

MAMARONECK AVENUE SCHOOL

Parent Survival Guide

2020-2021



Policies and Procedures
And a bunch of things you didn't know you needed to know....

#HybridEdition

Dear Parents/Guardians:

Welcome to the 2020-2021 school year! We remain committed to providing your children with the best educational experience possible. Our goal is to ensure that your child is happy, learning and making friends. We never take for granted that you entrust your children in our care, and we will do everything we can to keep them safe. We are a community that cares for one another and supports one another!

We value your partnership and certainly do not take for granted the opportunities we have to learn from you, our families, to enrich the lives of our students. Cooperation, hard work, and respect are the cornerstones of what makes MAS a great place to learn, play and grow. We pride ourselves on being a school community that fosters a strong sense of self and community, where everyone is valued and appreciated, and diversity is certainly embraced.

As we are committed to be a Responsive Classroom School, we continue full implementation of this approach and philosophy this school year. This approach is a way of teaching that emphasizes social, emotional, and academic growth in a strong and safe, school community. Please read the handbook thoroughly and note, anything highlighted in blue reflects changes while in a hybrid environment. Together we are stronger.

Sincerely,

Eileen McGuire and Robert Janowitz

****IMPORTANT INFORMATION BELOW****

Here are a few pieces of information that are very important, and will be useful as we begin with a hybrid framework for all students:

Parent/Guardian Health Screening- all parents must submit an electronic health questionnaire response to school each day the student attends in person learning.

- Parents/guardians will be requested to provide assurance that they have taking their child's temperature prior to sending them to school and have agreed not to send their child to school if their temperature is over 100.0.
- The questionnaire will consist of the following:
 - 1. Are you currently experiencing, or have experienced in the past 14 days, any of the following symptoms:* -Fever of 100.0 or greater -Cough -Shortness of breath -Sore throat -New loss of taste or smell - Chills -Head or muscle aches -Nausea, Diarrhea, Vomiting.
 - 2. Have you had a positive COVID-19 test in the last 14 days or are presently waiting for the results of a COVID-19 test?*
 - 3. Have you had close contact with a confirmed or suspected case of COVID-19 case in the last 14 days?*
 - 4. Have you traveled internationally or to any state that requires you to quarantine, in the last 14 days?*

If student/guardian answers yes to the above, they will immediately be prompted to stay home and contact their health care provider as soon as possible. In, addition, they will be asked to contact the school nurse in his/her building to make them aware.

MORNING BUS ARRIVAL- during a hybrid environment
(There will be 2 Entry Points)

Entry point 1-(special classes)

- All small vans- through side door in front of the building with green awning

Entry Point 2-(grades K-5)

- All kindergarten students will go directly from the bus to the auditorium (students will be seated with class while maintaining social distancing)
- All grade 1 students will go directly from the bus to the gymnasium (students will be seated with class while maintaining social distancing)
- Grade K and grade 1 will be escorted to their classrooms by their teachers
- Students grades 2,3,4,5- will go from the bus directly to their classroom

Breakfast

Breakfast will be available for all students. Upon arrival, students can go to the cafeteria and take a “grab and go” bag to eat in the classroom. **During a hybrid environment, there will only be one choice of food.**

CAR DROP OFF ARRIVAL- VERY IMPORTANT

Any parent dropping off their children must follow the times below.

(Please note, parents may not escort their children inside the building)

- **8:35-8:45- Grades K,1-** drop off in front of **AUDITORIUM** (double set of green doors)-**8:35-8:45** Students wearing masks will go directly from the car through the auditorium doors and go to line up areas-K auditorium/ grade 1 gym.
- **8:45-8:55- Grades 2-5-** drop off in front of **AUDITORIUM** (double set of green doors)- **8:45-8:55** Students wearing masks will go directly from car through the auditorium doors directly to their classrooms.

****If arriving after the times above, parent or guardian must park and escort their children to the front door of the school to sign them in. NO curb drop off. Thank you for your cooperation.***

****Students should not arrive earlier than the times indicated. We do not have staff to supervise your child before this time.**

Student Arrival Paths Within the Building (please review with your child)

- **Grade 2**-students will travel from auditorium doors down the stairs to cafeteria and down the lower level corridor to the 2nd grade hallway
- **Grade 3**- students will travel from the auditorium doors up the stairs by the gym and through the corridor to grade 3 hallways
- **Grade 4**-students will travel from the auditorium doors up the stairs by the gym directly to the grade 4 corridor.
- **Grade 5**-Students will travel from the auditorium doors to the following: Classes 5King, 5Williams and 5Levant will go through the art wing and down the back stairs by the art rooms. Class 5Caridi will travel down the art hallway to the stairs by the gym Class 5Wilson and Tousey's class will travel down the stairs to the cafeteria and through the lower level hallway to their classroom.

PICK UP/ DISMISSAL during a Hybrid Environment - Please adhere to the times below:

All parents/guardians must park their cars and walk to the front of the building to the area with the green awning. All visitors must wear a mask and practice social distancing while waiting.

- **Grades K/1- 2:45-2:55**- students in grades K and 1 will be dismissed at 2:45PM (older siblings will dismiss at earlier times)
- **Grades 2-5-2:55-3:05**- students in grades 2,3,4,5 will be dismissed at 2:55PM

All changes to dismissal should be done in writing and sent into school the morning of the change. This is for the safety and well-being of your child/children. Only in true emergencies will phone calls be accepted, which should be followed by a note the next day. You may also fax us a note to 914-422-2109.

BUS Dismissal- *For all students taking the bus home*

- *K students will be dismissed from the auditorium to buses*
- *Grade 1 students will be dismissed from the gym to the buses*
- *Students in grades 2,3,4,5 will dismiss directly from classrooms to buses*
- *Bus numbers will be called over the loudspeaker. K and 1 students will be guided to the buses through the auditorium doors, while students in grades 2-5 will go directly to buses from their **designated pathways** (see below)*

****all students will be supervised throughout all transitions***

Student Dismissal Paths

(please review with your child)

- **Grade 2**-students will travel up the stairs to the grade 1 hallway then out the main entrance
- **Grade 3**- students will travel down the stairs by the library and out of the main entrance
- **Grade 4**-students will travel down the stairs by the gym and out of auditorium doors
- **Grade 5**-Students will travel up the back stairs next to cafeteria and out of the auditorium doors (5Wilson/Tousey- will travel up the stairs by cafeteria and gym and out of the auditorium doors)

Review of procedures-

- All changes to dismissal should be done ***in writing*** and sent into school the morning of the change. This is for the safety and well-being of your child/children. Only in true emergencies will phone calls be accepted, which should be followed by a note the next day. You may also fax us a note to 914-422-2109.
- **All changes to dismissal should be done by 2 pm of that school day.** We may not be able to facilitate a change to dismissal if the request for the change is close to our dismissal time. We verify how our entire student body goes home each day and the safe dismissal of all our students is paramount! Late changes are confusing for the children and staff.
- If your child has been issued a bus for transportation and we have not received notification in writing that your child is not taking the bus, ***your child/children will be placed on the bus.***
- If you pick up your child from school, you must be here no later than **the times listed above.**

WPCSD/MAS SCHOOL PERSONNEL

School Board Members

Rosemarie Eller, President
Charlie Norris, Vice-President
Cayne Letizia
Sheryl Brady
Rose Lovitch
Dr. Randy Stein
James F. Hricay

Elementary Administration

Eileen McGuire, Principal
Robert Janowitz, Assistant Principal

Elementary Office

Milagros Vargas
Patricia Benavidez
Linda Farrington

Central Administration 422-2000

Dr. Joseph Ricca-Superintendent of Schools

Scott Pepper, Assistant Superintendent for Human Resources
Deborah Augarten, Assistant Superintendent for Special Education and Pupil Services
Dr. Debbie Hand, Assistant Superintendent for Curriculum & Instruction
Dr. Anne Vaccaro-Teich, Assistant Superintendent for Business

MAMARONECK AVENUE SCHOOL

7 NOSBAND AVENUE
WHITE PLAINS, NEW YORK 10605

OFFICE INFORMATION

School Office.....422-2286
Attendance Clerk422-2287
Fax.....422-2109
Health Room422-2291
Psychologists..... 422-2295
Social Worker.....422-2091
Head Custodian.....422-2292


Eileen McGuire, [Principal.....eileenmcguire@wpcsd.k12.ny.us](mailto:eileenmcguire@wpcsd.k12.ny.us)
Robert Janowitz, Assistant [Principal.....robianowitz@wpcsd.k12.ny.us](mailto:robianowitz@wpcsd.k12.ny.us)

MAS PTA Co Presidents..... Jennifer Gold (347) 752-3186
Colleen Dunphy (914) 319-6021

DISTRICT WEBSITE: www.whiteplainspublicschools.org

MAS WEBSITE: <https://www.whiteplainspublicschools.org/site/Default.aspx?PageID=3848>

WHITE PLAINS PUBLIC SCHOOLS MISSION STATEMENT



White Plains Public Schools
Strategic Plan

<p>Vision:</p> <p>We aspire to unlock the infinite and unique potential of each student, every day.</p>	<p>Core beliefs:</p> <p>We believe that:</p> <ul style="list-style-type: none">• All people have intrinsic value.• Celebrating and embracing diversity enrich life.• All people can learn, grow and contribute.• Every choice matters, and that people are responsible for their choices.• Respect, honesty and trust empower.• When people serve the community, both the individuals and the community benefit.• High expectations promote high achievement.
<p>Mission:</p> <p>Educate and inspire all students, while nurturing their dreams, so they learn continually, think critically, pursue their aspirations and contribute to a diverse and dynamic world.</p>	

• We aspire to unlock the infinite and unique potential of each student, every day •

HOME/SCHOOL COMMUNICATION

Communication between home and school is an important element in determining a student's success. You are encouraged to contact the school anytime you have a question or a problem that involves your child. A line of communication has been established for your convenience. To ask a question, share a concern, or celebration:

1. Contact the teacher first.
2. Contact Eileen or Rob.
3. Contact a central office administrator.

If you follow the above steps, we believe you will successfully resolve your questions or concerns. Please remember that the teacher is the first step in this process and most concerns can be resolved with a conversation or conference.

If you have a concern you wish to discuss with your child's Teacher or an Instructional Services Support Team member, please call for an appointment.

Phone Directory

The telephone numbers are:

ENL(grades 3-5)	Kate Monaco- Berman	422-2286
ENL(grades K-2)	Victoria Kolndreu	422-2286
ENL(grades K-2)	Julie Sanabria	422-2286
Learning Facilitator/504 Chair	Diana Jackette	422-2293
Psychologists	Dr. Sultan	422-2295

Psychologist	Lisa Torres	422-2459
Reading	Rebecca Kirwan/Vivi Trantos	422-2286
Reading	Rebecca Kirwan	422-2286
Speech/Language Specialist	Claudia Retrepo	422-2729
Speech/Language Specialist	Stephanie Ladden	422-2440
Social Worker	Erika Ungar	422-2091
Teachers	(ALL)	422-2286
Head Custodian	Johnny Hernandez	422-2292

STUDENT ATTENDANCE

It is very important that unless your child is ill, or you suspect they are becoming ill, that he/she attends school every day. In accordance with the district's attendance policy, please **call the school** to report your child's absence. **This must occur each day of absence. (remote learning day or in school learning day).** If we do not receive a phone call, we will call your home. When your child returns to school, please send him/her with a note so the absence will be documented as a "legal" absence. If we do not receive a note, then the absence is considered "illegal." In the event that your child has a prolonged illness and you would like to request homework from the classroom teacher, please contact the main office **before 11 a.m.** with your request and you will be able to obtain the homework at the end of that instructional day.

CLINIC (STUDENT HEALTH SERVICES) AND MEDICATION **No student should have medication in his/her possession while at school.**

If a student is hurt or ill, they should tell a teacher or other school personnel and ask for a pass to the school nurse's office. Students must be "sign out" *from the nurse's office* if they are released from school early. The nurse will notify parents when necessary. All new entrants, students in grades kindergarten, second, and third must have physical examinations. **All physical forms must be turned in by October 31st.** **During a hybrid environment, students who become ill may be go to a designated area(isolation room) in the school until picked up by a parent/guardian and assessed.**

If a student needs to take medication (including over the counter medication, medicated lotion, cough drops, sunscreen, bug spray, eye drops, etc.) during the school day, he/she must follow these procedures:

- A parental/guardian permission form that gives the nurse permission to administer and store the medicine must be signed in the nurse's office.
- Bring a doctor's note with instructions about dosage, times given, etc. to the nurse
- Bring medication in the prescription box with the pharmacy label on the box.
- All medications should be handed to the school nurse by a parent/guardian.

EARLY DISMISSAL/LATE ARRIVAL: PARENT REQUESTS

We are responsible for the safety of all students. Therefore, **no child** will be released from school unless accompanied by a parent or guardian. Always write a note to the teacher when you plan to release your child(ren) before the scheduled dismissal time. We will only honor changes to dismissal procedures in written form. If you wish to change your child's dismissal procedure, please send a note with your child to school that morning with a note. If things change during the course of the day, you may fax us your request to 914-422-2109. Only in true emergencies will requests for changes be taken over the phone and the request must be followed with a note the next day. Anyone picking up a child other than a parent, should be prepared to furnish identification for verification purposes. **Failure to do so may result in the child not being released to that adult.**

It is very disruptive to the classroom when children are called to the office immediately before dismissal. Teachers are helping children pack their belongings, reviewing last minute assignments, noting changes in transportation, etc.

Therefore, children will not be called to the office after 2:30. If you must pick up your child(ren) early, please arrive by 2:30. When you arrive to pick up your child(ren), report to the main office. Please be prepared to show identification. The office staff will call for your child(ren). Whenever possible, make medical and/or other appointments after school.

EMERGENCY INFORMATION: EARLY DISMISSAL, DELAYED START, SCHOOL CLOSINGS

In the event school has to be closed, or released early due to inclement weather, you may tune into **channel 77** for information. The WPCSD will also initiate the phone call out system (**K12Alert**) to inform you of this change. The information will also be posted on our district website: www.wpcsd.k12.ny.us

FAMILY INFORMATION

It is very important that we have the most current information on record for your family. ***Please always provide us with your new address and or phone number when there has been a change.*** This will help us to get important information to you in a timely manner. You can stop by the main office to inform us of any changes.

FIELD TRIPS

Field trips are an important part of the educational program. By providing students with hands on experience and exposure to the larger community, field trips can greatly enhance a student's educational experiences.

A signed permission slip from the parent or guardian is required for each child for each field trip. A child who does not provide a **signed permission slip** will be ***prohibited*** from participating and will be given an alternative assignment on the day of the field trip.

The classroom teacher will provide parents with specific instructions for lunch, appropriate dress, and arrival and departure times. If the weather is bad on the day of a scheduled field trip, parents should contact the main office to inquire on the status of the trip.

All students are expected to exhibit proper behavior on field trips. While field trips take place outside of school, school rules still apply. Students are expected to abide by the school's student code of conduct while on a field trip. In addition, students who are unable to maintain appropriate behavior in the classroom may jeopardize their opportunity to go on a field trip. Parents will be notified prior to the trip if there are any concerns about their child's behavior.

FIELD TRIP RULES

1. Parents that have been randomly selected to chaperone in some situations may be able to ride the bus with an assigned group, however other times, parents may have to provide their own transportation. Please remember siblings are not allowed. (The chaperones will be notified by the classroom teachers).
2. Due to safety regulations, parents who are not chaperoning ***may not*** follow the bus to meet up with the classes, unless prior approval was obtained from the principal.
3. A written note is required if your child is walking home unattended or riding with another parent (after the trip).
4. All students must return to MAS to be signed out from the school if they are leaving prior to dismissal. **Students are not allowed to depart from the field trip location. All students are expected to return to MAS.**
5. Parents must be on time.
6. No glass bottles are permitted in bag lunches. (Remember to pack extra drinks and snacks.)
7. Dress for the weather. Bug spray and sunscreen must be applied at home.

FIRE/LOCKDOWN AND EMERGENCY DRILLS

MAS is required to have fire, lockdown and other emergency drills each year to prepare students for possible emergency situations. We expect our students to follow their teacher's directions. If passing in the hallway by themselves when the fire emergency bell rings, students are instructed to go to the nearest exit and report to an adult. During lockdown, all students and personnel are to remain in a locked room. MAS has a Safety Plan that is updated and reviewed annually with all faculty and staff. **During a hybrid environment, students will practice such drills implementing social distancing protocols and procedures.**

HOMEWORK

Homework provides opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of the student. Parents and the school share the responsibility for student learning. Parents can assist their child(ren) with homework by:

- providing a study area free of distractions and with good lighting.
- asking questions about the content of student homework.
- giving requested assistance but letting the student do his or her own work.
- avoiding undue pressure.
- helping to create a "homework habit" by having your child(ren) work at the same time each night.

At the discretion of the teacher, students may be assigned homework each night. Each teacher will notify parents of his/her homework expectations.

INTERNET SAFETY

The White Plains School District is committed to safeguarding children's access to the Internet and World Wide Web on district computers. Although the District cannot totally guarantee the effectiveness of selected filtering and blocking technology, the district will use such measures that block or filter Internet access to visual depictions that are obscene or otherwise harmful to minors, as defined in the Children's Internet Protection Act.

LIBRARY-MEDIA CENTER

Students have the opportunity to use the library media center regularly both for checkout and research. Students who return books late may not continue to check out books from the library until the late books are returned. Checkout privileges can be withheld until damaged or lost books are paid for by the student. **During a hybrid environment, students will not be checking out books. Students will be exposed to online resources for book selection.**

LOST AND FOUND

Our lost and found is located in the hallway next to the auditorium. Once the area becomes filled and lost items are not claimed, all articles are donated to charities. Students are urged to cooperate by turning in articles found and to inquire for articles that have been lost. All personal belongings, athletic equipment, and books should be clearly marked for easy identification. **The school is not responsible for lost articles.**

MONEY, VALUABLES, TOYS, PETS, AND PARTIES

The learning atmosphere can be interrupted by the indiscriminate use of electronic devices. These items are temptations for theft as well. **Therefore, all radios, IPADS, cellular phones, fidget spinners, toys, digital cameras, and electronic games are to be left home unless they are to be used in class. Baseball cards or any trading cards should be left at home. If they are brought to school, they will be confiscated.**

Class parties are held at the discretion of the classroom teacher. Children may celebrate birthdays at school, but in accordance with the district's wellness policy, we encourage healthy party treats and ask that they be delivered in the beginning of the school day if possible. **During a hybrid environment, students should not be bringing items to and from school.**

School Noise Level

MAS has created a school wide sound level system that is used consistently throughout the school by all staff members. Having a clear system in place will support and respect the learning taking place without interruptions/distractions while students are moving around the building. Please review the **School Wide Noise Level Chart System** with your child prior to September 3. (see below)

PLAYGROUND

The playground is an ideal place for students to practice sharing, friendliness and develop cooperation. Playground supervision is provided at all times during school hours. Please help us keep your children safe by dressing them with the appropriate foot gear and clothing to have a safe and fun outdoor experience.

Visitors are not permitted on the playground during school hours.

During a hybrid environment- students by class, will be designated locations to use on the playground and rotated daily. Students will clean hands prior to recess and lunch.

STUDENT PROGRESS REPORTS AND CONFERENCES

To support our educational program, we arrange parent conference sessions each year: in October and in March. During the conference, parents will discuss the progress of their child and receive their child's report card. We will provide translations for parents who request it in advance as best as we can, but we do suggest wherever possible that parents bring someone who can translate for them.

Teachers will always be available to conference with parents, so if you have any questions concerning your child, don't hesitate to call or email. Report cards will be distributed quarterly.

During a hybrid environment, teachers may hold conferences virtually.

2020-2021 REPORT CARD SCHEDULE

Marking Period	Marking Period Ends	Report Cards Sent Home With Students:
FIRST	Friday December 4, 2020	Friday Dec. 11, 2020
SECOND	Friday March 19, 2021	Friday March 26, 2021
THIRD	Friday June 18, 2021	Friday June 25, 2021

****Your child's report card envelope needs to be signed and returned to the classroom teacher for marking period 1 and 2.**

RECYCLING- MAS SCHOOLWIDE

Mamaroneck Avenue School continues to partner with We **Future Cycle lunchroom source separation (recycling& composting) program**. This program, which is already running in 19 Westchester County schools, has **reduced our students' lunchroom waste by a whopping 97%** by diverting their waste into recycling and composting streams - and teach our kids to be environmentally responsible!

Students learn that their actions, as simple as putting an item into the correct bin can make a big difference.

WHITE PLAINS STUDENTS RECYCLE!

Did you know that **90-95% of school waste is recyclable**?! White Plains students **now source-separate their lunch and classroom waste** into recycling and composting streams. Learn the benefits of the **NEW SYSTEM**:



We Future Cycle Recycling & Composting Program Q&A

Q: Will children with allergies be exposed to others' food?
A: No. Children only sort their own lunch leftovers, just as in the past.

Q: This looks complicated. Can K-12 kids really do this?
A: The We Future Cycle program is already running in 20 schools in Westchester County. After a few weeks of launching the program it becomes "the new normal."

Q: Will the program save our school money?
A: With reduced trash pick-ups, this program reduces schools' waste management expenses.

Q: What can parents do to help?
A: Send your kids' food in reusable plastic containers instead of baggies to keep baggies out of the trash!



 **we future cycle**
creating a generation of kids who care
www.wefuturecycle.com

Recycle Continued- What can you do to help?

- 1) Learn how the program works! **See the below chart** of the source separation system and ask your child about what they are now doing in the lunchroom with their leftovers. Try to **reinforce the learning by applying the recycling practices at home!**
- 2) If you pack your child's lunch, try to **go waste-free!** Sandwiches and fruits that are packed in plastic baggies and foil often get mushy by the time your child gets to the lunchroom, and then the food gets thrown away. **Using reusable plastic containers** helps keep the food fresh and also keeps baggies out of the trash.

Please feel free to go to wefuturecycle.com to learn more about what your children are learning.

SCHOOL DRESS

All students are expected to dress appropriately for school and school-sponsored functions. The district believes that to do otherwise is a distraction and takes away from the learning process. It is the responsibility of both parents and students to ensure that the student's dress (including jewelry) is safe and appropriate and does not materially and immediately disrupt or interfere with the educational process. A student should:

- **Not wear items that are vulgar, obscene, libelous, or denigrate others.**
- **Not wear items that promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.**
- **Make sure that underwear is completely covered with outer clothing.**
- **Not wear low-riding pants that expose underwear and/or the upper part of the buttocks.**
- **Not wear head coverings except for a medical or religious purpose.**
- **Not wear suggestive or revealing garments such as, but not limited to, tank tops, tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), midriff tops, see-through garments, nor shorts, skirts, and dresses of inappropriate length.**

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Students who refuse to modify their dress or who repeatedly fail to comply with the dress code shall be subject to a range of disciplinary actions listed in Section V.

SCHOOL HOURS (adjusted for hybrid environment)

8:30- Building opens and breakfast is available.

8:30-8:55- Scaffolded arrival times

8:30-8:55- Students arrive to classrooms.

9:00- Students are marked tardy after 9:00.

10:30-2:00- Recess and lunch Periods(K-5)

2:45-2:55- Grades K and 1 pick up

2:55-3:05- Grades 2-5 pick up

3:20- Buses begin to dismiss

****** During a hybrid environment, students will have recess and lunch based on individual grade times.

SCHOOLS CALENDAR / DIRECTORY

Each family will receive in the mail one White Plains Calendar/Directory. The Calendar/Directory indicates; Time Schools begin and end, Principals' names, Letter Days for each School Day, Early Dismissals, Half Days, Holidays, Vacation Days (*these are shaded gray and indicate grades*). It also indicates; PTA phone numbers, PTA meetings/activities taking place in the District. In addition, the Calendar/Directory also provides other information about White Plains Schools and Programs. We are sure you will find it very useful.

SIX-DAY CYCLE

Our scheduling system for special area subjects; Art, Music, Physical Education and Library/Media Center, this is based on a 6-Letter Day Cycle. "Letter Day" rather than name of the day refers to days. When a system such as

this is used, children are not affected by changes in the weekly schedule. Example: A snow day is discounted and we move to the next "Letter Day." The day of return to school is designated by the next alphabetical "Letter Day." During a hybrid environment, each class will have the same special daily for 3 consecutive weeks. Each class will rotate for 4 intervals and then repeat. (Art,PE,Music,Library/Media)

SCHOOL CONDUCT REGULATIONS: BUS

School bus transportation is an extension of the school day. It is expected that students will ride on the school buses in an orderly and respectful fashion. When students misbehave, their actions tend to distract the drivers of the buses and create a potentially dangerous situation.

Most of the rules for bus conduct are merely common sense and good manners but since everyone forgets from time to time, the rules are as follows:

- Be ready when the bus arrives.
- Obey all requests of the bus drivers. (Students may be assigned a specific seat)
- The younger children will receive first consideration in seating.
- **DO NOT** board or leave the bus while it is in motion
- Students are to **REMAIN SEATED** while the bus is in motion.
- Heads, arms, and hands are to be kept inside the bus.
- Students are to refrain from:
 - eating or drinking
 - vandalism
 - harassment of others
 - rowdy behavior
 - use of profanity
 - throwing objects from bus windows
 - playing instruments
 - fighting
- Students must ride their assigned bus and are to board and disembark **ONLY** at assigned stops.
- •toys, balloons, balls, music players and electronic games are prohibited.
- Pass (approximately 10 feet) in front of the bus. Never pass behind the bus.

Bus Conduct Reports may be issued to students who fail to follow the rules of bus conduct. The parent will be notified if their child may be in danger of losing transportation after he/she has received Bus Conduct Reports.

During a hybrid environment- all students are expected to wear a mask while on the bus as well as socially distanced when applicable.

Schedules- Teachers will share individual class schedules with students and families once school begins.

STUDENT DISCIPLINE and RESPONSIVE CLASSROOM

MAS will provide a safe and positive atmosphere both during the school day and at all school-related functions. We will always treat children with dignity and respect. Our approach to discipline is aligned with the framework and philosophy of a Responsive Classroom School. As a responsive classroom school, our goal is to help children understand their behaviors, model our desired expectations, take responsibility, and learn from their mistakes. If an incident arises that warrants some form of student discipline, we will document the incident on a referral form and the parent will be contacted. The district encourages students to be the best they can be. School personnel will guide students to become individuals who consider all issues, analyze differences, comprehend choices, and reach decisions through thoughtful reasoning. Students should also exhibit responsible citizenship and strive for excellence within the school setting as preparation for adult success. *Refer to the WPCSD District Code of Conduct for a complete guideline to student expectations.*

Recess/Lunch/I-BLOCK Schedules

RECESS	LUNCH	IBLOCK
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** K	RECESS- 10:30-11:00	<i>LUNCH IN CLASSROOM</i> 11:00-11:30	1:00-1:40
** 1	RECESS- 11:00- 11:30	<i>LUNCH-CAFETERIA</i> 11:30-12:00	1:45-2:25
2	RECESS 11:30-12:00	<i>LUNCH-CAFETERIA</i> 12:00-12:30	9:50-10:30
3	RECESS 12:00-12:30	<i>LUNCH-CAFETERIA</i> 12:30-1:00	10:35-11:15
** 4	RECESS 12:30-1:00	<i>LUNCH-CAFETERIA</i> 1:00-1:30	11:20-12:00
** 5	Recess 1:00-1:30	<i>LUNCH- CAFETERIA</i> 1:30-2:00	2:30-3:10

**grades K/1 should have a mid-afternoon snack **grades 4/5 should have a mid-morning snack

MAS Hybrid Outdoor Recess Schedule 2020-2021

Location	Day 1	Day 2	Day 3	Day 4	Day 5
Baseball Field	Group A Alverio Brunetto, Kittelstad, Robles/Cabibbo,Reale, Levant	Group B Machado,Varughese, Tribble, Novielli,Spedafino, King/Barzellato	Group C O'Sullivan,Eglauf Kaebnick Bowman Speranza,Wilson	Group D Amato/Vargas, Bracero, Dejesus, Berube, McNamara/Johnson, Williams	Group E Knuckles, Mitt/Floam, Defeo/Kam, Carolina, Alibrandi, Caridi
Play Equipment	Group B Machado,Varughese, Tribble, Novielli,Spedafino, King/Barzellato	Group C O'Sullivan,Eglauf Kaebnick Bowman Speranza, Wilson	Group D Amato/Vargas, Bracero, Dejesus, Berube, McNamara/Johnson, Williams	Group E Knuckles, Mitt/Floam, Defeo/Kam, Carolina, Alibrandi, Caridi	Group A Alverio,Brunetto, Kittelstad, Robles/Cabibbo,Reale, Levant
Kickball (Upper Playground)	Group C O'Sullivan,Eglauf Kaebnick Bowman Speranza,Wilson	Group D Amato/Vargas, Bracero, Dejesus, Berube, McNamara/Johnson,William s	Group E Knuckles, Mitt/Floam, Defeo/Kam, Carolina, Alibrandi, Caridi	Group A Alverio,Brunetto,Kittelst ad Robles/Cabibbo,Reale, Levant	Group B Machado,Varughese, Tribble, Novielli,Spedafino, King/Barzellato
Lower Playground	Group D Amato/Vargas, Bracero, Dejesus, Berube, McNamara/Johnson, Williams	Group E Knuckles, Mitt/Floam, Defeo/Kam, Carolina, Alibrandi, Caridi	Group A Alverio,Brunetto,Kittelstad, Robles/Cabibbo, Reale,Levant	Group B Machado,Varughese, Tribble, Novielli,Spedafino, King/Barzellato	Group C O'Sullivan,Eglauf Kaebnick, Bowman, Speranza,Wilson
Soccer Field	Group E Knuckles, Mitt/Floam, Defeo/Kam, Carolina, Alibrandi, Caridi	Group A Alverio,Brunetto,Kittelstad, Robles/Cabibbo,Reale, Levant	Group B Machado,Varughese, Tribble, Novielli,Spedafino, King/Barzellato	Group C O'Sullivan,EglaufKaebnic k, Bowman, Speranza,Wilson	Group D Amato/Vargas, Bracero, Dejesus, Berube, McNamara/Johnson Williams

SCHOOL LUNCH PROGRAM

To apply for free and reduced-price meals for your children, ***please fill out the application sent home the first few days of school or request one from the main office.*** If you have any questions, please call 422-2166. A full lunch program is offered. Student lunches presently cost \$3.00. Breakfast is currently available for \$1.50. We strongly encourage healthy foods and snacks. **Please go to the WPCSD website and create a lunch account for your child.**

During a hybrid environment, there will be 2 meal options for lunch. One hot meal option and one cold meal option. There will be a menu for each month. Each morning in the classroom, students buying lunch will decide which option. During the scheduled lunch period, students will have a complete boxed lunch with all condiments and utensils. There will not be an ala carte menu or snacks, beverages for purchase. The student ID pad system will not be used during the hybrid environment.

TARDINESS

Students cannot benefit from our program if they come to school late. If a student is tardy (8:50), he/she must have a written excuse from a parent/guardian. Please support your child in receiving the best education possible by getting him/her to school on time. **During a hybrid environment, students will be considered tardy at 9:00AM.**

TELEPHONE USE

We have over 650 students in attendance at MAS. We allow students to make phone calls in emergency cases. If you call your child's teacher during instructional time, a message will be taken, and the classroom teacher will return your call within 24 hours. ***If a parent allows their child to bring a cell phone to school, the school is not responsible for lost, stolen or damaged items. Cell phones MUST be off in the student's backpack at all times.***

Student Pin Pad in the Cafeteria
(not being used during a hybrid environment)

Students will need to place student ID# on the pin pad(see below) at lunch/breakfast. Student ID numbers will be made available until students memorize their numbers.

Enter your ID and press the Green ENTER key

A	B	C
1	2	3
4	5	6
7	8	9
CLEAR	0	ENTER

VISITORS AND VOLUNTEERS

Volunteers are an important part of our school and are always welcome. All adult **regular** volunteers must fill out an application through the Office of Human Resources and be fingerprinted, then approved by The White Plains School Board. This is to ensure the safety and well being of our students and staff. Please contact the main office for more information if you are interested in being a regular volunteer here at MAS.

The front of the building is **locked at all times**. Please use the buzzer system to alert the office you are here. Once in the lobby, you will be asked for your valid driver's license which will go through our system. Once in the system, you are always in the system for the entire school year (as well as district wide). For those who do not have a license, the office staff can manually put you in the system including a photo at the front desk. To ensure a positive, learning atmosphere, we encourage all visitors to conduct themselves appropriately. All visitors are expected to abide by the White Plains Public Schools, Board of Education's Code of Conduct for Visitors contained in our district's code of conduct.

During a hybrid environment, visitors will only be allowed inside the building on an emergency basis. If picking up or dropping off a student, a staff member will meet you outside the main entrance. Ring the call button. Please have identification with you when picking up a student. ONLY adults listed on the Family Information Form can pick up students unless authorized by the parent/guardian.

WALKERS/PICK UP

Walkers in grades K-5 must be picked up at school at the pickup door located in front of the school (side door closest to the playground with green awning). Walkers must have **written parental permission** if they are to walk home on their own and will be expected to proceed directly home and follow pedestrian safety rules. The person/s picking up children at the walker door should have some form of photo identification readily available. **During a hybrid environment, all visitors must adhere to social distancing and wearing a mask at all times on school property.**

SCHOOL WIDE NOISE LEVEL SYSTEM

Please use the school wide system for noise control. Students should have a clear understanding of all 4 levels and what the desired behavior looks like.

LEVEL 1- No sound at all-silent (one finger up)

LEVEL 2-quietly whisper(two fingers up)

LEVEL 3- classroom voice(three fingers up)

LEVEL 4- Outdoor/recess voice(four fingers up)

Examples:

LEVEL 1- No sound at all-silent (one finger up)



Hallways
During all transitions to and from
Teacher /Adult is speaking
Listening to directions
During line up (recess)
When music comes on in cafeteria
During exams,tests
During all Fire, Lock down and Evacuation Drills

LEVEL 2-quietly whisper (two fingers up)

Partner work in class
Working in the library
In the bathroom

Main Office

LEVEL 3- classroom voice(three fingers up)

Speaking to one another in the classroom
Responding to classroom instruction
In the cafeteria-while eating
Riding on a school bus

LEVEL 4- Outdoor/recess voice(four fingers up)



Playing outside / recess
Chorus/Singing, performing a play/skit

Responsive Classroom Practices

The *Responsive Classroom* is a general approach to teaching, rather than a program designed to address a specific school issue. It is based on the premise that children learn best when they have both academic and social-emotional skills. The *Responsive Classroom* approach consists of a set of practices that build academic and social-emotional competencies and that can be used along with many other programs.

- Morning Meeting—gathering as a whole class each morning to greet one another, share news, and warm up for the day ahead
- Rule Creation—helping students create classroom rules to ensure an environment that allows all class members to meet their learning goals
- Interactive Modeling—teaching children to notice and internalize expected behaviors through a unique modeling technique
- Positive Teacher Language—using words and tone as a tool to promote children's active learning, sense of community, and self-discipline
- Logical Consequences—responding to misbehavior in a way that allows children to fix and learn from their mistakes while preserving their dignity
- Guided Discovery—introducing classroom materials using a format that encourages independence, creativity, and responsibility
- Academic Choice—increasing student learning by allowing students teacher-structured choices in their work
- Classroom Organization—setting up the physical room in ways that encourage students' independence, cooperation, and productivity
- Working with Families—creating avenues for hearing parents' insights and helping them understand the school's teaching approaches
- Collaborative Problem Solving—using conferencing, role playing, and other strategies to resolve problems with students