

KENNEDY ELEMENTARY



2021-2022 School Supplement to the District Policy Guide

SCHOOL OVERVIEW

Welcome to Kennedy Elementary School!

Dear Kennedy Families:

Welcome to our 2021-22 school year! On behalf of the Kennedy staff, we hope you had a great summer together as a family, and are as excited as we are to get our new school year underway.

Along with all MMSD schools, we have developed our School Improvement Plan (SIP). We will focus our efforts to grow our scholar's reading and math skills. Our teachers work to plan standards based lessons and deliver these with high expectations to engage all students. As a school, we all work to create an environment that creates a sense of belonging and safety to take risks academically. Our ideas, hopes, and plans for the coming year are exciting and we believe will be great for our students and we hope for you as a family too. To help prepare and guide you, we have put together this handbook outlining many important details specific to Kennedy Elementary. We ask that you take some time to read it through, and keep it on hand throughout the year as a reference. If you have any questions, don't hesitate to call or email.

We look forward to forming positive partnerships with our families to create a welcoming and engaging school for both our students and families.

Respectfully,

Mandy Harvey, Principal



About Our School

John F. Kennedy Elementary School presently serves approximately 550 students in grades 4K-5. The classes are heterogeneously grouped into single graded classrooms, whereby each teacher team is responsible for teaching all academic subjects, including: literacy, math, science, and social studies as well as Second Step curriculum (addressing social-emotional learning standards). Most students at Kennedy will identify with one homeroom teacher but also as a member of a team (three or four classrooms working together as a team).

Additionally, all students have the benefit of receiving weekly instruction in Related Arts classes to include: LMC/Technology, Library, Physical Education, Art and Music. 5th graders also participate in Strings class.

Kennedy Equity Vision Statement

Kennedy Equity Vision: By empowering voice and holding high expectations, we build a connected community that celebrates excellence.

Child Care/After-school Information

The East YMCA provides on-site before and after school child care. Please contact the YMCA at (608) 221-1574. Absences from the YMCA program must be reported to the site phone by calling (608) 669-0638. Additional before & after school providers include Playhaven (608) 221-0110, Rings Martial Arts (608) 221-9704, and Campus For Kids (608) 221-1529. These programs transport children from their facility to and from school. Please contact these businesses directly.

Telephone

OFFICE: (608) 204-3420

FAX: (608) 204-0431

ATTENDANCE / SAFE ARRIVAL: (608)
204-3435

Address

221 Meadowlark Drive
Madison, WI 53714

Website: kennedy.mmsd.org

Email: kennedy@madison.k12.wi.us

School Hours

Mondays 8:40 a.m. - 2:05 p.m. (early
release)

Tuesdays - Fridays 8:40 a.m. - 3:37 p.m.

Key Policies and Guidelines

Attendance Matters!

Going to school EVERY DAY matters because key academic concepts are being taught – catching up on missed learning is very hard to do. MMSD has a 94% attendance goal which means students should not be absent for more than 10 days per school year. Our scholars begin their learning at 8:40 a.m.

Attendance in the early grades matters because students need enough time on task to learn basic academics. Students need to learn to read well enough to learn their other subjects.



Elementary school lays the foundation for whether children will graduate or drop-out from high school. Your child needs to attend school everyday! Ask your child's teacher or our school social worker Bridget Cremin if you have questions.

Building Security

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

This information above may be subject to change depending on any ongoing COVID restrictions/guidelines. Thank you for your understanding.

Family Engagement

21-22 PTO Board:

President: Helen Leong

Vice President: Mike Salbego

Secretary: Kaycee Rogers

Treasure: Kelli Weichelt

Field Trips

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

Parent Teacher Conferences

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

This information above may be subject to change depending on any ongoing COVID restrictions/guidelines. Thank you for your understanding.

Picking up your child during the school day

We require parents to come into our office and sign out your student. We will call the classroom to have the student sent down to the office to meet the parents. Please remember anyone picking up a student must be authorized and listed in Infinite Campus. Once school is in session, no non-school staff (including parents) will be allowed to go to a classroom unaccompanied and pick up a child.

Positive Behavior Support

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

- Be safe
- Be respectful
- Be responsible
- Be a learner.



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

Safety & Security

Families play a key role in school safety. At kennedy.mmsd.org/safety, you can read about school-specific resources for helping keep students safe. You'll find more information on district safety and security, including how we communicate with you in an emergency, at mmsd.org/safety.

School Improvement Plan (SIP)

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

School Support Services

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

Your student support services team:

Laurel Cornelius, Nurse 204-3432

Carrie Cooper, Psychologist 204-3467

Mary Hustedt, Nursing Assistant 204-3437

Bridget Cremin, Social Worker 204-3479

Student Personal Property

Lost and found is located in the lower level in the cafeteria. Please check this frequently for missing items. Toys and playground equipment should stay at home. Make sure to label your child's belongings. It really helps!

Supervision of building/grounds

Our first bell rings at 8:25 to welcome students to school. Students come right into the building when they arrive. Students are able to get breakfast and take it to their classrooms. All students start their day in the classrooms for a Soft Landing and breakfast in classrooms to enjoy social connection time with classmates and their teacher. There is no supervision on the playground before or after school.

Traffic Safety, Parking, Pick Up/Drop Off Information

Only students who are 10 years old may ride bicycles to school unless there is a parent written request and approval through the principal. Families who are dropping off and picking up students can refer to the traffic brochure available in the main office and online. For the safety of our students, the parking lot is for staff only, not to be used for pick up/drop off. Families can park on neighborhood streets following posted signs or pull up in the designated drop-off zone on Meadowlark Dr in front of the green space north of the school. Our handicap accessible parking spots are in our parking lot. You must have a permit to enter. There is no drop-off/pick-up in the front of the school. That space is reserved for our buses and vans. Thank you!



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