and Delayed Opening Due To Inclement Weather**

In case of bad weather, please obtain information about school closings or delays on our Web site [www.portchesterschools.org](http://www.portchesterschools.org) or [www.7online.com](http://www.7online.com) also by listening to the following radio and TV stations:

**WNFAS 1230 AM**

**WINS 1010 AM**

**WADO 1280 AM**

**WGCH 1490 AM**

**WIOX 1460AM**

**WNYW Channel 5**

The Spanish-speaking radio stations:

**AMOR 93.1 FM**

**LAMEGA 97.9 FM**

**\*All parents will be notified by the district office by phone via Connect Ed.**

If there is a delay, please do not bring your child to school at the regular time. There will be NO staff available for supervision. All schools in the District may open 1 to 2 hours later than usual, however dismissal will be the same as on regular school days. On days when severe weather precludes bringing in the children safely, the Superintendent of Schools, will announce by 6 a.m. that schools are closed for the day or there is a delayed opening.

## **VISITATION**

All visitors must stop at the main office. The school secretary will contact your child's teacher. This regulation is essential for safety reasons. School doors are locked at 8:30am.

If you need to contact a teacher call the school secretary at JFK at 934-7991 and ELC at 934-8049 and appropriate arrangements will be made.

## **REGISTRATION**

For the 2016-2017 school year, children who will turn 5 years old on or before December 1st are eligible to register for kindergarten. Parents or guardians of eligible children will receive a notice of registration (including the registration date) and health form by mail from the principal's secretary. On the day of registration, parents must bring the

completed forms, proof of residency, the child's birth certificate, Social Security Card (if available) and a certificate of immunization for polio, rubella, DPT, TB skin test, mumps and measles to the main office. You can also make arrangements with our Nurse Practitioner Ms. Lindsay Neptune to have the shots administered at school. Proof of residence must be provided and includes rent receipts, mortgage papers, Con Edison bill or similar documents.

### **SCHOOL INFORMATION**

Letters will be sent by the superintendent to inform parents about the kindergarten schedule regarding dismissal prior to the beginning of school in September.

**Second grade students assemble in the lower designated area and are escorted to the upper building at the start of the school day. No parents are allowed in the building. This is for the safety of all children.**

All students grades K-5 are eligible to receive breakfast according to the approved guidelines, from 7:50 to 8:15 in both buildings

We ask all students in **grades K-1 assemble in the gymnasium of ELC as of 8 am. Students in grades 2-5 meet each morning on the lower playground.** After lining up, students enter the building 8:30. If the weather is inclement the students in grades 2-5 will assemble in the auditorium or gymnasium.

Dismissal of students (teachers will escort students to the appropriate area):

<b>Kindergarten</b>	<b>2:45</b>	<b>ELC Playground</b>
<b>Grade 1</b>	<b>2:55</b>	<b>ELC Playground</b>
<b>Grades 2 – 5</b>	<b>2:55</b>	<b>Lower playground</b>

Please arrange to pick up your child in a timely manner. If you are late to pick up your child grades 2-5, enter through the side door to the auditorium and your child and yourself will exit the same door. Grade K-1 enters through the main door and are escorted to the late dismissal area.

**No parents/guardians are allowed into the buildings unless you need to make an appointment or you have an appointment.** This is for the safety of all children. We thank you in advance for your cooperation. Please do not bring your family dog to either drop off or pick up your child as this could present a danger to both children and adults.

Written request for absence, lateness or dismissal of a child other than at the regular school time should be submitted to the office of the principal.

## **ATTENDANCE**

### **Absence from School**

In accordance with the State Education Law, only the following excuses for absences are considered legal: sickness, sickness or death in family, impassable roads, religious observance, and requirements to be in court. School law requires a parent or family physician to provide a written excuse with the date and reason for each absence that extends past three days. Any absence from school due to illness must be called into our School Nurse, Mrs. Konwiser 934-7988 at Kennedy School and Mrs. Bueti 934-8046 at the beginning of the school day.

Children should NOT return to school after an illness until they are free from symptoms and fever for at least a 24-hour period.

Travel during regular school sessions is an illegal absence (and will be noted on report cards as an illegal absence).

Children will be responsible for making up all work. Work will be given at the discretion of the teacher.

### **Tardiness**

Children not in the classroom at 8:30 a.m. are marked tardy. The tardy notation will appear on the child's report card for each marking period.

When a child arrives at school after 8:30 a.m., he/she is to report directly to the nurse's office.

Tardiness disrupts the smooth beginning of the school day. Please make every attempt to have your child arrive at school by 8:30 a.m.

If a child is excessively tardy, parents will be notified, and may be requested to escort the child to school to assure regular and prompt attendance.

### **Excuses from Physical Education**

A request for a child to be excused from physical education classes for one or two days must be accompanied by a note from the parent. When a child seeks to be exempt from physical education for more than 3 days a note from a doctor is necessary. This note must explain the reason for the child not being able to participate in physical education, as well as, when physical education can be resumed.



## **COMMUNICATION**

Families need to be kept informed of their child's progress and activities that take place within the school; teachers need to be kept apprised of issues that may affect a child's work in school. There are several opportunities available throughout the school year to enable families and teachers to communicate with each other. They are:

**Back to School Night:** is held at the beginning of the school year in both ELC and JFK and gives parents an opportunity to meet with their child's teacher within the classroom setting. This is an opportunity for you to meet your child's teacher however, **please do not bring your child to Back to School Night**

**Kindergarten Orientation:** is scheduled in June of the prior school year for parents of children starting school in September. Parents will meet the Kindergarten teachers and support staff and learn what to expect in the upcoming school year. Parent information night for kindergarten students will take place prior to school opening.

### **Parent Teacher Conferences:**

The issuance of the report cards/progress reports, affords the parents the opportunity to discuss their child's progress with his/her teacher and any other issues of concern. Teachers are also available for additional conferences throughout the school year by appointment. They can be scheduled by either phoning the **school office at JFK at 934-7991** and **ELC 934-8049** or sending a written request to the teacher.

Formal Parent/Teacher conferences occur twice a year. These conferences are important to you and your child. These conferences are an effective means of communication between home and school. Do not miss the chance to meet with the teacher. Conferences are scheduled by the teacher. If for some reason you are unable to attend, please contact the teacher so another time can be arranged. You are always welcome to come to school to talk about your child, just write a note or call to make the necessary arrangements.

### **Parents' Rights:**

- Join the Parents Teacher Association and participate at all meetings. The PTA meetings are an appropriate forum for suggestions, inquiries, and opportunities to meet with members of the Staff and Administration.
- Attend *Back to School Night* at which time parents may meet teachers and familiarize themselves with what is expected of their children and themselves.
- Speak with any member of the faculty by calling the school and making an appointment or leaving a message for a member of the faculty to call you.

## **Parent Responsibilities**

- Send students off to school with a good attitude and with appropriate preparation.
- Make sure that no student returns to school after an absence without a note signed by a parent or guardian.
- For safety sake, make sure your daughter does not wear flip flops to school.
- Make sure students do not bring toys to school.
- Alert the school of any change at home that may impact upon progress.
- Ensure students understand that people and property must be respected.
- Make sure that homework is completed daily.
- Ensure the proper order of school contact. The teacher is the first person to call. If a matter needs further discussion, contact, in the following order the Assistant Principal, and finally, the Principal.

Student may carry a cell phone but at no time may the cell phone be visible or may they use the phone on school property. The school is not responsible if a phone is lost or stolen.

## **Parent Teacher Association (PTA)**

The Parent Teacher Association (PTA) serves as the umbrella for parent involvement in school activities that take place throughout the year. Parents can get involved by volunteering to help with special events, after school programs, chairing a committee, etc. Being a member of the PTA gives you a voice in our school and also the opportunity to meet other parents in the school.

Parents and teachers are invited and encouraged to attend all PTA meetings. To become a member, you can contact Jorgelina Nunez or Maria Sanchez, the PTA co- secretaries or your child's teacher. Membership is \$10.00 per family for the year. A table will be set-up at Back to School Night so that you may join.

### **2015-2016 PTA Executive Board:**

<b>Erica Battle,</b> Co-President	<a href="mailto:ericabattlepta@gmail.com">ericabattlepta@gmail.com</a>
<b>Zaria Vives,</b> Co-President	<a href="mailto:zvives@nycgo.com">zvives@nycgo.com</a>
<b>Lily Navas,</b> Treasurer	<a href="mailto:lnavas777@yahoo.com">lnavas777@yahoo.com</a>
<b>Jorgelina Nunez,</b> Co- Secretary	<a href="mailto:azuly2004@hotmail.com">azuly2004@hotmail.com</a>
<b>Maria Sanchez,</b> Co- Secretary	<a href="mailto:marichi1972@hotmail.com">marichi1972@hotmail.com</a>
<b>Ingrid Perez,</b> Corresponding Secretary	<a href="mailto:ingridperez619@gmail.com">ingridperez619@gmail.com</a>

The PTA has many committees on which parents can serve. At Back to School Night we will have sign-up sheets for volunteers for these events. Please feel free to sign-up for as many of these events as you like. The PTA is the parents/guardians way of finding out what is happening at your child's school. We hope all parents join the PTA and become a voice in our school community. Being involved in your child's school life shows that school is as important to you as it is to your child. Also remember, being involved in groups such as the PTA gives parents the opportunity to meet other parents and network with each other for the common good of all involved.

### **School Volunteers**

John F. Kennedy Magnet School recognizes that the use of volunteers strengthens community relations through positive participation, builds an understanding of school programs among interested citizens, and assists in providing more individualization and enrichment opportunities in instruction. Parents are welcomed and encouraged to volunteer. Help is always necessary especially on school trips. How exciting for you to see your child interacting on school time with his peers and at the same time you can make your child feels special because of your presence. If you are able to volunteer, talk to your child's teacher, they will be more than happy to give you the necessary information.

### **HEALTH**

**The Health office is located across the hall from the Main Office .**



### **Emergency Information Card**

The emergency information letter is sent home at the beginning of the school year with each child. This card must be completed and returned to the Health Office/School Nurse within three (3) days. Please inform the Health Office immediately of any changes that occur during the school year, especially new home numbers and cell numbers, along with business and emergency contact phone numbers that may change. This is vital information and up-to-date numbers are necessary to insure prompt action in the event of any illness or accident.

## **Immunization**

State law requires that all children be immunized against measles, mumps, rubella, varicella, diphtheria, pertussis, tetanus, polio and hepatitis B. A certificate of immunization signed by a duly licensed physician must be presented at registration. In addition, all new school entrants are required to present agency or physician documented proof of a negative mantoux (PPD) tuberculin skin test performed 90 days prior to entering school. Please sign your child/family up for Open door. This will allow our school Nurse Practitioner for Open Door, Ms. Lindsay Neptune to administer the necessary immunizations. Do not hesitate to call her at 939-1146 to make an appointment.

**Health History** This form must be completed at the time of registration.

### **Travel outside the Country:**

If a child travels outside the country for any reason, the school nurse must be notified upon their return.

### **Medical Examinations**

New York State law requires that all kindergarten children have a medical examination prior to entering school. This requirement applies also to all new students, as well as students in grades 2 and 4. You can have this medical completed by your personal physician or at the Open Door Facility at JFK by our Nurse Practitioner Ms. Lindsay Neptune. Call for an appointment at our School Based Health Clinic 939-1146.

### **Dental**



Children are encouraged to have a dental exam once a year by their family dentist. A completed report must be returned to the Health Office. Students are encouraged to enroll with the Open Door Dental Van for dental services.

### **Procedure for Head Lice**

If a child develops a case of head lice, the **Health Office MUST BE INFORMED**. When the child returns to school after treatment, a parent or guardian must first accompany them to the Health Office.

## **Birthday & Other in-School Celebrations**

Following the guidelines set by the "Healthy Life Style Choices Program" for New York State Public Schools, we recommend that food for birthdays and other celebrations be kept simple, oatmeal cookies or fresh fruit; 100% fruit juices or bottled water is appropriate. Information on this program can be accessed at :

<http://www.nvsut.org/247/20050309mediarelease.html>.

The school is dedicated to the Wellness Program reinforced by the JFK's Wellness Committee. This committee meets on a regular basis. We encourage students to be healthy by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. We support a healthy environment where students learn and participate in positive dietary and lifestyle practices.

## **Injury or Illness during School**

Children sometimes suffer injuries in the school or on the school grounds. Minor cuts and abrasions are treated as first aid in the School Health Office. More serious injuries requiring medical attention cannot be fully cared for by the school because school health officials are prevented by law from giving extensive medical treatment in school. It is important that the Health Office have the name and phone number of your family physician recorded on your child's health record and emergency card. You will be notified immediately if your child sustains an injury, but in case you are not at home the emergency contact on the card will be notified. If the injury is serious, your child will be brought by ambulance to an emergency room in one of the neighboring hospitals.

### **In summary, procedure in *very serious* accident or illness is:**

Person in charge calls for ambulance

Person in charge calls home to notify parent to meet the child at the emergency room

Person in charge calls family physician to meet the child in the emergency room

The nurse and/or principal accompanies the child to the emergency room

### **In summary, the procedure in *less serious* accidents or illnesses is:**

Person in charge calls parent

Parent arranges transportation and calls family physician

## **Long-Term Illness**

In the event of a long-term illness, the family or a duly licensed physician must submit verification of permission to return to school. The note submitted to the Health Office must indicate permission for the child to return to full activity or to describe limitations.

## **Internal Medicine**

A licensed physician must prescribe all medication administered to children at school, including non-prescription drugs. The school nurse has a form to be completed for administration of internal medicine at school.

The policy for school-administered medicine is:

The nurse must have on file a written request from the physician (pharmacy labels do not constitute a request)

The nurse must have on file a written request from the parent to administer medication. Medication must be delivered directly to the nurse by a parent and be labeled in the pharmacy container.

Medication will be kept in a locked cabinet in the nurse's office.

## *Academic Excellence through Math Science and Technology*



Judy Diaz

Principal

Bryant Romano

Assistant Principal

Maria Torres

Secretary to the Principal

Jo Ann Pace

Secretary

Yazmin Orozco

Office Assistant JFK- Early Learning Center

**Support Staff**

**School Psychologists**

Bertha Cruz, Psy.D  
Mayra Estrella

**Speech Therapist**

Linda Stelluti  
Maura Webb

**School Nurse**

Ava Konwiser, R.N.  
Anne Bueti

**Open Door Nurse Practitioner**

Lindsay M. Neptune



**District Social Worker**

Carmen Parker

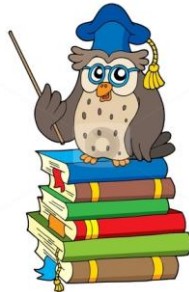
**Social Worker-Family Services of Westchester**

Maryam Vernon

**Teaching Staff**

**Physical Education**

Danny Alvarado  
Andrew Cicoria  
Joseph Facciola  
Jeanine Maiolini  
Dave Sheriden



**Interventionists**

Jamie Rubino  
Elizabeth Curley  
Gina Samaniego  
Vanessa Vargas  
Yvette Vera-Pignato  
Lianet Lopez

**Special Education Teachers**

Jorge Carreno  
Michelle Cardoso  
Nadia Papa  
Axa Quijada  
Jaimi Kennedy

**Band**

Michael Miceli

**Science Teacher**

Karla Purcell

**Music**

Kristen Gruner  
Michael Johnson

**Classroom Teachers**

**Kindergarten**

Cindy Casterella  
Marcie Ferder  
Diana Gonzalez  
Liliana Grajeda  
Victoria Reichberg  
Jorge Santos

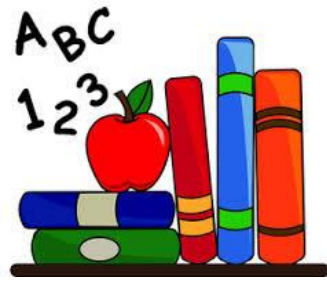


**First Grade**

Clara Barreto  
Michelle Capparelli  
Melissa Cruz  
Linda Fortugno  
Diana Pennino  
Paige Sileo

**Second Grade**

Cristina Alampi  
 Monica Barreto  
 Leidy Cuzon  
 Julieta Davis  
 Sara Minei  
 Cheryle Washington

**Third Grade**

Luz Camacho  
 Sandra Castillo  
 Melissa Coletti  
 Leslie DeLeon  
 Yannyn Suarez  
 Krista Williams

**Fourth Grade**

Ximena Aguillon  
 Katherine Albero  
 Diana Inga-Marino  
 Jessica Michaca  
 Kristin Pascuzzi  
 Shawna Squillace

**Fifth Grade**

Vanessa Aspiazu  
 Vincent Fiscella  
 Richard Gregory  
 Sean Kennedy  
 Jennifer Mundo  
 Enrique Tovar

**Teacher Aides**

Gloria Acevedo  
 Leslie Cove-Mercuri  
 Brody Davis  
 Mayra Fonticoba  
 Isabel DelPezo  
 Berta Fonticoba  
 Jenny Galli  
 Michael Lupo  
 Darlene Noriega  
 Girolama Calogero  
 Elsa Salmon  
 Maria Rosario  
 Evelyn Villarin  
 Christina Woods  
 Ebony Washington

**Teacher Assistants**

Ingrid Gomez  
 Allon Plummer  
 Jennifer Villa  
 Caitlin Maggi

**Lunch Monitors**

Sonya Alston  
 Erica Battle  
 Ingrid Orellano  
 Yasmin Velasquez  
 Airam Bello  
 Amy Farias  
 Gwen Jenkinson  
 Marcela Lucas  
 Maria Sposato  
 Marisol Vargas

**Library Clerk**

Virginia Ramsey

**Head Custodian**

Adam Kotzur

**Custodians**

Jason Gamble  
 Michael Jones  
 John Steine

**Carver Program Coordinators**

Peter Mutino - JFK  
 Falyn Jean-Batiste - JFK  
 Gloria Acevedo - ELC