

**MPES**

**Family  
Handbook**

**2020 - 2021**



September 2020

Dear Families,

This handbook should serve as a reference to the policies and procedures for Meadow Pond as we begin the 2020-2021 school year. In September, you will be receiving our district wide elementary Code of Conduct entitled “Be Your Best.” In a child friendly format, it states behavior expectations for our students, and it supports the Katonah-Lewisboro School District Code of Conduct policy, which is posted on the website. As part of our character education program, our “Be Your Best” Code of Conduct also inspires many themes for our Town Meetings. We ask parents to carefully review these rules with their children so that they will know what is expected of them. There is a parent/student signature insert in that booklet and we ask that it be returned to your child’s teacher.

Communication is an important part of our collaboration to provide the very best education for our students and there is a great deal of information that is shared with families during the year. In a concerted effort to become more sustainable, respect our environment and contain costs, the school and the PTO will continue to limit hardcopy mailings as well as backpack mail. Our district’s website: [www.klschools.org](http://www.klschools.org) is an effective means of communication with the school community and contains important and timely information. If you prefer to go directly to the Meadow Pond website, it is [www.mpes.klschools.org](http://www.mpes.klschools.org). From that website, you can easily access the Meadow Pond information as well as the PTO website. These websites are updated frequently and are valuable resources to parents. In addition, on the PTO website, you can sign up for email notices that will be sent through “Max Mail”.

The district phone system enables a parent to leave voice mail for teachers and staff. Should you have a concern and need to speak with your child’s teacher, our Assistant Principal or Principal, please feel free to leave a voice mail message and we will be happy to return your call. Please understand that our main office staff does not interrupt classroom instruction by forwarding messages to teachers directly. In addition, our Connect Ed System allows the administration to send time-sensitive messages or emergency notices to our families through phone and email contacts.

The Meadow Pond Learning and Growing Garden plays an important role in our school curriculum. The educational programs inspired by this garden support Health, Wellness and Sustainability and encourage our students, parents and teachers to be actively engaged in the school community. In the fall and again in the spring, we enjoy the fresh vegetables and herbs that we have planted and harvested. We also come together at a special Garden Party end of year celebration in May. We are working closely with our staff and families to find ways to continue these traditions this year, while following guidelines from the DOH and CDC to keep everyone safe.

We are proud of Meadow Pond and its goal to meet the needs of our children through a collaborative partnership among faculty, staff and parents. Meadow Pond’s success is attributable to the involvement of many parents working cooperatively with our faculty and staff. These partnership projects include P.A.R.P., Compact, Field Day, to name just a few. Whether you have a little or a lot of time, work inside or outside the home, are a veteran or a newcomer to our school, your input is encouraged, valued and welcomed. Please come to a Principal’s Coffee and join the informal conversation which precedes our PTO meetings. Join our PTO and look for opportunities to volunteer for PTO committees and special activities. Our students directly benefit from your participation.

Throughout the year, our students, faculty, staff and parents participate in a variety of academic and social activities. We pride ourselves in our strong sense of community.

As we begin the 2020-2021 school year, I would encourage you to familiarize yourself with the words of our school song and "...sing it loud and clear, stand up tall and cheer" because we've got that Meadow Pond Spirit, which allows our school and community to work together with enthusiasm and cooperation. Meadow Pond is a very special place for our children to learn and grow as part of the "...winning team at Meadow Pond."

Carolann Castellano  
Principal

Veronica Skrelja  
PTO President

Dawn Pomeroy  
Assistant Principal

Angela Garofalo  
SEPTO President

## **Katonah-Lewisboro School District Learning Commitment**

*In the KLSD, we will strive to create learning experiences for all students that are **engaging, relevant, and take place in an active learning environment.***

- What do intellectually **engaging** experiences look like? How do we ensure that we are encouraging student curiosity, providing an individually appropriate level of challenge, moving towards increasing levels of independence and offering effective feedback?
- What are relevant learning experiences? How do we ensure that lessons have purpose beyond test results and make recognizable connections to the lives of our students?
- What is an active learning environment? How do we ensure that all students participate in collaborative, problem/project-based activities that foster creativity, critical thinking, and increasingly sophisticated communication?

**DISTRICT ADMINISTRATION**

*District Office Hours: 8:00 AM to 4:00 PM*

|  |                        |          |
|--|------------------------|----------|
| Superintendent of Schools                                    | Mr. Andrew Selesnick   | 763-7003 |
| Assistant Superintendent for Curriculum and Instruction      | Ms. Mary Ford          | 763-7043 |
| Assistant Superintendent for Human Resources and Instruction | Ms. Alice Cronin       | 763-7045 |
| Director of Transportation                                   | Ms. Nora Beltran       | 763-7234 |
| Director of Special Services                                 | Dr. Catherine McNulty  | 763-7010 |
| Director of Physical Education & Athletics                   | Mr. Christian McCarthy | 763-7254 |
| Director of Technology                                       | Mr. Christopher Nelson | 763-7028 |
| Director of Operations and Maintenance                       | Mr. Paul Christensen   | 763-7242 |

**PRINCIPALS / ASSISTANT PRINCIPALS**

|   |  |                                |
|---|--|--------------------------------|
| John Jay High School<br>Assistant Principals      | Steven Siciliano<br>Kim Piccolino, Vincent Bell,<br>Samir Biswas | 763-7212<br>763-7207/7209/7267 |
| John Jay Middle School<br>Assistant Principals    | Jeffrey Swiatowicz<br>Monica Bermiss,<br>Shantel Brooks          | 763-7502<br>763-7536/7526      |
| Increase Miller Elementary<br>Assistant Principal | Kerry Ford<br>Michael Weschler                                   | 763-7155<br>763-7170           |
| Katonah Elementary<br>Assistant Principal         | Cristy Harris<br>Kweon Stambaugh                                 | 763-7702<br>763-7705           |
| Meadow Pond Elementary<br>Assistant Principal     | Carolann Castellano<br>Dawn Pomeroy                              | 763-7902<br>763-7914           |

## **BOARD OF EDUCATION**

The Board of Education generally meets on the first Thursday of each month at 7:30 PM in the John Jay High School Library. Study sessions of the Board are usually held on the fourth Thursday. Specific meeting dates can be found in the district calendar and on the district web site. The public is welcome to attend these meetings and to participate during open forum. The agenda and minutes for the meeting are also available on the web site at [www.klschools.org](http://www.klschools.org). If you need to contact one of the Board members, please email them at: [BOE@klschools.org](mailto:BOE@klschools.org)

|                             |                       |
|-----------------------------|-----------------------|
| President                   | Marjorie Schiff       |
| Vice-President              | Julia Hadlock         |
| Trustee                     | William Rifkin        |
| Trustee                     | Catharine Oestreicher |
| Trustee                     | Terrence Cheng        |
| Trustee                     | Rory Burke            |
| Trustee                     | Elizabeth Geregthy    |
| JJHS Student Representative | Sawyer Reed           |

## **VOTING ON SCHOOL DISTRICT MATTERS**

The annual vote on the school budget, school elections, and other propositions is held early in May. For residents living in the Meadow Pond community, voting takes place at Meadow Pond Elementary School. To qualify for voting, a person must be at least eighteen years of age, a citizen of the United States, and a resident of the school district for thirty days prior to the vote. You are eligible to vote in school elections if you are registered or have voted in a district or in a general election once within a two-year period. If you are not registered, you may do so at the school office on any regular school day between the hours of 8:00AM and 4:00 PM.

## **ATTENDANCE, DROP-OFF, PICK-UP, GENERAL REMINDERS**

### **HEALTH SCREENING:**

Every morning that a student is attending school in-person, the health screener must be completed on behalf of the student at least 45 minutes before the start of the school day.

You will receive a reminder email/text at 6:00 am each morning that will include the link to the screener. There are different screeners for each of our five schools – please make sure you complete the correct screener for each student. Completing the screener is a very quick process. The longest part of it will be taking the student’s temperature. If you have children in more than one school, you will receive multiple email reminders – each one will include a link just for one specific school.

If the answer to any of the questions on the screener is “yes,” the student must stay home that day.

Please note that after answering all the screener questions, you will get to a final page with a large green check or a red x, telling you whether you are clear for school or not. On that page, you must still scroll down to click a final box and hit submit for the screener process to be complete.

### **SCHOOL HOURS AND SCHEDULE:**

School hours are 9:15 am – 3:40 pm, however, given the staggered schedule in the beginning of the day and end of the day, school hours for those learning virtually, whether you are full-time remote or home in the hybrid model for 2-5, will not begin exactly at 9:15 am as we need to account for transitions during arrival and dismissal along with health and safety protocols.

This year we will be operating on a Monday through Friday schedule. Wednesday will be a Distance Learning Day. Students will NOT report to school for “in person” instruction. All Kindergarten and First Graders will attend school on Mondays, Tuesdays, Thursdays and Fridays.

For students in grades 2-5, students who are in Cohort A will report to school on Mondays and Tuesdays. Those in Cohort B will report to school on Thursdays and Fridays. Wednesday will be a Distance Learning Day for ALL. Our students will NOT report to school for “in person” instruction on that day.

Students in Mrs. Morgan’s grades 2/3 Special Class as well as those students in Mrs. Paquette’s grade 5 Special Class will report to school on Mondays, Tuesdays, Thursdays, and Fridays. Wednesday will be a Distance Learning Day. Students will NOT report to school for “in person” instruction.

**ARRIVAL AND DROP OFF:** We expect that buses will have left school property BEFORE we allow car drop offs. Please use the drop off location that applies to your YOUNGEST child’s grade level. Parents should have their child’s name and teacher visible in the front windshield so staff members can help direct students.

### **K-3: TIME FRAME AND LOCATION FOR DROP OFF:**

9:15 am – 9:25 am: K-1 with siblings

9:20 am – 9:30 am: Grades 2-3 with siblings

You will all proceed up the driveway from Route 123 and make the first right, and then make a left to align yourself so you can pull close to the front entrance sidewalk where you will stop a few car lengths past the front door. There will be cones marking the places to stop. Cars must remain in a single file and the child(ren) must exit on the passenger side only. Several cars can drop off safely at the same time. Your child(ren) should be ready to exit your car when you are in front of the school.

Do not get out of your car. Do not pass another car, please wait and pull away in single file. This is for the safety of all our students. Once they exit the car, students will walk to the appropriate entrance for their grade level/class. There will be adults outside to assist.

Students in grades K and 1 will go to the cone with their teacher's name and wait with the supervising adult. Students in grades 2 and 3 will enter through the main doors and make their way to their classrooms.

Once your child has exited onto the sidewalk, please move forward carefully so that you can turn left and left again toward the driveway exit so that others can move into the area in front of the school. No one should be exiting the car except for the students. Again, please, drive with caution and do not pass any cars in front of the school building. This is for the safety of all our students.

#### GRADES 4-5: TIME FRAME AND LOCATION FOR DROP OFF

There will be a drop-off area at the sidewalk on the side of the school building:

9:20 am – 9:30 am: Grades 4-5 with siblings

You will proceed up the driveway from Route 123 and make the first right. Stay to the far right, travel down the side of the building toward the side parking lot and loop to your left to pull close to the sidewalk. (This turn-around is beyond the old drop off loop.) Cars must remain in a single file and the child(ren) must exit on the passenger side only. Two cars can drop off safely at the same time. Your child(ren) should be ready to exit your car when you are in one of the two spaces at the sidewalk. Do not get out of your car. Do not pass any other cars. Once your child has exited onto the sidewalk, please move forward toward the driveway exit so that others can move into the spaces at the sidewalk. Once they exit the car, fourth and fifth grade students will use the entrance at the end of the 4th and 5th grade wing to enter the building.

#### DISMISSAL AND PICK UP:

This schedule includes the expectation that cars coming for pick up will have left school property BEFORE the buses arrive. Please use the pick-up time and location that applies to your YOUNGEST child's grade level.

We will need a permanent note from you if you are planning to pick up your child(ren).

Dismissal plans cannot be changed after 12:00 Noon.

Parents should have their child's name and teacher visible in the front windshield so staff members can help direct students.

Pick Up is Curbside. You will pull up to the curb and remain in your car for the safety of all our students. Be sure you have picture ID available.

If your child has not yet learned to buckle himself/herself into the booster seat, we will assist. Please practice with them so that they can become independent.

#### K-3: TIME FRAME AND LOCATION FOR PICK UP:

3:10 pm – 3:20 pm K-1 with siblings at the sidewalk along the front of the building

3:20 pm – 3:30 pm Grades 2-3 with siblings at the sidewalk along front of the building

**Please do not arrive for pick up before 3:05, as it causes congestion and a back- up onto Route 123.**

You will all proceed up the driveway from Route 123 and make the first right, and then make a left to align yourself so you can pull close to the front entrance sidewalk where you will stop a few car lengths past the front door. There will be cones marking the places to stop. Cars must remain in a single file. A staff

member will be outside to assist you. You may be asked for Photo ID. Your child will be called and will enter your car on the passenger side only. **Please do not pull away with your child until one of our staff members has checked your child's name off their lists.** Four cars can pick up safely at the same time. Once your child is inside your car and buckled in, please move forward in single file so that the next group of cars can pick up. Do not get out of your car. Do not pass any other car, please wait and pull away in single file. This is for the safety of all our students. Proceed with caution toward the parking lot exit.

#### GRADES 4-5 TIME FRAME AND LOCATION FOR PICK UP:

3:20 pm – 3:30 pm Grades 4-5 with siblings at the sidewalk along the side of the building

You will proceed up the driveway from Route 123 and make the first right. Stay to the far right, travel down the side of the building toward the side parking lot and loop to your left to pull close to the sidewalk near the end of the 4th and 5th grade wing. Cars must remain in a single file. A staff member will be outside to assist you. You may be asked for Photo ID. Your child will be called and will enter your car on the passenger side only. Two cars can pick up safely at the same time. Once your child is inside your car and buckled in, please move forward in single file so that they next pair of cars can pick up. Do not get out of your car. Do not pass any other cars. Proceed with caution toward the parking lot exit.

As we implement these new safety procedures, we will assess and, if needed, make changes. We appreciate your patience and cooperation during this time.

The arrival/drop-off and dismissal/pick up procedures shared here were developed collaboratively with our PTO.

Remember that a written note must be brought into school by the student in order to change from bus to pick-up and vice-versa. The PTO has a handy form letter available on the website for your convenience. The form letters used in the past are no longer valid. Phone calls alone will not be accepted.

**If students need to be picked up earlier in the day, they must have a note and must be picked up in the main office before 2:45 p.m.** Otherwise, they will remain in school until the regular dismissal. Again, your cooperation is necessary and very much appreciated.

For the safety of all students, families, staff and visitors, we respectfully request that you refrain from speaking on cellphones, even hands free while dropping off or picking up your child/children. Please drive slowly and cautiously while on school grounds. If you have any questions, please contact the main office

### **GENERAL HEALTH AND SAFETY REMINDERS:**

#### **Health Screener**

You will need to complete a Health Screener each morning prior to your child arriving to school. This screener, which will ask you a series of questions, including whether your child has a fever, will be emailed in the morning before each school day.

**Masks:** Please be sure your child wears a mask to school each day. Please talk to your child about the importance of doing this and find opportunities for them to practice wearing one prior to the start of school. Also, please pack your child with an extra mask each day in a Ziploc bag. Your child may store his or her mask in the Ziploc during mask breaks. If your child needs an extra mask while in school and does not have an extra, we will provide it to him/her. Bandanas and neck gators are not permitted.

**Social Distancing:** Desks and tables have been arranged to adhere to this guideline. We will also be teaching students how to properly social distance, especially during transitions and during outside time.

**Handwashing/Sanitizing:** We are fortunate that most of our classrooms have sinks in them. Typical times for students to wash their hands include arrival, before lunch, after lunch, during transitions, and after movement breaks.

**Lunch:** Families may pre-order a school lunch, which is free for everyone through December 2020 (\$2.75 thereafter) for both in-person and distance learning days. For students in school, lunch will be delivered directly to your child's classroom.

**Movement:** Students will have daily opportunities to go outside, weather permitting, during the school day. We will teach students how to engage in appropriate play outside in their fixed, small cohorts in a designated area with supervision. Due to no contact, this will be different from our typical "recess" period.

**Fixed Cohorts:** Special Area teachers will be traveling to the students' classrooms to minimize traveling in hallways and around the building.

**No visitors:** Only students and staff are permitted in the building at this time. We realize this is disappointing, but all guidance from various agencies recommends we implement this safety measure.

**School & Family Conversations:** We will be talking to your child about our safety measures and we ask that you do the same. Your comforting and supportive words will only help your child better understand and follow these guidelines.

### **ABSENCE**

Regular attendance and punctuality in arriving at school are essential for a child to make continuous progress and to feel part of his/her classroom community. **PLEASE CALL THE SCHOOL AT 763-7950 EVERY DAY YOUR CHILD WILL BE ABSENT FROM SCHOOL - FOR ANY REASON.** As required by NYS, a **written note** must accompany the child on the first day upon his/her return to school. Students should have a homework buddy to bring home work during a brief absence. If your child will be absent for several days, please feel free to call the school **in the morning** to arrange for work to be sent home.

### **CCC**

At this time, CCC will not be taking place in our school building.

## **BUILDING SECURITY**

### **Security of Doors Before and After School Hours:**

**At this time, we are not allowing visitors to enter the building.**

All doors must remain locked at all times, with the exception to the front door, which is designated as the single point of entry to the building.

### **Security of Doors during School Hours:**

Once students have arrived and buses have left, the front door will remain locked.

Classroom doors and cafeteria courtyard doors can be opened for ventilation purposes at any time during the day, when within "eye view" of a staff member.

Double doors in the courtyard nearest to C and B wings, the double door nearest to the speech room and end wing doors will not be opened for ventilation; however windows at the ends of the wings can be used for ventilation purposes when within "eye view" of a staff member.

## **BUS REGULATIONS AND SAFETY**

Bus assignments, pick-up times, and locations are available on the parent portal in late in August. Questions regarding bus assignments should be directed to the District Transportation Department at 763-7231.

Remember that a written note must be brought into school by the student in order to change from bus to pick-up and vice-versa. The PTO has a handy form letter available on the website for your convenience. The form letters used in the past are no longer valid. Phone calls alone will not be accepted.

If students need to be picked up earlier in the day, they must have a note and must be picked up in the main office before 2:45 p.m. Otherwise, they will remain in school until the regular dismissal. Again, your cooperation is necessary and very much appreciated.

Please include the child's full name, teacher's name and grade on all pick-up notes. Also, please send separate bus/pick-up notes for each child. **Without a note or an emergency telephone call accompanied by a fax or email, all children will ride their assigned bus.** Teachers are instructed that under no circumstances is a child to leave the school with any adult unless a permission slip has been approved by the office. Permanent change of bus or pick-up point requires permission from the principal in consultation with the transportation department.

Please review the following transportation guidelines with your children:

- Leave home early enough to arrive at the bus stop on time.
- Wait in a safe place. Keep off the roads and highways.
- Watch traffic. Walk, do not run, to and from the bus.
- Respect the rights of nearby property owners.
- Remain in your seat and use inside voices while the bus is in motion. Changing of seats during the ride or between stops is not permitted.
- Always keep your head and arms inside the school bus.
- Be courteous to your driver and other passengers. Disruptions on the bus can cause accidents in which everyone on the bus can be harmed. Bus privileges may be suspended if this guideline is violated.
- Help keep the bus clean. There is no eating or drinking on the bus. It, too, is part of our environment.
- Destruction of bus seats or other equipment will not be tolerated. In addition to being charged for the damage, those responsible may have bus riding privileges suspended.

- Be alert to traffic as you get off the bus. Wait for the bus driver's signal when crossing and walk ten feet in front of the bus so that the bus driver can see you.

### **DELAYED OPENINGS/CLOSINGS**

The school district uses an automated telephone system that informs parents and staff of school delays and/or closings. In such situations, your home telephone number will be called, and an appropriate message conveyed. You may also telephone the district hot-line number at 763-7000, visit the District website at [www.klschools.org](http://www.klschools.org), or tune into TV Cable News Channel 12.

**Please note:** During a delayed opening, all buses will arrive at their designated stops approximately two or three hours after their normal pick-up times based on the announced delay.

### **EARLY CLOSINGS**

There may be times during the year that the school must close early due to unexpected situations. These may include dangerous weather conditions (heavy snow, projected hurricanes, iced roadways, etc.) or unsafe conditions at the school (fire, lack of heat, etc.). During these times, the school's Early Closing Plan will be put into effect. If a change needs to be made to your child/children's dismissal plan, this can be done through the parent portal. Please be sure this information is kept current.

In case of an unscheduled early closing or emergency dismissal, the school district's automated telephone system (Connect ED) will telephone your home number and other emergency numbers. These calls will be placed simultaneously. The plan calls for each child's family (or responsible party) to be contacted to alert them of the early dismissal. **Parents must make every effort to include phone contact numbers where a responsible adult can be reached. These are courtesy calls only.** The following will occur:

#### **Grade K**

In an unscheduled early closing, no kindergarten child will be let off the bus at their designated stop unless a parent or authorized person is there to receive them. If no one is present to receive them, these kindergarten children will be brought back to the main office at school or will be taken to another facility if the building is an unsafe place to stay. Parents will be notified, and arrangements must be made by them as to who will come and pick up the child.

#### **Grades 1-5**

All children will be sent home as directed on the "Elementary School Emergency Information Form", regardless if contact was successfully made. Contact will be attempted for every child.

*We respectfully ask that all parents abide by the plan they submitted at the beginning of the school year. Updates to the plan can always be made during the course of regular business hours throughout the year, but changes should not be made on the very day of the unscheduled early closing/emergency dismissal. Last minute "call-ins" jam the office phones and we simply cannot handle making changes in an effective manner.*

**\* REMEMBER THAT BUS NOTES ARE NOT HONORED ON SUCH DAYS. \***

## **ITEMS FROM HOME**

Students are not permitted to bring any items of value from home to school. This includes but is not limited to electronic devices such as cell phones, handheld electronic games, personal TVs, recorders, and music players. Students are not permitted to use a cell phone at school or on the school bus. Under certain circumstances, Kindles, Nooks, iPads and other educational devices may be permitted for students in grades 4 and 5 for use as e-readers. (Since we implemented hybrid and distance learning, our students have been given devices to use for their schoolwork both when in school and at home. These devices are permitted.) Use of these devices must be for educational purposes with the consent of the student's teacher. \*See Article 5695 from the District Code of Conduct regarding students and personal electronic devices.

Students are prohibited from bringing in dangerous and distracting items.

In accordance with Westchester County Department of Health recommendations, no one is permitted to bring animals of any kind of school premises. Exceptions are made when a nature center or animal specialist visits the classroom.

The school is not responsible for lost, broken, or stolen personal property. Should a student bring in a prohibited item, the item may be confiscated, and appropriate disciplinary actions will follow.

**\*\*Please note that neither the school nor school district is responsible for lost or stolen items.\*\***

## **EMERGENCY EVACUATION**

In a rare emergency, the school may have to conduct an emergency evacuation. In such instances, our automated phone system will notify you of the plan to send your child/children home. The phone system will call through the series of numbers that you have provided on the parent portal. It is therefore essential that the information you provide be accurate and updated, as necessary throughout the school year. It is also imperative that you inform all contact persons that you have provided their name and number so that someone is available to receive your child in the case of this type of emergency.

## **EMERGENCY SHELTERING IN PLACE**

In the event of danger posed by airborne contaminants or other potential danger, the school will implement our "Shelter in Place" emergency plan and go into a "Lockout" mode. Under this condition, no individual will be allowed to enter or exit the building. Students will be housed in the classroom or in case of airborne contaminants, in the gymnasium and doors and windows will be sealed, until we receive an "all clear" notice.

## **CAFETERIA**

Through December 2020, bagged lunch will be free to all our students and will be delivered to their classrooms. It must be ordered online and in advance. Under normal circumstances, our lunch program offers a wide array of hot lunch and ala carte menu items. A monthly menu is posted on the district's website. The lunch program offers an optional automated system of payment that enables parents to fund student accounts and/or monitor student purchases. Money can be designated for lunches only or for snacks as well. Each child in the district grades K-12 is provided with a MealPay ID and is required to use it when making a purchase of any kind in the cafeteria. This MealPay ID number will remain the same throughout their school career. New students and incoming first graders will receive this MealPay ID number in the summer mailing packet. Should you have any questions regarding how the system works or if you have misplaced your child's MealPay ID number,

please call Mrs. Maureen Jones at the Katonah-Lewisboro Technology Department at 763-7005. Of course, students can also choose to bring their own lunch to school.

## **COMMUNICATION**

Communication and collaboration go hand in hand. If you have a question or concern, or wish to clarify an issue, please call the school or send in a note. Problems or concerns should be addressed first at the level of authority most directly affected. For example, a classroom issue should be brought to the attention of the teacher. If the problem/concern is not addressed, or if no attempt has been made to achieve resolution of the problem within a reasonable amount of time, it should then be brought to the attention of the next highest level of authority.

The chain of communication is 1) classroom teacher; 2) assistant principal, principal or their designee who may involve other support personnel; 3) assistant superintendent or superintendent; 4) Board of Education.

Two-way communication is a priority. Informal Coffees with the Principal are scheduled throughout the year, sometimes preceding PTO meetings. Newsletters are posted on the website along with email addresses of school administrators. Coffees and other forums are directed toward creating an open dialogue for discussions regarding educational issues, defining goals, formulating policy, and implementing and assessing activities to help students reach standards of excellence and enjoy their elementary school experience.

In an effort to be sustainable, the number of papers/messages on paper will be limited. Please check our school website for important information.

## **CURRICULUM**

All curricula adhere to the New York State Department of Education guidelines and are enriched to meet both the collective and individual needs of students in the building. Our curriculum is aligned to Common Core Learning Standards for ELA and Mathematics. A grade-level curriculum guide outline is posted on the district's website.

### **Art**

Our art program stimulates imagination, encourages creativity and promotes growth by exploring the use of a wide range of media, materials and techniques in a sequential and developmentally appropriate way. Students are introduced to drawing, painting, colors, sculpture, design, composition and art appreciation. Grade level projects are often inspired by the general curriculum and are displayed throughout the school for everyone to celebrate and enjoy.

### **Technology and Digital Resources**

In January 2018, the BOE adopted a three-year technology plan to update and expand technology and digital resources throughout our district. In support of our KLSD Learning Commitment, the latest technologies are to be used when they can create learning experiences that otherwise couldn't be created – experiences that nurture imaginative, innovative, critical, and ethical thinking.

When used effectively, these technologies should affirm and advance relationships, enhance communication and collaboration, expand horizons, meet individual needs, and foster personal passions. While technology can increase efficiency and productivity, it should also nurture curiosity and creativity.

It is our commitment to make balanced and thoughtful use of technology while continuing to take full advantage of non-digital resources and all types of inspiring learning opportunities. We strive to prepare our students to be excellent communicators and learners in all environments, and to be thoughtful participants and creators in our world.

In our elementary buildings, the following resources are available:

- A Lab Aide is assigned to elementary buildings to provide support for teachers and students.
- Students devices have been provided to support hybrid and remote learning.
- Faculty members have been issued a Macbook to be used as their primary device. Hi-speed Wifi access will be provided using the KLSA-Private (5G) network. To support the presentation needs of staff, all classrooms will be provided an Apple TV for wireless display capabilities.
- The Library Media Center and Specialist will support student needs and enable online research for class projects.
- All classrooms have been equipped with a large flat panel display replacing the existing Smartboard and projector systems.

### **Language Arts**

Our curriculum has been aligned to the new CCLS with a greater emphasis on informational text. In conjunction with our balanced literacy program, we also integrate children's literature, poetry, speaking and listening skills, and foster the development of lifelong reading and writing skills. We have partnered with Teachers College to support our reading and writing program. Our teachers and students work with a consultant several times during the year and we use TC materials and resources. Beginning in the early grades, our program incorporates phonemic awareness, word work and comprehension skills. As vocabulary builds, trade books are introduced. In addition to reading workshops, children are involved in writer's workshops that promote the development of related skills including editing and revision techniques. Literacy permeates much of what students do at school including the work done in other curricular areas. Our PTO and classroom teachers support and celebrate this work through various methods that enable each child to publish and share his/her writing.

### **Mathematics**

On June 2, 2016, the Board of Education adopted the enVision Math 2.0 Program, by Scott Foresman and Addison Wesley, Pearson Publishing, for grades K-6 to reflect the CCLS. It emphasizes the application of knowledge and skills to solve problems. Children are encouraged to develop an understanding of concepts through the use of manipulatives and conversations about Math. Topics such as numbers, operations, probability, statistics, geometry and measurement are explored and form the core of the program.

### **Music**

In music class, children experience playing and reading music and singing in harmony. Playing the recorder is taught in third grade. Under normal circumstances, optional instrumental music lessons are offered once a week beginning in fourth grade (instrumental and band instruments). Students in the instrumental program who qualify have the opportunity to perform in band and orchestra. Instruments are not provided by the school, but rental/purchase of instruments can be arranged with independent music stores. Presently, this program is on hold. We hope to be able to implement it again later this year.

The Katonah-Lewisboro School District provides many excellent performance opportunities for our students. As a member of the New York State Student Music Association (NYSSMA), and its County unit, the Westchester County School Music Association (WCSMA), we often have students participate in NYSSMA/WCSMA sponsored solo and ensemble festivals. We are in compliance with the provision dealing with student participation. NYSSMA rules state that "An applicant/participant must be a participating member of his/her school music organization at the time of audition and at the time of the applicant's membership in the

Conference/Area All State organization. Participation is defined as a minimum of 50% attendance and practice at in-school rehearsals where such rehearsals are offered and at all concert performances with this same organization.” WCSMA rules further state, “They must be a member in good standing of the school organization which corresponds to the WCSMA organization for which they are auditioning.” This means that crossovers are not allowed. (For example, a student who is a member of the school choral or band program, but not the orchestra, *may not* audition on violin.)

### **Physical Education**

The physical education curriculum promotes physical fitness (both cardiovascular and muscular skeletal), communication, cooperation, risk taking, safety, self-initiation, leadership, trust and the respect of self and others. These skills are developed through individual, cooperative, and competitive activities. Sneakers are required in gym. **Sneakers must be lace-up or Velcro. For safety reasons, slip-ons of any kind will not be allowed.**

All students are expected to wear pants or shorts on gym days. (Shorts can be slipped on before class.) If a child cannot participate in gym for medical reasons, a written note, signed by the physician, must be given to the nurse. The note must state when the child may resume physical activities. Ordinarily, students will participate in PE 3 times a week for 45 minutes. Currently, during hybrid and remote learning, there is a three week cycle for special area classes. Students will have 6 PE classes during that rotation. Some sessions will be in person and others will be remote. Students who are excused from gym will not be permitted to participate in active recess. Students may not decide for themselves whether or not they will participate.

### **Science**

Our science program STC, Science Technology Concepts uses a hands-on inquiry-based learning approach and incorporates lessons in Life Science, Earth Science and Physical Science. The expectation is that mastery in these areas will promote an understanding of the ways in which things work and a lifelong use of scientific problem-solving strategies. This program supports an increased emphasis on science and inquiry-based learning.

### **Social Studies**

Our district social studies goal is to engage students in inquiry-based learning by combining resources provided through BOCES Engage NY and our recently adopted TCI – “Teacher’s Curriculum Institute” program in order to promote and enhance engagement and student achievement. The framework is anchored in the NYS CCLS for literacy and writing and NYS Learning Standards for Social Studies. The social studies framework focuses on conceptual understanding, fosters student inquiry, collaboration and informed action, while integrating content and skills purposefully. Children will gather, interpret and use evidence. Children will use chronological reasoning and causation, compare and contextualize, engage in geographic reasoning and study economic systems while engaging in civic participation. We have developed Inquiries for each grade level and are implemented district wide.

## **SPECIAL PROGRAMS**

### **RtI Team**

The Response to Intervention (RtI) Team may include or consult with the resource room teacher, developmental reading teacher, interventionist, school nurse, principal or assistant principal, classroom teacher, speech/language teacher, social worker, and school psychologist. The team meets on a regular basis to discuss the needs of children who are referred. The team develops recommendations to help with the child’s social and/or academic progress. Children may be referred to the RtI Team by teachers, administrators, support personnel or parents.

### **English Language Learners (ELL)**

The “English as a Second Language” program is designed for non-English speaking children or children who have limited English proficiency. The program supports the classroom curriculum and expands students’ abilities to listen, speak, read, write and comprehend English. Communication skills are developed and practiced through a variety of experiences and in collaboration with the classroom teacher.

### **Psychological Services**

A school psychologist is available at Meadow Pond School for consultation, testing, and short-term educational behavioral counseling. The school psychologist is an integral part of the RtI Team.

### **Social Services**

The school social worker can be called upon to serve as a liaison between school and home in order to establish and maintain a cooperative working relationship. Social workers can provide student counseling and family support services when the RtI or CSE deem them to be necessary.

### **RtI (Reading, Writing and Math)**

Although delayed due to hybrid and remote learning, all students in grades K-5 will be benchmarked in Reading and Math in the fall, winter and spring to identify students who may need additional support in the area of reading and/or math. Benchmarking results are only one of the criteria used to make this determination. The RtI program provides additional instruction for children who are having some difficulty in reading and/or math. The children meet with a interventionist in small groups on a regular basis in order to improve skills and develop strategies so that they may perform more successfully in the general education classroom. The program is coordinated with the child’s regular classroom instruction and helps to develop a lifelong interest in learning.

### **Speech and Language**

The speech and language pathologist screens all kindergarten children and new entrants to Meadow Pond School for speech and language disorders. Throughout the year, children exhibiting possible speech and/or language difficulties are referred by the RtI, or the Committee for Special Education for diagnostic evaluation. Children who require speech and/or language therapy, as determined by the district’s entrance criteria, are provided with therapy during the school day.

## **SPECIAL SERVICES**

The Katonah-Lewisboro Unified Free School District is responsible for providing special education services to all resident students who qualify for such supports. These services are coordinated by the district's Special Services Office, which encompasses the district's Committee on Preschool Special Education at the preschool, and Committee on Special Education at the elementary and secondary levels, in conjunction with the regular education program. We invite the parents of all classified students to partner with us to meet the needs of your children.

If your school-age child is having difficulties in school, first talk to his or her teacher. Many schools offer supports for students within the general education setting such as counseling services, speech and language improvement services, curriculum and instructional modifications and Response to Intervention Services.

If you suspect that your child has a disability and may require special education services, you can make a referral to the **Committee on Special Education (CSE)**. A referral is a written statement asking that the school district evaluate your child to determine if he or she has a disability and needs special education services. This written statement should be addressed to the chairperson of your school district’s Committee (for Elementary- Assistant Director of Special Services Elementary Bridget Becker or for Secondary- Assistant Director of

Special Services Jeffrey Cole) or your school principal. Upon receipt of a referral, the building principal may request a meeting with you to determine whether your child would benefit from additional general education supports that may be available. The referral may also result in the CSE sending a request for your consent to proceed with an initial evaluation of your child to assist in determining if he or she needs special education services. If you have any questions or need additional information, please call the Special Services Office at 763-7024 and/or visit the website at [www.klschools.org/groups/4500/special\\_services/home](http://www.klschools.org/groups/4500/special_services/home)

Our District offers a robust continuum of services for students that has evolved based upon students' needs. One model that has been part of the continuum for several years but is this year in place at each of the elementary schools is the incorporation of more direct consultant teacher services. Direct consultant teacher services are provided by a special education teacher to help a student benefit from the general education classes. The model will look different across classrooms and during different units of study but is designed to help students participate and make progress in the same curriculum as their peers. Both general education and special education teacher teams are encouraged to support student learning through flexible grouping, and as appropriate, modified content, methodology or delivery of instruction.

### **Katonah-Lewisboro Special Education Parent Teacher Organization (SEPTO)**

Parents of children involved in any aspect of Special Services provided by the Katonah-Lewisboro school district are encouraged to become part of the Katonah-Lewisboro Special Education Parent Teacher Organization (SEPTO). If your child is a classified student, is being considered for special services, or receives extra help through the resource program or speech and language program, you may wish to be a part of the Katonah-Lewisboro Special Education PTO. SEPTO is a support group for parents, providing information on the educational needs of children and a network for addressing questions and concerns parents have. SEPTO sponsors monthly meetings, library resources, and a parent support network. All are welcome. Check the SEPTO website for meetings that can offer valuable information and/or support. These meetings are for parents/caretakers who have children in the district. For information and to participate in the meetings, please e-mail: [info@klsepto.org](mailto:info@klsepto.org) with your name, email and reference Parent Meetings.

#### **2020-2021 SEPTO Officers**

*President, Angela Garofalo*

*Vice President, Liz Mailman*

*Treasurer, Abbie Browne*

*Secretary, Lori McQuade*

*Member-at-Large, Teryn Kendall*

*MPES Representative, Valerie Cancro, email [vcancro@gmail.com](mailto:vcancro@gmail.com)*

*Email at [info@klsepto.org](mailto:info@klsepto.org)*

### **PROGRESS REPORTS**

Ordinarily, Progress Reports are issued three times a year, generally November, March, and June. Due to Hybrid and Remote learning, this schedule may be adjusted for this year. Specific dates can be found in the district calendar on the website. Interim reports are issued approximately six weeks into each trimester. Reports from the special areas (Art, Music and Physical Education) are distributed twice a year, first with the interims at about mid-year, and second at the end of June.

## MEDICAL

### Health Screener

You will need to complete a Health Screener each morning prior to your child arriving to school. This screener, which will ask you a series of questions, including whether your child has a fever, will be emailed in the morning before each school day.

### Illness

A student should be fever free (temperature under 100° F) for 24 hours before returning to school following an illness. A student suffering from diarrhea; persistent cough; large amount of congestion or nasal discharge should not attend school until symptoms resolve. A student with purulent discharge from eyes or dried discharge upon awakening, tearing and redness of the white of the eye needs treatment before admission to school. Please consult your physician.

### Special Health Needs

The nurse should be informed of any special health history that might be significant in the school setting, for example: asthma, allergies, heart condition, vision or hearing problems, injuries, surgery performed or being planned, etc.

### Physical Education Excuses

Students unable to participate in PE must bring a note from home signed by a parent/guardian indicating the reason for not participating. If more than two consecutive gym classes will be missed because your child has sustained an injury or has been diagnosed with a significant illness, a note from a physician is required.

### Medication

New York State Law prohibits the administration of any medication during school hours without doctor's orders. If your child needs to take medication during the school day, please contact the Health Office for a medication form to be completed by both physician and parent. The medicine must be brought to school in its original labeled container by a parent or guardian and should **not** be transported on the school bus. Please note that cough drops are a choking hazard and do not belong in school.

### Physicals and Immunizations

To be sure that your child's enrollment in school will go smoothly, it is important that you understand the New York State requirements pertaining to immunizations that your child will need prior to enrollment.

|             |  |
|-------------|--|
| DTaP        | 4-5 doses with final dose after 4 years of age |
| Polio       | 3-4 doses with final dose after 4 years of age |
| MMR         | 2 doses  |
| Hepatitis B | 3 doses  |
| Varicella   | 2 doses  |

It is important that parents understand that kindergarten students will not be allowed to attend class until all public health requirements have been met.

### **In-school Health Screening**

Vision and hearing tests are given annually to all students. If a child fails to meet the New York State screening guidelines criteria, the nurse notifies the parent and a written referral is sent recommending a professional evaluation. If the screening is passed, parents are not notified, but all parents are welcome to call the nurse for their child's screening results. Scoliosis screening is performed on 5<sup>th</sup> grade students.

### **Health Emergency Form**

Health Emergency Forms were mailed home to each student in July to be completed by a parent/guardian. This form must indicate the telephone numbers where both parents can be reached as well as phone numbers for two alternate emergency contacts. These individuals should be aware that they are chosen alternates. If possible, they should be in close proximity to the school. The school will use these telephone numbers in the event a student is taken ill or injured at school. **Please keep the emergency information on file at school current!** The school nurse should be notified if a home, cell or business telephone number changes.

### **Acquired Immune Deficiency Syndrome (AIDS)**

Students and staff members (including volunteers) diagnosed as having AIDS shall be evaluated according to the guidelines published by the U.S. Public Health Service and the New York State Department of Health. In applying these guidelines, specific procedures shall be observed. For complete details, please consult the District Policy Handbook, Rules and Regulations for Acquired Immune Deficiency Syndrome (AIDS), Section 9110.4R, available through the school or district office.

## **COMPACT FOR LEARNING**

The Commissioner of Education's regulation 100.11 mandates that all school districts must develop and adopt a plan for the participation of parents and teachers with administrators in school-based planning and shared decision making. This plan is referred to as "The Participation Plan" and is part of the State's "New Compact for Learning". The Compact for Learning is a conceptual context and framework for local school district initiative. In recent years the Compact Team has been instrumental in arranging for author visits to the school, has supported student exposure to diversity through music and dance and has also supported a forum for teachers and parents to discuss homework and how we can best assist our students.

## **COMPACT TEAM**

The Meadow Pond School Compact Team (SCT) includes the principal plus three (3) parents, three (3) teachers, and one (1) support staff member, each selected by his/her representative constituency by way of a process developed by that constituency. This decision-making group meets in open session on a regular basis to address issues related to improving student educational outcomes. Meeting times are posted on the school's website and the PTO website. The PTO holds an annual election for the PTO board, whereby nominations are accepted through a nominating committee in addition to self-nominated "at large" candidates. This election takes place in the spring of each year.

## **DISCIPLINE**

Our desired goal with students is the attainment of self-discipline. Taking responsibility for his/her own behavior is a child's first step. The child, the parent, and the school need to work together to develop and nurture this important skill. Parents are notified if behavior becomes disruptive at the school or on the bus. The school district has adopted "The Katonah-Lewisboro School District Code of Conduct." It is important to note that the District Code of Conduct includes information about the Dignity for All Students Act and our Bullying Policy which is included in the Appendix of that document. It clearly defines bullying, harassment, and types of electronic bullying and/or behaviors that are prohibited and for which there are consequences. Please refer to

that Appendix for additional information. You will also find information regarding the possession and use of personal electronic devices. In addition, the district character education committee comprised of faculty and parents, also developed an elementary wide “Be Your Best” Code of Conduct, which is part of the summer mailing that was emailed as part of the FamilyID update to all families at the beginning of the school year. Please be sure to read and discuss Codes of Conduct with your child prior to the beginning of the school year. We want to encourage positive interactions and discourage negative ones. By working together, we can accomplish these important goals.

### **STUDENTS AND PERSONAL ELECTRONIC DEVICES**

The Board of Education recognizes that personal electronic devices can be used to enhance the student learning experience and create additional instructional opportunities.

Use of electronic devices on school grounds during school hours and on buses and during school sponsored field trips is subject to the discretion of the building Principal or his or her designee as outlined in the Code of Conduct or Building Handbooks. Appropriate use of electronic devices at the elementary and secondary levels will be reviewed and communicated annually by appropriate administration. Use of personal electronic devices which disrupt the District’s basic educational mission or which interfere with the computer networks, telecommunications, or any District device, program or system is prohibited.

Misuse of any personal electronic device may result in its confiscation until the end of the school day as outlined in the Code of Conduct or Building Handbooks. Some uses of personal electronic devices constitute violation of the school district Code of Conduct and in some instances, the law. The District will cooperate with law enforcement officials as appropriate.

### **DRESS CODE**

It is important for the home and school to work together to see that children are properly dressed for present or predicted weather. Our school physician has advised us that if the temperature is less than or equal to 40 degrees, students should not be able to participate in outdoor recess if they are wearing short sleeved, sleeveless shirts or shorts. Proper waterproof wear is extremely important during bad weather. Umbrellas can be dangerous on the bus and are therefore discouraged. General grooming and appearance should not be extreme or distracting. Caps and/or hats should not be worn in the school building. Lace-up or Velcro sneakers are required in physical education classes, and a smock or old shirt is needed in some art classes. For a detailed description of the K-L student dress code, refer to the district “Code of Conduct”, which is emailed home to you each year from the District Office.

### **ENRICHMENT**

Every student has access to enrichment opportunities within his/her classroom. All activities are designed to promote higher order thinking skills, including problem-solving. In mathematics, there are opportunities for extension work, and the approach is supported by the classroom teacher.

### **FIELD TRIPS**

At this time, we are only holding field trips virtually. There are a variety of school trips that take place throughout the year designed with the primary purpose of enriching the regular school curriculum. All field trips are a special learning experience that your child shares with his/her classmates and teachers. With this in mind, it is suggested that spending money for souvenirs be limited.

Teachers may carry authorized medication for students on field trips but are not permitted to dispense medication. Students may self-administer medication with a doctor's permission. Medication that is required to be administered by an adult must be handled by a chaperone. Parents whose children require administration of medication must attend the trip or arrangements must be made to administer the medication.

## **HOMEWORK**

The concept of homework includes not only practice in the skill subjects, but also assisted television viewing, short and long-range projects and recreational reading.

Each teacher determines the types of assignments to be given. Such needs are individual, and your child's assignment may not be the same as that of another. Homework is the responsibility of the child. Parents should provide a place and a time for study, but the child should do the assignment with, perhaps, occasional help from parents. It is not expected that the parent "teach" the child new skills or techniques. If your child consistently does not seem to understand what to do or how to do the work, we urge you to contact the teacher by writing a note or calling the school as soon as possible.

The general time guideline for daily homework assignments is 10 minutes times the grade level (10 minutes of homework daily for first graders, 20 minutes for second graders, etc.). If a child routinely spends more time than is suggested for his or her grade level, parents should contact the teacher. Please remember that these are suggested guidelines. Teachers may choose to give assignments for projects that require more concentrated blocks of time or long-term planning. In addition, students are encouraged to read for pleasure each day.

At times during the year, we get requests for homework assignments because children are ill or because they are expected to join their families on vacation. We make a real effort to provide assignments for those with health problems that lead to long term absence from school. However, when parents voluntarily and illegally take children out of school, teachers should not be asked to provide assignments.

Do not be misled into believing that an out of school assignment is the equivalent of school attendance. Although children may be able to superficially go through academic exercises that keep them up to the same pages as the rest of their classmates, education is far more than assignments to be written, pages to be read, and facts to be memorized. Interactions with classmates and teachers cannot be easily replaced.

While school is not easy, it is an inviting place for most children. They can learn, laugh, compete, cooperate, help, play and relax. They experience their own feelings as well as the feelings of others. Although written tests do not normally evaluate these experiences, they are very important factors in everyday school life.

## **KINDERGARTEN**

Children who will be five years of age by December 1<sup>st</sup> of the calendar year in which they enter school are eligible for kindergarten. Parents will be notified through the press and school publications of the dates and time of registration. When registering, proof of birth date and immunization records must be submitted as well as two proofs of residency. The law requires that all children entering school must have a physical examination and be immunized. (Please refer to the **Medical** section.) The district believes its program meets the developmental needs of most kindergarten age children. Kindergarten children are screened by the school nurse, speech therapist, classroom teacher and a school psychologist in May/June. This process helps to identify the child's individual strengths and needs.

## **LIBRARY/MEDIA CENTER**

While children are encouraged to use the library independently at all times, a love and an appreciation for literature as well as basic research and study skills are developed during regularly scheduled library classes. Additional visits to the library are made at the discretion of your child's classroom teacher. The loan period for library materials is two weeks. Books may be renewed for another two weeks. Reminders of overdue materials are sent periodically to students. Your cooperation in seeing that materials are returned at the appropriate time is appreciated.

## **LOST AND FOUND**

Parents are urged to mark all articles with nametags/indelible ink. Found items will be kept for a limited time on the clothing rack opposite the cafeteria. Items not claimed by winter break or by the end of the school year will be donated to a local charity.

## **LUNCH SCHEDULE**

|                     |                         |
|---------------------|-------------------------|
| <b>10:30-11:00</b>  | <b>KH</b>               |
| <b>11:00-11:30</b>  | <b>KK/KD</b>            |
| <b>11:35-12:05</b>  | <b>1K/1T/1N</b>         |
| <b>12:10-12:40</b>  | <b>2W/2K/3Me/3F/3Ma</b> |
| <b>12:45 - 1:15</b> | <b>4Me/4Ma</b>          |
| <b>1:20 - 1:50</b>  | <b>4B/5C</b>            |
| <b>1:55 - 2:25</b>  | <b>5F/5G</b>            |

## **MPES PTO**

The Meadow Pond PTO is a group of parents, teachers, and administrators that strive to increase communication between home and school and to work cooperatively towards enhancing the educational experience of all our children. The PTO website includes information about the committees and events which result from this cooperation.

PTO meeting dates are listed in the school calendar. In addition, reminders are sent home via the internet through "Max Mail". Parents and teachers are encouraged to attend and participate in the meetings. Please feel free to contact any member of the PTO Executive Board if you have any questions.

## **CURRENT PTO EXECUTIVE BOARD MEMBERS:**

|                |                  |  |
|----------------|------------------|--|
| President      | Veronica Skrelja | <a href="mailto:mpptopresident@gmail.com">mpptopresident@gmail.com</a>                   |
| Vice President | Lisa Roberts     | <a href="mailto:mpptovp@gmail.com">mpptovp@gmail.com</a>                                 |
| Treasurer      | Joe              | <a href="mailto:Schuhowptotreasurermpes@gmail.com">Schuhowptotreasurermpes@gmail.com</a> |
| Secretary      | Geri Dragone     | <a href="mailto:mpptosecretary@gmail.com">mpptosecretary@gmail.com</a>                   |

## **PARENT-TEACHER CONFERENCES**

Communication between home and school is vital to the success of your child's education. Regularly scheduled conferences, both afternoon and evening, are held in November. Appointments can be made for these meetings online. Instructions for signing up will be sent prior to November. In addition, if there is a question or concern that comes up throughout the year, call the school to set up an appointment with your child's teacher or other appropriate faculty member.

## **RECESS/MOVEMENT/MASK BREAKS**

Children are expected to go outside at recess unless the weather is extreme, or the nurse has received a note from a child's parent or physician stating otherwise. Children who have a medical excuse that excludes them from physical education class, (Physician note on file in the Health Office) will also be excluded from active recess.

Please be certain your child comes to school in clothing that is appropriate for outdoor play. If the temperature is less than or equal to 40 degrees, students will not be able to participate in outdoor recess if they are wearing short sleeved shirts or shorts. If there is snow on the ground, students must be appropriately dressed with hats, gloves and boots and snow pants in order to play outside in the snow. If the weather does not permit outdoor recess, the children play indoors for more contained social activities. The following rules apply during recess periods. The rules that apply are outlined in our "Code of Conduct" and parents are encouraged to review them with their child/children.

- Treat each other with respect.
- Use equipment properly - CURRENTLY WE ARE NOT USING EQUIPMENT.
- Line up to come in when signaled.
- Keep away from trees, plants, and flowers.
- Physical contact sports are not allowed.
- Student are not permitted to bring their own sporting equipment, i.e. balls, bats, etc.

## **REGISTRATION**

Children of school age can register at any time during the school year with the registrar in the District Office. A registration form is completed, health records are examined to see that they are up to date, previous school records are requested, and each child goes through a screening procedure. The child must reside in the Meadow Pond School attendance area and parents must show proof of their child's age as well as his/her immunization records, current physical examination documentation and two proofs of residency. (Children must be 5 years of age on or before December 1<sup>st</sup> to enter Kindergarten.)

## **STANDARDIZED TESTING**

There are a variety of tests that will be administered to students as they advance through the elementary grades in the Katonah-Lewisboro School District. These tests are useful in determining the general acquisition of knowledge made by a student at a given point in time. Trends in a child's academic achievement can be observed by comparing results on a year-to-year basis. Information is also provided for group comparisons with similar-aged students from suburban and national data. Test data is available to parents and can be discussed at any time by contacting your child's classroom teacher. The following is a list of standardized tests administered in our elementary schools.

| <u><b>Grade</b></u> | <u><b>Test</b></u>                     | <u><b>Administration Date</b></u>               |
|---------------------|--|---|
| 3, 4 & 5            | NYS English Language Arts              | April 20 <sup>th</sup> - April 22 <sup>nd</sup> |
| 3, 4 & 5            | NYS Mathematics                        | May 4 <sup>th</sup> - May 6 <sup>th</sup>       |
| 4                   | NYS Science Performance Tests          | May 25 <sup>th</sup> – June 4 <sup>th</sup>     |
| 4                   | NYS Science Written Tests              | June 7 <sup>th</sup>                            |
|                     | NYSESLAT Speaking                      | April 19 <sup>th</sup> – May 28 <sup>th</sup>   |
|                     | NYSESLAT Listening,<br>Reading/Writing | May 17 <sup>th</sup> – May 28 <sup>th</sup>     |

## **TELEPHONE**

For general information, call 763-7900. Each teacher is able to receive voice mail. Please leave your message and every attempt will be made to respond in a reasonable time, contingent on scheduling. Calls to and from children at school should be made only in case of an extreme emergency.

## **VISITORS AND PARENTS**

**ALL VISITORS SHOULD LEAVE MESSAGES, ASSIGNMENTS, LUNCHES, ETC. AT THE GREETER'S DESK. THIS IS A SAFEGUARD FOR OUR CHILDREN AND OUR INSTRUCTIONAL PROGRAMS**

**Visitor/Parent Identification: Currently Visitors are not permitted in the building.**

Under normal circumstances, Nametags/visitor's passes are issued to all non-employees between the hours of 8:30 A.M. and 4:00 P.M. This procedure is to be used by all non-school employees going into the building beyond the office when children are in the building. Once students have arrived and buses have left, the front door will remain locked. Visitors must request entry by providing identification to the Security Greeter located in the inner vestibule. Once the visitor has provided identification, they will be given a visitor's pass and be buzzed into the building. All visitors should return their visitor's passes to the Security Greeter before exiting the vestibule.

Families visiting the school for activities and functions are responsible for the behavior of their children who are not being otherwise supervised. We ask that parents make sure that their children stay within the area

designated for the activity/function, that noise and distractions are minimized, and that they are kept within close proximity at all times. This demonstrates consideration for each other and for our school facilities. We encourage parents to visit when invited to special class activities but ask that you refrain from visiting at other times including lunch and recess. Please do not interrupt another classroom by taking a younger (or older) sibling to a special class activity. This can be disruptive to your child or others in his/her class. **\*If the special event includes an invitation to siblings, prior permission must be given in writing 24 hours prior to event.\***

## WELLNESS

The Board of Education recognizes that physical activity, nutrition, and technology use can have an impact on health, wellness and academic achievement. The Board of Education is committed to the health and well-being of all students and fostering their health decision making in the long term. The district is also governed by State and Federal Regulations including the Healthy Hunger Free Kids Act that are reflected throughout this policy. The Board of Education adopts the following goals and authorized the following actions to provide district students with a school environment that promotes student health and wellness and reduces childhood obesity.

A “Wellness Policy” was adopted by the Board of Education in July of 2006 and has most recently been revised and adopted in May 2018. The policy, which was the product of the work of a District wide committee of parents, teachers, school nurses and school administrators, focuses on a variety of specific issues regarding nutrition and physical activity. This policy can be found on [www.klschools.org](http://www.klschools.org) under resources, “KLSD Policy Handbook” then “Policies” “5400 Student Welfare” for more information.

The adoption of this policy (Policy 5405) guides how our food service operates and the choices that it offers. Our policies are routinely reviewed and may be modified. Generally, we ask that you consider healthy daily snacks for your children. Each grade level has a consistent manner of celebrating birthdays and other special occasions.