

# *Kennedy Elementary School*

## *2015-2016*

### *Parent/Student Handbook*



**3901 Randolph Rd.  
Janesville, WI 53546**

**Main Office: 743-7500  
Attendance: 743-7565  
Fax: 743-7560**

**<http://www.janesville.k12.wi.us/ken>**

**Principal – Mrs. Allison DeGraaf**



2015-2016  
School District of Janesville  
Board of Education Committees and Duties

Finance/Buildings and Grounds Committee

Karl Dommershausen, Chair  
Steve Huth  
Greg Ardrey  
Bill Sodemann

Personnel/Curriculum/Policy Committee

Cathy Myers, Chair  
Kristin Hesselbacher  
Dale Thompson  
Carla Quirk

Benefits Committee

Bill Sodemann, Chair  
Dale Thompson  
Steve Huth

Legislative Committee

Cathy Myers, Chair  
Karl Dommershausen  
Dale Thompson

**CESA 2 Representative – Karl Dommershausen**

**Title I Representative – Dale Thompson**

**Tax Increment Finance District Representative – Karl Dommerhausen**

**School Board Liaison to the Janesville Area Council-PTA – Kristin Hesselbacher**

**WASB State Education Delegates –TBD**

**Asst. Board Treasurer – Keith Pennington**

**Asst. Board Clerk – Debra Blazer**

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# **SECTION 1: GENERAL INFORMATION**

Dear Kennedy Parents/Guardians,

Welcome to the 2015-2016 school year! The Kennedy staff looks forward to our continued positive relationship with you and your child. As our school enters its 17<sup>th</sup> year, we are proud of this positive relationship between our families and our school. It is our on-going goal to work successfully with each of your children to make this year a successful and positive experience for all of our students and families. Research is clear that parents and guardians staying involved in their child's education has a positive impact on their child's success in school.

This Parent Handbook is compiled in an effort to inform you about policies, procedures, schedules, and programs in our school as well as the district. Its purpose is to help you understand Kennedy School's structures and routines. Please read through this handbook and keep it handy as a reference as needed in order to understand questions as they arise. Please feel free to contact Kennedy when you have a question regarding your child or the school. In addition to this handbook, Kennedy will provide you with newsletters and calendars throughout the year that will keep you current about what is happening at your school. You can also count on newsletters, notes, and e-mails from your child's teacher to help keep you informed.

One of the unique things about Kennedy is that our students "loop" with their teachers from first to second grade and from third to fourth grade. Looping helps promote closer parent and student relationships because in the second year of the loop the teacher will have already worked with your child for a year at Kennedy. They will better know your child's strengths and how to promote their success. The first parent-teacher conferences will be held on October 28<sup>th</sup> and 29<sup>th</sup>. Looping parents will be able to renew their acquaintances with the teacher and first year parents will have the opportunity to begin building a relationship with the teacher by mutually sharing information. Kennedy has always enjoyed high parent/guardian turnout for conferences and we are looking forward to meeting all of you at our conferences in October.

Kennedy is a very warm staff, and a very inviting school. The staff are proud of our students, families and our school. We are committed to the success of each child and a partnership with each home. Welcome to the 2015-2016 school year at Kennedy Elementary School!!

Sincerely,

Mrs. Allison DeGraaf  
Principal

**KENNEDY ELEMENTARY SCHOOL  
PARENT TEACHER ORGANIZATION  
2015-2016**

**August**

19<sup>th</sup> - School Registration Day. Kennedy will be open from 7:30-9:30am and 3-6pm for registration.  
26<sup>th</sup>-28<sup>th</sup> - Teacher work days  
31<sup>st</sup> - Parent Orientation Night 5-6:30pm

**September**

1<sup>st</sup> - First day of school for Kennedy students.  
3<sup>rd</sup> - PTO Meeting 6:30pm in the PAC. Kennedy families are welcome and encouraged to attend.  
7<sup>th</sup> - No School for Kennedy students.  
18<sup>th</sup> - School Picture Day & Rock The Count Day!  
25<sup>th</sup> - Annual Run/Walk Fundraiser

**October**

1<sup>st</sup> - PTO Meeting 6:30pm in the PAC. Kennedy families are welcome and encouraged to attend.  
7<sup>th</sup> - Box Top deadline. Please have all box tops sent to school with your student for submission.  
14<sup>th</sup> - Scoopie Night @ Culvers on Milton Avenue 4-8pm  
23<sup>rd</sup> - Fall Family Night  
28<sup>th</sup>-29<sup>th</sup> - Conferences & Book Fair  
28<sup>th</sup>-30<sup>th</sup> - No school for Kennedy students

**November**

5<sup>th</sup> - PTO Meeting 6:30pm in the PAC. Kennedy families are welcome and encouraged to attend.  
25<sup>th</sup>-27<sup>th</sup> - No school for Kennedy students

**December**

18<sup>th</sup> - Winter Sing  
23<sup>rd</sup> - Winter Break Begins

**January**

7<sup>th</sup> - PTO Meeting 6:30pm in the PAC. Kennedy families are welcome and encouraged to attend.  
8<sup>th</sup> - Rock The Count Day & Family Movie Night  
13<sup>th</sup> - Scoopie Night @ Culvers on Milton Avenue 4-8pm

**February**

3<sup>rd</sup> - Box Top deadline. Please have all box tops sent to school with your student for submission.  
4<sup>th</sup> - PTO Meeting 6:30pm in the PAC. Kennedy families are welcome and encouraged to attend.  
13<sup>th</sup> - Flapjack Fundraiser @ Applebee's on Milton Avenue. Grab a date and join us for a Valentine's Day themed breakfast!  
26<sup>th</sup> - Kennedy's Got Talent Show

**March**

3<sup>rd</sup> - PTO Meeting 6:30pm in the PAC. Kennedy families are welcome and encouraged to attend.  
4<sup>th</sup> - No school for Kennedy students.  
9<sup>th</sup>-10<sup>th</sup> - Conferences & Book Fair  
9<sup>th</sup>-11<sup>th</sup> - No school for Kennedy students  
16<sup>th</sup> - Scoopie Night at Culvers on Milton Avenue 4-8pm  
21<sup>st</sup>-25<sup>th</sup> - Spring Break - No school for Kennedy students

**April**

7<sup>th</sup> - PTO Meeting 6:30pm in the PAC. Kennedy families are welcome and encouraged to attend.  
8<sup>th</sup> - Staff & Student basketball game @ Marshall Middle School  
15<sup>th</sup> - K-2<sup>nd</sup> Breakfast with a buddy  
20<sup>th</sup> - School clean up day!

**May**

4<sup>th</sup> - Scoopie Night @ Culvers on Milton Avenue 4-8pm  
5<sup>th</sup> - PTO Meeting 6:30pm in the PAC. Kennedy families are welcome and encouraged to attend.  
6<sup>th</sup> - 3<sup>rd</sup>-5<sup>th</sup> Breakfast with a buddy!  
13<sup>th</sup> - Fine Arts Festival & Family Picnic  
24<sup>th</sup> - 5<sup>th</sup> grade track meet  
25<sup>th</sup> - 4<sup>th</sup> grade track meet  
30<sup>th</sup> - No school for Kennedy students



## “KENNEDY MUST HAVES”

### DID YOU KNOW...?



- School begins at 8:15 a.m. and ends at 3:08 p.m.
- Breakfast Club begins at 7:45 a.m. Students should enter the building in the back at Door #9.
- **Students should not arrive at school before 8:05 a.m.** unless they are attending Breakfast Club, are enrolled in the BASICS program, or attending a school sponsored activity. We do not have adult supervision for students before 8:05 a.m.
- **Before school all students should line-up on their playground.** Student should not be entering the building through the main front doors. Teachers will bring the students into the building when the bell rings. When it is raining or below 0°, teachers will bring the students into the building through their playground doors. Students will then wait in their designated indoor recess areas.
- **After school all Grade 1-5** students should leave the building through their playground doors. **Kindergarten** students are dismissed out the back door #9 to a parent or designate person.
- **Students must be off the school grounds by 3:20 p.m.** unless under the direct supervision of a staff member.
- **The front/back circle drives are STOP-DROP-GO only. Do not leave your vehicle.** If you need to leave your vehicle you must park in a stall in either the front or back parking lots or on the street.
- **District policy** requires **all visitors** to check in at the school office and wear a **Visitor’s badge**.
- A **parent must come in to the office** to sign out students leaving school before 3:08 p.m. This is a **district policy** and must be followed.
- **Report a student’s absence by calling 743-7565.** Leave a message with the child’s name, teacher, and the reason for the absence (i.e. – illness, appointment, funeral, etc.)
- **No pets/animals are allowed on the school grounds** per city ordinance as well as for health and safety concerns.
- **If you change your phone number** please notify the school office and make the change in your Infinite Campus account as soon as possible. If you are unable to make the change, please contact the school office for assistance.
- **If you change your address** please notify the school office as soon as possible so the proper paperwork can be filed out to allow your child to remain at Kennedy or to assist you with a transfer.
- **Questions about your social/emotional issues?** Call Mrs. Bembinster at 743-7548.
- **Questions about your child’s lunch account?** Call Mrs. Leedle at 743-7514.
- If you would like to volunteer in your child’s classroom or meet with your child’s homeroom teacher before or after school, please call the classroom teacher in advance to schedule a time.
- Please check the Kennedy webpage for:
  - \*The Kennedy Connection parent newsletter. The Kennedy Connection is published bi-monthly beginning with the October/November edition.
  - \*The Kennedy calendar. This calendar will show activities, fieldtrips, Scoopie Nights, etc.
  - \*Links to educational websites for grades K-5.
- Contact our **FRC Coordinator**, Mrs. Engstrom, at 743-7511 for more information about what our Family Resource Center has to offer and for hours it will be available to families and students.
- As always, please feel free to contact the school office at 743-7506 with any questions or concerns.

Welcome to Kennedy School!

## **KENNEDY SCHOOL MISSION**

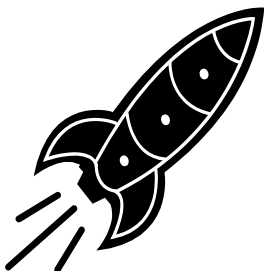
Enter with Hope and Aspiration  
Learn with Dignity and Enthusiasm  
Leave with Pride in Self and Community

### **Our Commitments...**

Respect for self and others  
Opportunities for Personal Growth  
Character Development  
Knowledge for Living  
Expectations for Achievement  
Teamwork  
Success

## **KENNEDY ELEMENTARY SCHOOL PHILOSOPHY**

Our philosophy at Kennedy School centers on meeting the needs of each child. The structure of the building represents neighborhoods within a community setting. Since every student brings to us uniqueness and diversity in cultural, social, emotional and educational backgrounds, instruction is designed to meet the needs of students at different developmental stages. Kennedy School is committed to academic excellence through a learning environment that provides differentiation. Students develop academic and social competencies that are the foundation of life-long learning and citizenship. Opportunities for creative expression in the visual and performing arts, critical thinking, problem solving and technological applications are provided. We believe it is vital to involve family and community in the educational process to meet the needs of all children. Kennedy School is committed to all children entering our school with enthusiasm for learning and leaving each day with pride in themselves, their school and community.



School Mascot: Rockets  
School Colors: Navy Blue, Red & Silver



## **SCHOOL DISTRICT STUDENT CONDUCT CODE**

The School District of Janesville has developed and implemented the Student Conduct Code. Constructed by a community-wide committee, this code defines types of misconduct and their consequences. The Student Conduct Code booklet is sent home to every family and explained to all students. Please take the time to review this code with your child.

### **KENNEDY ELEMENTARY SCHOOL CODE OF CONDUCT**

#### **PHILOSOPHY**

Students and staff deserve a safe, friendly, and positive school environment which is conducive to academic achievement and honorable citizenship. A total commitment made by students and staff is essential in managing student behavior. Components of a successful program include:

- Clearly defined and communicated rules and expectations.
- Clearly stated procedures and consequences for correcting inappropriate behavior.
- An instructional component for teaching students self-control and/or social skill strategies.
- A support plan to address the needs of students with chronic, challenging behaviors.
- A process to communicate appropriate and inappropriate behavior to parents.
- A method of rewarding positive behaviors.

## **KENNEDY ELEMENTARY SCHOOL SCHOOL-WIDE BUILDING RULES**

Follow directions.  
Respect the rights, feelings, and property of others.  
Have materials ready when class begins.  
Talk at appropriate times.  
Keep hands, feet, and objects to yourself.

### **LUNCHROOM RULES**

Walk at all times.  
Sit in your seat.  
Do not trade food.  
Throwing of any item is prohibited.  
Clean up after yourself.  
Soda is not allowed.  
Please, do not bring red or purple drinks.

### **PLAYGROUND RULES**

Playground equipment must be used for the purpose it was intended.

1. The following areas are “off limits” for play purposes at all times:
  - Parking lot.
  - All areas in the front of the building.
  - Bicycles and racks.
  - Any areas off school property, including the Greenbelt.
2. No snowball throwing, or sliding on the ice.
3. Coats must be worn unless recess supervisor says otherwise.
4. K-2 students must wear snowpants and boots in order to play in the snow.  
3-5 students must wear boots. If they have wet pants they will not be able to phone home.
5. Keep hands and feet to yourself. No tackle football – touch only.
6. Skateboards are not allowed.
7. Students riding bikes should walk them while on school grounds.

## **HALLWAYS**

Keep noise to a minimum.  
Walk at all times.  
Walk on the right side of the hallway.

## **CONSEQUENCES**

1<sup>st</sup> Offense: Verbal warning.  
2<sup>nd</sup> Offense: Time out and note sent home.  
3<sup>rd</sup> Offense: Phone call home.  
4<sup>th</sup> Offense: Sent to the office and possible  
“Disciplinary Referral”.

\*Severe infraction: Immediate time out and/or notification to the principal.  
A “Disciplinary Referral” may be filled out by the teacher,  
Supervisor, and/or principal.

\*Repeated violation of school rules may result in a “Disciplinary Referral” or placement  
on a behavior plan.

## **POSITIVE REINFORCEMENT**

Each neighborhood and special area will develop its own means of recognizing students for appropriate  
behavior.

## **PUBLIC NOTIFICATION OF STUDENT NONDISCRIMINATION POLICY**

It is the policy of the School District of Janesville that no person be denied admission to any public school in the District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or physical, mental, emotional or learning disability or handicap as required by state and federal laws.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services or programs for students who have been identified as having a disability, regardless of the nature or severity of the disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the District's nondiscrimination policy.

Any questions concerning this policy should be directed to:

Director of Student Services  
School District of Janesville  
527 S. Franklin Street  
Janesville, WI 53548-4779  
608-743-5070

# 2015-2016 CALENDAR

## School District of Janesville

Please note the change to school times: Elementary - 8:15am-3:08 pm, Middle – 8:00 am-3:23 pm, High – 8:00 am-3:28 pm

<u>Event</u>	<u>Day of Week</u>	<u>Date</u>
Teacher Work Days	Wednesday-Friday	August 26-28
Teacher Work Day	Monday	August 31
Student First Day of School	Tuesday	September 1
Labor Day	Monday (NO SCHOOL)	September 7
Teacher Staff Development Day	Wednesday (NO SCHOOL)	October 28
Conferences – All Grade Levels	Wed., 3:20 – 8:00 pm (ES) or 4-7 (MS& HS)	October 28
	Thursday, 8am – 7pm (NO SCHOOL)	October 29
	Friday (NO SCHOOL)	October 30
<b>Middle and High School Only - End of First Quarter</b>	Friday	November 6
<b>Elementary Only - End of First Trimester</b>	Tuesday	November 24
Optional Teacher Work Day	Wednesday (NO SCHOOL)	November 25
Thanksgiving Break	Thursday, Friday (NO SCHOOL)	November 26-27
Winter Break Begins	Wednesday (NO SCHOOL)	December 23
School Resumes	Monday	January 4, 2016
<b>Middle and High School Only-End of Semester</b>	Thursday	January 21
<b>Middle and High School Only-Teacher Work Day</b>	Friday (NO SCHOOL MS & HS)	January 22
<b>Elementary Only-End of Second Trimester</b>	Thursday	March 3
<b>Elementary Only - Teacher Work Day</b>	Friday (NO SCHOOL ES)	March 4
Teacher Staff Development Day	Wednesday (NO SCHOOL)	March 9
Conferences – All Grade Levels	Wed., 3:20-8pm (ES) or 4-7 (MS&HS)	March 9
	Thursday, 8am – 7pm (NO SCHOOL)	March 10
	Friday (NO SCHOOL)	March 11
Spring Break Begins	Monday (NO SCHOOL)	March 21
<b>Staff Professional Development/Snow Reserve Day</b>	<b>Monday (SEE BELOW)</b>	<b>March 28</b>
School Resumes for Students	Tuesday	April 6
<b>Middle and High School Only - End of Third Quarter</b>	Friday	April 8
<b>Staff Professional Development/Snow Reserve Day</b>	<b>Friday (SEE BELOW)</b>	<b>May 6</b>
<b>Snow Reserve Day</b>	<b>Friday (SEE BELOW)</b>	<b>May 27</b>
Memorial Day	Monday (NO SCHOOL)	May 30
School Ends – Students	Wednesday	June 9
Optional Teacher Work Day	Friday	June 10

**Snow Reserve Day:** Three inclement weather days for students are built into the district calendar. If school is closed for inclement weather more than three days in the school year, the fourth and beyond inclement weather days will be made up on the closest Snow Reserve Day after the inclement weather day that is not already being used for make-up time (Monday, March 28; Friday, May 27; Thursday, June 9). If one or more of these days are not needed to be used to make-up time they will be days off for students. Days marked Staff Professional Development/Snow Reserve Day will be used for staff development if not needed to be used to make-up instructional days due to inclement weather.

**Optional Teacher Work Days:** Teachers work 1 of the 2 Optional Work Days (Nov. 25 or June 10)

# KENNEDY SCHOOL STAFF 2015-2016

Principal – Mrs. Allison DeGraaf  
Secretary – Mrs. Gretchen Fuhrmann

## KINDERGARTEN

Mrs. JoEllen Kielhofer  
Mrs. Michelle Rewey  
Mrs. Jana Selck

## FIRST GRADE

Ms. Sarah Carter  
Mrs. Theresa Nehls  
Mrs. Brianna Stenson

## SECOND GRADE

Mrs. Jen Chapman  
Ms. Jaelyn Clai  
Ms. Abby Schrode

## THIRD GRADE

Ms. Bekka Erickson  
Ms. Brittany Swenson  
Mrs. Kate Womack

## FOURTH GRADE

Ms. Leah Hellenbrand  
Mrs. Stefanie Steager  
Mrs. Valerie Schnulle

## FIFTH GRADE

Mr. Tom Buckman  
Mrs. Jen Gustafson

Ms. Carol Shew – Academic Learning Coach  
Mrs. Stacy Bembinster – Student Services Specialist  
Mrs. Bobbi O’Leary – Learning Disabilities  
Mrs. Brianne Morris – ELL  
Mrs. Shelly Kress – Innovative Learning Specialist  
Mrs. Tonia Eppers – Speech/Language  
Mrs. Kathy White – Assistive Technology  
Mrs. Cari Campbell – Phy Ed  
Mr. Keith Miller – Phy Ed  
Ms. Karen Smerlinski – Art  
Ms. Megan Nelson - Art  
Ms. Shelly Van Tassell – Music  
Mrs. Valerie Herzog – Music  
Mrs. Becky Rush – Band  
Ms. Nichole Heling – Orchestra

Psychologist – Ms. Rachel Wagner  
Social Worker – Mrs. Tarah Thompson  
Intellectual Disabilities – Mrs. Meagan Mitchell  
Physical Therapist – Ms. Terri Rauscher  
Occupational Therapist – Ms. Jenny Schell  
Nurse - Mrs. Erin Kotthaus

## Aides

Ms. Taylor Anderson  
Mrs. Michele Attalla  
Mrs. Cindy Beardmore  
Mrs. Tammy Christensen  
Mrs. Lisa Engstrom  
Mrs. Kim Gergets  
Ms. Sara Higgins  
Mrs. Brianna Kuelz  
Mrs. Nicole Kunkel  
Mrs. Terri Offerdahl  
Mrs. Eva Ryan  
Mrs. Michele Schroeder  
Mrs. Carol Smith  
Mrs. Amanda Wiedenheft

Family Resource Center – Mrs. Lisa Engstrom

Lunch Hostess – Mrs. Liz Leedle  
Mrs. Angela Werle

Custodians – Mr. Mike Severson  
Ms. Judy Wellenkotter  
Ms. Kim Griep

Kennedy Phone Directory  
2015-2016

<u>Staff Member</u>	<u>Room/Grade</u>	<u>Phone Number</u>
Bembinster, Stacy	100 – Counselor	743-7548/743-6425 @ HAR
Buckman, Tom	503 – Grade 5	743-7542
Campbell, Cari	Gym – Phy Ed	743-7522
Carter, Sarah	301 – Grade 1	743-7524
Chapman, Jen	302 – Grade 2	743-7525
Clai, Jaclyn	306 – Grade 2	743-7529
DeGraaf, Allison	Office – Principal	743-7505
Eppers, Tonia	106 – Speech/Language	743-7512
Erickson, Rebekka	405 – Grade 3	743-7536
FRC (Engstrom, Lisa)	105 – FRC	743-7511
Fuhrmann, Gretchen	Office - Secretary	743-7506
Gergets, Kim	Office/Attendance/Health	743-7565
Gustafson, Jennifer	502 – Grade 5	743-7541
Heling, Nichole	200 – Orchestra	743-7516
Hellenbrand, Leah	404 – Grade 4	743-7564
Herzog, Valerie	200 – Music	743-7558
Kielhofer, JoEllen	205 – Kindergarten	743-7520
Kress, Shelly	104 – LMC Office	743-7535
Kress, Shelly	104A – LMC Circ. Desk	743-7510
Leedle, Liz	Kitchen – Hostess	743-7514
Mitchell, Meagan	506 – ID	743-7545
Morris, Brianne	407 – ELL	743-7538
Nehls, Theresa	304 – Grade 1	743-7527
Nelson, Megan	202 – Art	743-7517
O’Leary, Bobbi	400 – SLD	743-7563
Rauscher, Terri	505 – PT	743-7536
Rewey, Michelle	206 - Kindergarten	743-7521
Rush, Becky	200 – Band	743-7516
Schell, Jenny	505 – OT	743-7544
Schnulle, Valerie	402 – Grade 4	743-7533
Schrode, Abby	303 – Grade 2	743-7526
Selck, Jana	203 – Kindergarten	743-7518
Severson, Mike	Head Custodian	743-7547
Shew, Carol	300 – Academic Learning	743-7523
Smerlinski, Karen	202 – Art	743-7517
Standiford, Jake	Adaptive Phy Ed	743-7583
Steager, Stefanie	406 – Grade 3	743-7537
Stenson, Brianna	305 – Grade 1	743-7528
Swenson, Brittany	403 – Grade 3	743-7534
Thompson, Tarah	Social Worker	290-5022
Van Tassell, Shelly	200 – Music	743-7558
Wagner, Rachel	Office – Psychologist	743-7550
White, Kathy	Office – Assistive Tech.	743-7549
Womack, Kate	401 – Grade 3	743-7532

# Kennedy Elementary Anti-Bully Policy

## *Respect Is Required*

**Everyone at Kennedy Elementary School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.**

**Our school defines *bullying* as follows:**

Bullying is unfair and one-sided. It happens when someone KEEPS hurting, frightening, threatening, or leaving someone out on purpose.**
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**Examples of bullying include:**

- Hurting someone physically by hitting, kicking, tripping, pushing, and so on.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl.
- Touching or showing private body parts.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get other kids not to play with someone.

**\*\*Depending on severity, behaviors must be repeated to qualify as bullying.**

**Staff at our school will do the following things to prevent bullying and help children feel safe at school:**

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Teach bully prevention curriculum in grades K-5.
- Respond quickly and sensitively to bullying reports using the *Steps to Respect* Four-A Response model and coaching models.
- Take seriously parents' concerns about bullying.
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.
- Provide the option to the person being bullied to confront the person doing the bullying if he/she wishes to do so.

**Students at our school will do the following things to prevent bullying:**

- Treat each other respectfully at all times.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.
- Understand that bullying behaviors carry negative consequences and that retaliation will not be tolerated.



## Kennedy Elementary School

### Consequences of Harassment or Bullying Behaviors

All assigned consequences will fall within the guidelines of the Elementary Student Conduct Code as determined by the School District of Janesville.

Kennedy Staff members have the authority to place any individual at any step of consequence as determined by the severity of the behavior.

**First Step:** Conference with student to include behavior coaching  
Verbal warning  
Parent notification (of both the person *doing* the bullying and *being* bullied)

**Second Step:** Disciplinary Referral with principal involvement  
Selection of an appropriate consequence from the menu below  
Conference with student to include behavior coaching  
Parent notification (of both the person *doing* the bullying and *being* bullied)

**Third Step:** Networking meeting with a Functional Behavior Assessment  
Disciplinary Referral with principal involvement  
Selection of an appropriate consequence from the menu below  
Conference with student to include behavior coaching  
Parent notification (of both the person *doing* the bullying and *being* bullied)

**Fourth Step:** Reconvene networking team  
Disciplinary Referral with principal involvement  
Selection of an appropriate consequence from the menu below  
Conference with student to include behavior coaching  
Parent notification (of both the person *doing* the bullying and *being* bullied)

Further steps will follow the same protocol as the fourth step with consequences increasing in severity.

### Menu of Consequences

- loss of recess
- time spent in office
- student writes a letter to parents
- time spent at school during workdays
- chores in the school building
- lunch in the office/at a table alone
- recess in the office
- police referral
- probation referral
- in-school suspension
- out-of-school suspension
- pre-expulsion
- MAXIMUM CONSEQUENCE:  
recommendation for expulsion

Any **retaliation** made as a result of a report will result in an **automatic ½ day in-school suspension**.  
(This consequence will take place if the retaliation occurs on or off school grounds.)

All assigned consequences will be kept confidential. Only the student involved, his/her parents or guardians, and appropriate staff members will be made aware of the outcomes.

# The Kennedy Elementary Behavior Management System:



## PBIS in a Nutshell

**What is PBIS? It stands for Positive Behavior Interventions and Supports. The goal of the system is to teach students what the expectations are for their behaviors throughout the school day and in all school settings, and to award students for following those expectations. Students who struggle with the expectations will be provided with supports including direct teaching of the problem areas.**

**Here are some highlights:**

- **The Kennedy expectations are be safe, be respectful, and be responsible. There are matrices of these expectations, and how they apply to various locations, posted throughout the school building. Classroom teachers and special area teachers have created and taught expectations for their own rooms.**
- **Each classroom has a clip chart to help provide students with visual reminders about behavior choices. The clips move down when students are not following expectations, and the clips move up when they are demonstrating expectation behaviors.**
- **Kennedy School uses the Voice-o-Meter throughout the building to communicate clearly with students the volume expectations. The expectation is listed in the matrix for each school area. The adult in charge has the authority to change the expectation if the need arises.**  
(0 --VOICES ARE OFF; 1--SOFT WHISPER VOICE; 2--SMALL GROUP; 3--CLASSROOM VOICE; 4--RECESS VOICE; 5--EMERGENCY)
- **Students are being acknowledged for “the good stuff” as often as possible. When any staff member sees a student following the Kennedy rules of be safe, be respectful, and be responsible, he/she MAY give the student a Red Rocket Ticket. Those tickets are going into a collection spot and there are regular drawings for surprises. One prize that is awarded school wide is the opportunity to sit at the “Rock Star Table” with a friend at lunch; this prize is awarded weekly (usually Fridays).**
- **Classrooms as a whole can be honored for following the behavior expectations as well; classes can earn “rocket boosters” from any adult besides their classroom teacher. When a classroom collects 20 boosters, they will celebrate together and earn a star. When the school earns 20 starts, there will be a school-wide celebration.**

## **SECTION 2: SCHOOL POLICIES & PROCEDURES**

## Attendance Procedures

Regular attendance is a responsibility that should be shared by parents, students and the school. Students may be excused for up to ten days per school year by a parent /guardian. Please remember that other than the ten parent excused absences a student can have each year, the only authorized reasons for student absence under state law is medical, death in the immediate family, funeral of a close relative, religious holiday, court appearance, school ordered suspension, or waiver from the principal. All other absences are considered as unauthorized and will be coded as unexcused. It is very important to turn in a note any time your child is seen by a health care practitioner, dentist, eye doctor or counselor as then these absences can be medically excused. The school will determine daily which students enrolled in school are absent and whether the absence is excused in accordance with board policy. Students who are tardy to school should report to the office upon arrival to make sure they are accounted for and marked properly in our records.

The Kennedy office is open each day from 7:30 – 4:00. Please call the attendance line at 743-7565 to report your child's absence as soon as possible. If the absence is planned, please notify the school in writing 24 hours in advance. Students who need to leave school during the day should bring a note from home stating the time of dismissal and reason for leaving. A passport will be issued and should be returned to the office with the signature or stamp of the health care provider as soon as the student returns to school.

## Daily Schedule

The instructional day for children in grades K-5 is from 8:15 a.m. – 3:08 p.m. with a lunch and recess between morning and afternoon sessions. Students who wish to attend Breakfast Club may enter the building at 7:45 a.m. through Door # 9 in the back of the building. Morning supervision on the playground begins at 8:05 a.m.; therefore, unless your child is attending breakfast club, they should not be dropped off until 8:05 a.m. Students should not enter the building until 8:15 a.m., unless there is inclement weather or other special arrangements have been made with the teacher. **Before School all students should line-up on their playground.** Students are to leave school grounds by 3:20, unless other special arrangements have been made with the teacher. **After School all Grade 1-5 students should leave the building through their playground doors.** Kindergarten students are dismissed out the back door #9 to a parent or designated person. The daily schedule is as follows:

<b>7:45 a.m.</b>	<b>Breakfast Club students enter building</b>
<b>8:05 a.m.</b>	<b>Playground Supervision Begins</b>
<b>8:15 a.m.</b>	<b>First Bell – Students Enter the Building</b>
<b>8:20 a.m.</b>	<b>Second Bell – Class Begins</b>
<b>3:08 p.m.</b>	<b>Dismissal</b>

### **Kindergarten**

Morning recess	10:00 – 10:15 a.m.
Lunch period	11:10 – 11:40 a.m.

### **1<sup>st</sup> Grade**

Lunch period	11:30 – 12:00 p.m.
Afternoon recess	1:30 – 1:45 p.m.

### **2<sup>nd</sup> Grade**

Lunch period	11:15 – 11:45 a.m.
Afternoon recess	1:30 – 1:45 p.m.

### **3<sup>rd</sup> Grade**

Lunch period	12:00 – 12:30 p.m.
Afternoon recess	2:00 – 2:15 p.m.

### **4<sup>th</sup> Grade**

Lunch period	12:10 – 12:40 p.m.
Afternoon recess	2:00 – 2:15 p.m.

### **5<sup>th</sup> Grade**

Lunch period	11:50 – 12:20 p.m.
Afternoon recess (M/W/F)	2:00 - 2:15 p.m.
Afternoon recess (T/TH)	1:40 - 1:56 p.m.

### **Very Important Fee and Money Collection Information**

Please put any money in a sealed envelope containing the child's name, teacher's name, the amount of money and its purpose on the outside. This helps to identify the envelopes.

Milk money and enrollment fees may be paid together on one check made payable to: School District of Janesville. Lunch money is collected separately and kept in a separate account. We are not able to make change for cash or check payments. Please send exact cash or check amounts for each item.

### **All fee amount are updated yearly and will be posted on the District Website & provided at Registration.**

Milk Money: (K-5) – This is for snack break, not lunch.

Checks should be made payable to: School District of Janesville (Trimester milk orders must be placed in advance with the dairy, therefore money cannot be accepted after the collection period of each trimester).

Lunch Money:

Checks should be made payable to: School District of Janesville (If your child brings a cold lunch and would like milk, the price of the milk will be deducted from your child's lunch account; however, they would have to wait in line with students getting hot lunch).

Enrollment Fees:

Checks should be made payable to: School District of Janesville (We request that school enrollment fees be paid at registration by check, cash or through Infinite Campus. The Campus Portal has an on-line payment feature allowing parents to pay required school fees, and to add money to the student's food service account, directly from a credit/debit card or from a checking/savings account.

### **Keeping Information Updated**

Please keep the school office informed of changes of address, phone numbers, and emergency information that occur during the school year. It is extremely important that we are able to contact parents in the event of illness or other emergencies. All families should be sure to update information directly through the Infinite Campus Parent Portal system as it changes. If you do make a change, please notify the school to inform them that a change was made. If you do not have computer access, please contact the school to assist. Please check your information periodically. The following can be updated on line through Infinite Campus:

- Household Information –phone numbers, as well as preferences on how you prefer to be contacted (Phone Call, Text Message, or E-mail).
- Parent Information – phone numbers, email addresses

The following updates must be made in person:

- Address Changes - Proof of residency is required for an address change. This must be brought to the school office (during the school year), or to the New Student Enrollment Office at the Educational Services Center (during the summer when school is not in session). It is a requirement that you prove who you are and where you live. Please provide a driver's license/picture ID, Proof of Residency (One of the following: Address change form that the US Post Office sends to your new address, current bill with address and date, or a lease agreement with date and address on it. Closing paperwork from purchase of new home with address and purchase date.) The proof of residency must be linked to your new address with the past month. **It is always important to update your address as soon as possible.**

## Emergency Drills

Fire drills are held at least once a month. Shelter drills for severe circumstances, such as tornadoes and other serious events are held in the fall and spring. Lockdown drills are practiced regularly.

## Field Trips

Each year our students take at least one field trip. These trips are carefully planned. They are conducted to enrich our instructional program and to take advantage of opportunities not available at our school. Parent permission must be given before students can participate in field trips. Parents who agree to assist with field trips are expected to help supervise groups of children and may not bring other children along on the trip. **IMPORTANT: Please be aware that some field trips require non-refundable pre-paid ticket purchases. In the event a child is unable to attend an event which requires a pre-payment commitment, we will not be able to give a refund.**

## Field Trip Chaperone Guidelines

1. If you find out that you cannot be a chaperone, then contact the teacher immediately so other arrangements can be made.
2. Remember that you are setting an example for the children, so please be respectful and enforce school rules.
3. Make sure you know the time and place for meeting at Kennedy School.
4. If in doubt about anything regarding your duties, responsibilities, or student concerns, talk to the classroom teacher immediately.
5. Treat all students equally. Giving any one student, including your own child, special privileges can cause hurt feelings.
6. Don't bring or buy treats, or purchase souvenirs for any students, including your own.
7. Know exactly which students you are responsible for on the trip. Pay close attention to your group at all times. Communicate expectations to the students clearly and specifically using language appropriate to the age group you are chaperoning.
8. Parents who drive to the location on their own cannot be chaperones unless unusual circumstances arise. (i.e. – it creates the need for an additional bus).
9. Decide on a meeting place if someone gets separated from your group.
10. Smoking at a school activity is prohibited by law.
11. Due to liability concerns, please do not bring other children with you when you volunteer to chaperone a school trip.
12. Because this is a school sponsored trip, all students must stay with their assigned group and chaperone.
13. Speak to children in a calm manner at all times, including times when you may need to give a student directions about their behavior. Clearly state what you want a student to do. (“Stand beside me, please.” “Take your hands away from the painting, please.” “Please don't speak when the tour guide is speaking.”) Redirecting children using clear and calm directions makes your day and the students' day a much more pleasant experience. Never hit, yank, pull, or threaten children with physical force. In the rare instance that a child's behavior is seriously out of control, send two other students together for teacher assistance. Stay with the child and speak in a non-confrontational manner until help arrives.
14. If a child becomes ill, is missing, or if an emergency arises, notify the classroom teacher immediately. Tour guides can help you supervise in an emergency.

## **School District Wellness Policy**

Healthy eating and wellness have a huge impact on students' ability to learn and stay focused throughout their school day. The School District of Janesville recently updated its Wellness Policy (#5470) to promote wellness for students and comply with federal Child Nutrition guidelines. The entire policy is available on the SDJ web site, but here are some important aspects of the policy for families to know:

- Parents attending lunch with their child can bring in food for their child but cannot bring food in for a larger group or other students.
- To minimize the risk for potential food borne illness, schools are encouraged to have all food items that are served to students as snacks or treats during the school day be commercially prepared and commercially packaged. Homemade food items are discouraged.
- Parents bringing classroom treats will be encouraged to provide food/beverage items that meet the district nutrition guidelines:

### Healthy Snack Suggestions

Fruit – Any type (1/2 cup = 1 serving)

- Frozen or dried fruit with no added sugar
- Applesauce (unsweetened varieties)
- Canned Fruit (light syrup only)

Vegetables – Any type (1/2 cup = 1 serving). Can be served with low-fat dip.

Grains

- Baked Chips/Pretzels/Crackers/Granola/Cereal/Breakfast Bars/Popcorn/Breakfast cereal boxes  
(All meeting nutrition guidelines)

Dairy

- Yogurt (Low-fat or fat free)
- Low-fat cheese

## **Automatic External Defibrillators (AED's)**

The School District of Janesville has automatic external defibrillators (AED's) in the school district. Eighteen AED's have been placed in all schools in the district and one at the Educational Services Center.

An AED is a device that delivers an electric shock to the heart. For a person who has just experienced a sudden cardiac arrest, the electrical shock from an AED may help save the person's life. Data show that the chances of surviving a sudden cardiac arrest are greatly improved if an electrical shock can be applied within five minutes of the person losing consciousness.

Persons on the emergency response team in each school have received CPR and AED training through the American Red Cross. These responders will bring the AED to emergency calls in the building. At each school building inservice day, before the start of the 2013-2014 school year, all staff will receive information on the location of each AED in the building, how to call for an emergency response, and see a demonstration on how easy and safe the AED is to use.

## **Illness/Injury Emergency Care**

The safety and welfare of your children is of great importance to both parents and the school. If a child should become ill or injured while under school supervision, the following steps outlined in the school district **Emergency Nursing Handbook** will be taken:

- A. If a child has a minor accident, the following action will be taken:
1. First Aid will be administered according to school approved procedures.
  2. The child will be returned to class if he/she is all right.
- B. If a child is unable to return to class because of illness or minor injury, the following steps will be taken:
1. Parents will be contacted, and when arrangements have been made with parents, their child will be allowed to leave the school premises.
  2. If parents are not available, the emergency contact number recorded on the student information card will be called.
  3. Once contacted, parents or the emergency contact will have the responsibility for providing transportation for their child to leave school in a timely manner.
  4. If we are unable to reach parents or the emergency contact, the child will be kept in school and continued attempts will be made to reach parents or the emergency contact.
- C. If a child is in need of immediate medical attention, the following steps will be taken:
1. First Aid will be rendered immediately according to school-approved procedures.
  2. Transportation to a medical facility will be arranged for the child.
  3. Parents will be called. If they cannot be reached, the emergency contact will be called.
  4. When necessary if parents or their designated emergency contact cannot be reached, the child will be taken to the emergency room at either St. Mary's or Mercy Hospital.

We need parental cooperation in putting this plan in effect for each child. Please ensure that the emergency contact information on the child's student information card is accurate by keeping the school office informed of any changes of information on the card. Failure to provide the school with emergency contact information or with any other necessary up-to-date information will give the school district authority to provide emergency care as needed according to school approved procedures.

### **Library Materials Center (LMC)**

#### **Functions and Activities:**

The L.M.C. at Kennedy School is designed to support the curriculum and promote effective use of media in our school. It combines print, audio-visual resources, and instructional technology to meet the needs of students and teachers.

The structure of the L.M.C. is exciting and unique. It is designed to truly be the heart of our school. The L.M.C. program is a cooperative venture in which the media specialist, principal, teachers, and an instructional aide work together to meet the needs of each student.

L.M.C. activities include book check-out, reference and research work, work at computer stations, listening and viewing stations, and other activities using a variety of audio-visual learning devices.

#### **Overdue and Lost Books:**

Books are checked out to students for a two-week period. We recommend that students limit the number of books they check out to two or three at a time. We do not charge a fine for overdue books, but there will be a charge for a lost book. After a book has been overdue for two months, it is considered lost. It is our policy to charge the student for the replacement cost of a lost book.



### Damaged Books:

Please send any books to the L.M.C. to be mended if they are accidentally damaged. The L.M.C. has special mending materials for this purpose. If the book is damaged beyond repair, the student will be charged for the replacement cost of the book.

### Parents Can Help With the Following:

Parents should set good examples for their children. This is done by being a reader yourself and for your children. They need to see parents reading. Read together and discuss the reading informally to realize its value to life. Also, help the children find a place where they can safely keep their books at home. Give a child a plastic bag so the book(s) can safely travel between home and school.

### Student Pick-Up/Drop Off Information

Drivers can access our inner drive for dropping off or picking up students. Drivers can also choose to drop off or pick up their children along Randolph Road or Stonefield Drive. We do ask all drivers to observe the following guidelines.

#### General:

1. Do Car Pool – this will help reduce the quantity of cars in the front and rear of the School.
2. Do teach your children to cross the street only at the crosswalk.
3. Do drive carefully when approaching a crosswalk. If the crosswalk has safety patrols, they cannot go into the street to direct traffic.
4. Do observe the one-way signs when entering and exiting the two parking lots.
5. Do not park in the crosswalk at any time.
6. Do not double park or pick-up a child in the passing lane of the driveway.
7. Do remember to Stop-Drop/Pick-up/Go.
8. Do not park in the drive and leave your vehicle. Use the parking stalls or park in the street.

#### Dropping Off Children:

1. Do drop off all children in a car at one spot rather than two or three different ones.
2. Do keep the flow of traffic moving by pulling up as far as you can to drop off students.
3. Do not park between the bus/van signs. These are for handicapped students.
4. Do drop students off at the curb, not in the middle of the street.
5. Do not double park.

The front/back circle drives are STOP/DROP/GO ONLY. Do not leave your vehicle. If you need to leave your vehicle you must park in a stall in either the front or back parking lots or on the street.

### Telephone Use

Before sending your child off to school, please discuss arrangements for after school. This will eliminate the need to call school and avoid disrupting the classroom. It will also eliminate confusion on the child's part as to what he/she should do at dismissal time.

## **Student Use of Cell Phones & Electronic Devices**

Possession of cellular phones is permitted on school premises. Cell phones must be powered off and placed in the student's backpack during normal school hours unless authorized for instructional purposes by the teacher or principal. Cell phones are the sole responsibility of the student and his/her family. Missing, stolen, or broken cell phones are the responsibility of the owner. Any student found violating this policy shall surrender the device and be subject to disciplinary action.

Other electronic devices are not allowed on school grounds unless authorized by the teacher or principal.

## **Withdrawal of Students From School**

It is very important that you notify the school office several days prior to moving to indicate the child's last day of attendance. Please make sure all textbooks, library and family resource materials have been returned to school.

## **Safety & Visitors**

Nothing is more important than the safety of our students while they are in our care and this is something all Kennedy and district staff take very seriously. This is why we have many safety measures in place, and they have been in practice for many years. All building entrances are locked during the school day. Unfamiliar people are asked what their business is with the school before they are buzzed in, and all visitors are greeted, instructed to sign in, and receive a badge before leaving the office. If building staff see someone without a visitor badge, we escort them to the office. We also have lockdown procedures for both a threat within the building and outside the building that are practiced regularly.

As a district we reflected on the various safety procedures already in place, asking ourselves, what more we could be doing to ensure the safety of our students? One added measure Dr. Schulte has implemented is that we now have a police radio for the office, which will reduce the response time from the Janesville Police Department in the event of an emergency.

- The staff at Kennedy School encourages you to visit classes. Visiting classes is an obvious way to indicate parental interest in, and support for, a child's school experience. Please preplan all school visits through the school office or classroom teacher. Office staff will confirm appointments with staff members via telephone before allowing a visitor to proceed to the classroom.
- Visitor badges will be given to every visitor by a staff member.
- Parents/guardians wishing to walk their child to class in the morning are asked to comply with the same safety guidelines we follow during the day, which include signing in at the office and getting a visitor badge before going to the classroom.
- Parents picking up their children at dismissal time are requested to remain outside.

Please do not be offended when asked to comply with these safety measures. Again, our main goal is to keep all children – including yours – safe here at Kennedy, and we believe that these measures will allow us to do that more effectively. If you have any questions, please do not hesitate to contact Mrs. DeGraaf, Principal.

## **Co-Teaching**

Many teaching strategies are used to best meet the needs of students. No one strategy can meet everyone's needs. In some cases, the co-teaching option is employed. This strategy is used when a special educator team teaches with a regular education teacher. This arrangement is shared by both staff members. The teachers work cooperatively to identify critical concepts to be taught, strategies to employ in the delivery of instruction, and methods to evaluate student outcomes. At the beginning of the school year, parents are notified if their child is being taught in a classroom where co-teaching is taking place.

## **Vacations**

If a student is going to take a vacation when school is in session, the parent should contact the building principal so he/she can give approval. The student should also bring a note to the office so that a passport may be issued.

Absences from school present a problem for both parents, students, and teachers. Nothing can replace or duplicate the regular classroom programs. The basic programs, reading, math, and science, are designed to be taught in the classroom under teacher supervision. Many activities, such as physical education, music, art, multi-media, and special programs, will be missed altogether. Therefore, we must accept the fact that unnecessary absences from school result in some loss of benefits to the students.

On the other hand, trips can be educational experiences that can provide enriching, learning opportunities. In addition, a well-earned vacation gives some families the opportunity to be together and relate to each other. We realize that it is sometimes difficult for parents to arrange their vacations to coincide with school time off.

If it is necessary that a child miss school due to an extended vacation, it is our feeling that the teaching staff cannot be expected to provide sufficient advance homework or to spend extra time with the student when he/she returns. Teachers may send work home with the student in advance if it is felt the student will be able to complete the work without teacher instruction or supervision. Much of the work may be of review or reinforcement nature.

## **Parent Request for Make-up Work for Student Absences:**

We urge all parents to carefully consider any reasons for a student's absence from school other than for illness or emergency. If a parent should request homework, he/she should call at least one day in advance so the teacher may gather the work thought appropriate to assign in advance.

While on vacation, parents may choose to carry out many special activities that would be of benefit to the student. Below is a list of suggested activities you may wish to consider:

- A. Daily mileage computation
- B. Map study
- C. Prepare a special report about a highlight of a trip. (Grand Canyon, historic site, museum, etc.)
- D. List of town and cities visited. Arrange in alphabetical order and spell correctly.
- E. Keep a daily diary.
- F. Make a scrapbook.
- G. Collect souvenirs, tourist literature, pictures, etc.
- H. Encourage your child to interview someone.

- I. Keep ledger of all money spent. Figure average daily costs.
- J. Select some good books to read. Discuss.
- K. Read and discuss the local newspaper. Compare and contrast local problems, programming, etc., with Janesville.
- L. Discuss with teachers, in advance, the possibility of a comprehensive written and/or report for presentation upon return to school.
- M. Send letters and postcards to friends.
- N. Do advanced research on places to visit.
- O. Use flash cards for math facts and word recognition skills.
- P. Investigate travel games in local stores. Take along favorite family games.

In conclusion, if parents do some careful planning, they can provide many meaningful learning experiences which can help to offset what students will miss in the classroom. We hope these suggestions will be helpful.

### **Animals on School Grounds**

Janesville city ordinance forbids dogs, cats, horses, or other animals from being on playgrounds or school grounds at any time. Please keep your pet at home or in the car when you pick up or drop off your child.

The use of animals in the classroom is an integral part of the life science curriculum. We must ensure the safety and well being of the students, staff, and the animal. Persons bringing animals into the school must receive permission from the building principal.

### **Warm/Cold Weather Apparel:**

Clothing or appearance should not be a distraction in the classroom, be embarrassing to others, or cause a safety concern. Crop tops, spaghetti strap tops with bra straps showing, halter tops and short shorts are not allowed. No midriff should be showing. Boys should wear a T-shirt under any sleeveless basketball type uniform shirt or oversized sleeveless shirt. Students with inappropriate clothing will be referred to the office. They will be allowed to change or to contact parents/guardians to bring appropriate clothing. Students will remain in the office until proper clothing is available. Our main concern here is education in an environment conducive to that business. Thank you for your cooperation with this matter.

Likewise, it is important that parents check each morning to make sure children are appropriately dressed for cold and damp weather. We do allow students to come inside the building at 8:05 a.m. when it is raining and when the temperature or wind chill reaches 0° F and below.

Younger students (K-2) must have snowpants and boots on in order to go into the snow. Older students should have boots or they will need to stay on the blacktop. If their slacks get wet they will not be allowed to call home for another pair.

**KENNEDY ELEMENTARY SCHOOL**  
**SCHOOL SUPPLY LISTS FOR ALL GRADES FOR THE 2015-2016 SCHOOL YEAR**  
**PLEASE HAVE ALL SUPPLIES AT SCHOOL THE FIRST DAY. THANKS!**

**Specific brands listed are preferred but not required.**

SUPPLY ITEMS	Kdgn.	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Ear Buds/Headphones (KG - over the ear headphones) (1-2 Sm. Ear buds or over the ear headphones) (3-5 Regular Ear Buds)	1	1	1	1	1	1
Box of Snacks	1	1	1	1	1	
Large Box of Tissues	1	1	1	1	1	1
Crayola Crayons - (Kdgn. – box of 24) (Grades 1-5 a box of 16 or 24)	2 boxes	1	1	1	1	1
Pink Pearl Eraser	1	2	2	1	1	1
Pencils (Gr. 1-5: #2 wood only pencils – Ticonderoga brand (not Dixon) sharpened)	1 box of golf pencils with erasers	20	20	36	40	36
Colored Pencils	Optional	1	1	1	1	1
Supply Box (Large)		1	1			
Pens (Blue or Black)				2 Blue	2 Blue	2
Dry Erase Marker (Expo)	4 Black	4	4	4	4	4
Wooden Ruler (Inches & Centimeters)		1	1	1	1	1
Scissors (Fiskars, Please)	1	1	1	1	1	1 (Adult size)
Glue – Lg, White, Washable (Elmers)	4	1	1	1	1	1
Glue Stick	4	2	2	4	4	4
Plain Pocket Folders (with brads for inserting papers and bottom pockets)		1 Green 1 Blue 1 Red 1 Purple 1 Yellow 1 Orange	1 Green 1 Blue 1 Red 1 Purple 1 Yellow 1 Orange	2 Green 2 Blue 2 Red 2 Yellow	2 Green 2 Blue 2 Red 2 Yellow	2 Blue 2 Red 2 Green 2 Purple
Spiral Notebook (Wide Lined)	1	1	2	4	4	4
Wide-Lined Loose Leaf Paper				1	1	1
Red Ballpoint Pen (Papermate)		1	1	2		2
Prang Water Colors (Prang Only Please)	1	1	1	1	1	1
Broad Line Markers (Crayola Classic)	2	1	1	1	1	1
Fine Line Markers (Crayola Washable)				1	1	1
School Bag or Backpack	1	1	1	1	1	1
Paint - Old Adult Large T-Shirt	1	1	1	1	1	1
Gym Shoes for Phy Ed – No zippered, heely, skater, or slip on shoes allowed	1	1	1	1	1	1
2 Durable Zipper Pouches for Supplies				1	1	1
Box of Gallon Size Ziploc Freezer Bags		1	1	1		
Box of 2.5 Gallon Size Hefty Freezer Bags	1	1	1		1	
Box of Quart Size Ziploc Freezer Bags	1	1	1	1	1	1
Box of Snack Size Ziploc Bags				1		1
Beach Towel	1					
Highlighters (3 & 4 – Yellow chisel tip w/ clip)	2	2	2	2	2	2
1/2 “ Hardcover 3-Ring Binder				1		
1” Hardcover 3-Ring Binder (Black)		1	1			
2” Hardcover 3-Ring Binder	1					
Baby Wipes (KG in a plastic container)	1	1	1	1	1	1
Post-It Notes (3”x3”)	1 pack	1 pack	1 pack	2 packs	2 packs	2 packs
Composition Notebook				1	1	1
Clorox Wipes	1	1	1	1	1	1
Hand Sanatizer		1	1			