


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 •

Dear Parents/Guardians:

Welcome to the 2024-2025 school year! We remain committed to providing your children with the best educational experience possible. Our goal is to ensure that your child is safe, 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.

Our approach is a way of teaching that emphasizes social, emotional, and academic growth in a strong and safe, school community. Together we are stronger.

Sincerely,

Robert Janowitz and Brendan McCarthy

****IMPORTANT INFORMATION BELOW****

Here are a few pieces of information that are very important, and will be useful as we begin a new year of learning together:

- Kindergarten students always go directly to the auditorium. Students in grades 1-5 will line up outside on the primary playground, weather permitting. During inclement weather, students in grades 1-5 will go directly to their classrooms.
- Students should not arrive earlier than 8:25am. *No one is available to supervise your child before this time.*
- Anyone arriving after morning line up outside, families will need to walk your child/children into the school building, do not drop them off at the curb. *(Do not leave your car parked in front of the school unattended.)*
- All changes to dismissal should be done in writing and sent to 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. Our email is masoffice@wpcsd,k12.ny.us.
- All changes to dismissal should be done by 1:00 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.
- Anyone picking up a child/children other than a parent should be prepared to show a government issued identification for the child/children to be released. If we do not have sufficient identification, the child/children may not be released. **ONLY** adults listed on the portal can pick up students unless authorized by the parent/guardian.
- 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.*
- *School lunch meals (both breakfast AND lunch) remain **free** to all students for the 2024-2025 school year. Please see "Food and Nutrition" section below for details.*

Thank you for your continued partnership. Here is to another rewarding year at MAS. Working together, we MAKE a DIFFERENCE.



WPCSD/MAS SCHOOL PERSONNEL

School Board Members

Rosemarie Eller, President
Charlie Norris
Cayne Letizia, Vice President
Sheryl Brady
Jessica Buck
Valerie Daniele
Craig Monshein

Administration

Robert Janowitz, Principal
Brendan McCarthy, Assistant Principal

Office

Tina Manorqui, Office Manager
Patricia Benavidez, Office Assistant (Spanish Speaking)
Nicole Johnson, Office Assistant
Kevin Dulanto, Security Assistant

Central Administration number- 422-2000

Dr. Joseph Ricca-Superintendent of Schools
Mr. Scott Pepper, Assistant Superintendent for Human Resources
Mrs. Deborah Augarten, Assistant Superintendent for Special Education and Pupil Services
Dr. Debbie Hand, Assistant Superintendent for Curriculum & Instruction
Dr. Ann Vaccaro-Teich, Assistant Superintendent for Business

MAMARONECK AVENUE SCHOOL

7 NOSBAND AVENUE
WHITE PLAINS, NEW YORK 10605

OFFICE INFORMATION

School Office..... 422-2286
Attendance Clerk (Spanish).....422-2287
Fax.....335-8098
Health Room (Nurse Sappo)422-2291
Fax.....335-8054
Food Services/Cafeteria (Edith Newkirk).....422-2166

Robert Janowitz, Principal.....robjanowitz@wpcsd.k12.ny.us
Brendan McCarthy, Assistant Principal. brendanmccarthy@wpcsd.k12.ny.us
MAS office email address..... masoffice@wpcsd.k12.ny.us

MAS PTA Co Presidents

Mike Naclerio mikenaclerio@gmail.com
Jillian Dino jillianmaspta@gmail.com

DISTRICT WEBSITE: www.whiteplainspublicschools.org

MAS WEBSITE: <https://mas.whiteplainspublicschools.org/>

HOME/SCHOOL COMMUNICATION

Communication between home and school is an essential element in determining a student's success. You are encouraged to contact the school (email or call) 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 a principal/assistant principal.
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	Kate Monaco- Berman	422-2286
ENL	Victoria Kolndreu	422-2286
ESOL	Julie Sanabria	422-2286
Instructional Support Coach	Christina Samagaio	422-2286
Learning Facilitator/504 coordinator	Diana Jackette	422-2293
School Nurse	William Sappo	422- 2291
Math Specialists	Eva Eliakostas	422- 2286
	and Tiffany Eletto	
Psychologist	Dr. Sultan	422-2295
Psychologist	Dr. Martuge	422-2413
Reading	Vivi Trantos	422-2286
Reading	Rebecca Kirwan	422-2286
Speech/Language Pathologist	Claudia Restrepo	422-2729
Speech/Language Pathologist	Stephanie Ladden	422-2440
Speech/Language Pathologist	Sara Gonzalez	422-2087
Social Worker	Erika Ungar	422-2091
Teachers	(ALL)	422-2286

MORNING BUS ARRIVAL

Kindergarten Student Bus Arrival

- ALL Kindergarten students will go directly from the bus to the auditorium each day. Students will be seated with their class.
Students grades 1, 2, 3, 4, 5
- All students in grades 1-5 will go from the bus directly to the playground for play/line up.
- During inclement weather, students in grades 1-5 will go directly to their classrooms.

Breakfast will be available for all students. Upon arrival, students can go to the cafeteria and either eat in the cafeteria or take a “grab and go” bag to eat outside (1-5) and or their classroom. Breakfast is served from 8:25 and ends at 8:50.

CAR DROP OFF ARRIVAL- VERY IMPORTANT

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

8:25 - 8:40 - Grades K-5 drop off in front of school before the MAS black sign. K students will go directly from the car, through the auditorium doors and go to the auditorium. Students in grades 1, 2, 3, 4, 5 will go directly from the car to the playground/lineup. In case of inclement weather, all students in grades 1-5 will go directly in through the auditorium doors to their classrooms.

Helpful hint - **When dropping off in front of the school, do not get out of your car. You will get a ticket. You can pull up and kids can hop out. If you want to escort your child from the car, park your car in a designated area. Check all parking signs/guidelines.

****If arriving after 8:50, after school begins, a parent or guardian must park (please adhere to all city parking regulations) and escort their children to the front door of the school to sign them in. Do not leave your car unattended in front of the building. Thank you for your cooperation.***

PICK UP/ DISMISSAL

All parents/guardians must park their cars and walk to the front of the building to the area with the green awning.

- **Grades K-3** students will be dismissed at **3:00 PM**
- **Grades 4-5** students will be dismissed at **3:10 PM**

All changes to dismissal should be done in writing and sent to 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. **ONLY** adults listed on the portal can pick up students unless authorized by the parent/guardian.

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

- *K, 1, 2, 3 students will be dismissed from bus lines in the gymnasium and the auditorium.*
- *Students in grades 4, 5 will dismiss directly from classrooms to buses.*

REMEMBER.....

- 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.
- All changes to dismissal should be done by 1 pm of that school day.
- 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.*

Our MAS School

Pledge of Harmony

**“I pledge to treat all people
Of every race and ethnicity
With the respect and dignity
As each person’s right
As a human being.”**

***We begin each morning at MAS
with our school wide pledge
TOGETHER as a community.***

Allergy/Snack/Celebration Policy- The 5 Do's and Don'ts

The WPCSD has implemented an allergy policy enforcing a focus on **Health and Wellness** in our schools and classrooms. Some of our schools have gone FOOD FREE for parties and celebrations as going food free has been encouraged by the district. We would like to continue to have celebrations and parties but also need to keep in line with district health and wellness policy. **Therefore, in collaboration with the district, we have developed policies to keep everyone healthier and safer in an effort to continue to allow food at celebrations in our school. Please adhere to the following:**

1. **Homemade food** will not be permitted **in any classrooms** and will be returned home (or sent to the office) if sent in. You may continue to send in for lunch.

Reason: products may be made with nut products or products that contain allergens in a classroom with severe allergies (and yes, this has happened on multiple occasions).

2. **Daily snacks in classroom** - **Healthy snacks are strongly encouraged.** Due to our students collaborating with other classes **NO NUTS** will be allowed in **any classroom** (regardless of allergens in class). You may continue to send in for lunch to be eaten at the Nut tables. Snacks that say "may contain or made in the same facility as" are fine. They cannot have nuts in the ingredients. Students will continue to be encouraged to not share snacks.

3. **Parties and celebrations** - All food that is shared for parties and events must be **free of nuts and labeled**. **If food is sent in without a visible label of ingredients, it will not be allowed in the classroom and sent back home.** Class parents and teachers will reach out to parents with kids with allergies (and other medical conditions involving food limitations) and give at least **48 hours' notice** of food to be brought in to ensure it is safe to be in the classroom. If there is an allergy in your class, you may refer to the list of snacks attached.

Reason: this will allow those parents of students with dietary restrictions to send in an alternative snack if they choose. If there is a **severe allergy which limits contact with a food** other than nuts, do not send in. (ex. Strawberry allergy- do not send in strawberries to class, sesame allergy- do not send in hummus)

4. **Birthdays celebrations** containing **food** will be **once a month** for students that celebrate that month in every class. Parents will coordinate with the class parents/teacher as to what they are sending in. As above, at least 48 hours' notice is required to submit the final list to the teacher.

Reason 1: the district is focusing on wellness and **would like no food celebrations** (we would like to still celebrate our birthdays but by cutting down on 20+ days of cupcakes and unhealthy food). **Reason 2:** This also allows us to celebrate **all** our students in the class, not just the ones who

send in treats. 3. Gives those with dietary restrictions notice to send in alternative treat.

5. **On the day of** your child's birthday, they may choose a **non-food option to celebrate**. Instead of students passing out the extra cupcake to staff they can ask their favorite staff and teachers to sign their t-shirts, cards, padlets, etc.

Examples include:

- Extra recess time
- Special guest read aloud
- Choose a game to play with the class (7-up, bingo, etc.)
- Dance party
- Bring a plain light-colored t-shirt to be sent in for class to sign
- Class creates birthday poster, padlet, cards
- Send in a simple craft

ALLERGY SAFE SNACK & TREAT RECOMMENDATIONS

When in doubt, check the label! Below are a few options.

PEANUT/TREE NUT FREE SNACKS & CANDY

SNACKS: free of peanut and tree nuts (great for a class celebration)

- ✓ Synders pretzels, Utz pretzels, Veggie straws- Good Earth brand
- ✓ Skinny Pop popcorn, Popcorners kettle corn chips
- ✓ Tostitos chips, Lays Potato Chips
- ✓ Clementines
- ✓ Abe's muffins
- ✓ Oreo's (regular, golden, birthday cake)
- ✓ Ritz crackers, Saltines, Cheez-Its
- ✓ Fruit snacks/fruit leathers
- ✓ Goldfish (original, cheddar)
- ✓ Smart Puffs, Pirate's Booty
- ✓ Teddy Grahams
- ✓ Wise chips and popcorn
- ✓ Apple Sauce
- ✓ Sunbutter (nut butter alternative)
- ✓ Wowbutter (nut butter alternative)

Suggested birthday treats and where to get them

- ✓ School safe cupcakes (free of peanut, tree nut, dairy) - contains egg- Wegmans, Whole Foods
- ✓ Two Bite original cupcakes (free of peanut, tree nut)- BJs on Tarrytown Rd
- ✓ Fancy Pants baking company chocolate chip cookies (free of peanut, tree nut)-BJs on Tarrytown Rd

- ✓ Wellsley Farms cookies (only certain varieties)- BJs
- ✓ Abe's treats - cupcakes, brownies, muffins (generally only contain wheat)- Whole foods, DeCicco's
- ✓ Rubicon cupcakes (free of peanut, tree nut, dairy, eggs; generally only contain wheat)
- ✓ Popsicles (generally any brand)
- ✓ Oreos
- ✓ Rich's ice cream bars (check label) nut free, sesame free, gluten free
- ✓ Enjoy Life (free from 14 allergens)

Other Snack Options:

- ✓ ALL fresh fruit is GF
- ✓ Gluten Free Oreos
- ✓ Tostitos (not the whole grain chips) & Late July brand tortilla chips
- ✓ Potato chips (regular/plain/sea salt): Lays, Wise, Utz, Cape Cod, Kettle, Ruffles, Good Health brand
- ✓ Popchips— barbeque, cheddar & sour cream potato, sea salt & vinegar potato, sea salt potato, sour cream & onion
- ✓ Lays Baked Potato Chips, Cheetos (puffs & regular) and Fritos
- ✓ Popcorners, Skinny Pop, Boom Chicka Pop (kettlecorn & sea salt varieties) Wise White Cheddar popcorn, Smartfood brand white cheddar popcorn, Orville Redenbacher's Microwave Popcorn, Quaker Rice Cakes
- ✓ Garden Veggie- Veggie Straws & Veggie Chips and Apple Straws
- ✓ From the Ground Up brand chips
- ✓ Absolutely Gluten Free crackers
- ✓ Rice Chex, Cinnamon Chex, Vanilla Chex
- ✓ Canyon Bakehouse bagels & bread (Stop & Shop in regular bread aisle & frozen section)
- ✓ Welch's fruit snacks, "That's It" fruit bars
- ✓ Gluten Free pretzels (Snyder's, Utz, Gravity, Good Health brand)

Allergy-Friendly Brands

- ✓ Made good (cookies, granola bars) *
- ✓ Enjoy Life (cookies, brownie bites)
- ✓ Better Bites (mini cupcakes in frozen section, cake bites)
- ✓ Abe's (brownies, mini muffins, cakes) DeCicco's/Whole Foods
- ✓ Divvies (cookies), Partake (cookies), Red Plate Foods (cupcakes, cookies)
- ✓ Rule Breaker (cookies), FreeYumm (cookies) Annie's (cookies, crackers) *
- ✓ Welch's fruit snacks, Synders pretzels, ZeeZee, 88 Acres and Late July

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.** 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." If 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 teacher or other school personnel and ask for a pass to the school nurse's office. Students must be "signed out" from the main 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.**

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.

Before and After School Care

The White Plains Youth Bureau provides before and after school care for students at MAS from 7:00AM - 8:30AM and after school until 6PM. All information can be found through the WPYB at 914-422-1378.

City of White Plains
WPYB
YOUTH BUREAU

White Plains Youth Bureau
Before & After School Connection Program

FALL 2024
REGISTRATION OPEN
ON MAY 20, 2024

K-8th Grade

- FIRST COME FIRST SERVE!
- LIMITED SPACE AVAILABLE!
- ALL MUST REGISTER!

After School Fees:
Full Tuition: \$406.00
Scholarship: \$244.00

Before School Fees:
Full Tuition: \$222.00

Applications can be found online:
whiteplainsyouthbureau.org
or at the
White Plains Youth Bureau
11 Amherst Pl, White Plains,
NY 10601

Sibling Discount
1st Child: \$406
2nd Child: \$304
3rd Child: \$284

Call us for more information 914-422-1378

WPCSD Code of Conduct

Refer to the WPCSD District Code of Conduct for a complete guideline to student expectations.....

<https://www.whiteplainspublicschools.org/about/policies-and-procedures/code-of-conduct>

EARLY DISMISSAL/LATE ARRIVAL: Parent/Guardian REQUESTS

We are responsible for the safety of all students. Therefore, ***no child will be released from school unless accompanied by an approved parent or guardian.*** Anyone picking up a child other than a parent/guardian that is not on the portal, must have written consent from the parent and 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.**

If you are picking up your child during school hours, your child will be called down upon your arrival. We cannot have students waiting in the office for parents to arrive.

EMERGENCY INFORMATION: EARLY DISMISSAL, DELAYED START, SCHOOL CLOSINGS



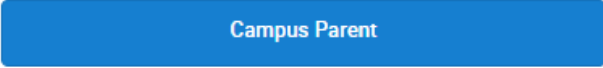


In the event school must be closed, or released early due to inclement weather, you may tune into channel 77 for information.

Please make sure you sign up on the Parent Portal as well as the K12Alerts system. All district and school announcements including important updates and announcements will go through the K12Alert system. You must sign up below to receive notifications.

<https://www.whiteplainspublicschools.org/domain/92> to sign up for access to both systems. All busing information is on the Parent Portal. If you have any questions regarding busing, ***please call the Transportation Office at: 422-2056 or 422-2057***

FAMILY INFORMATION/K/12- follow the steps below to make sure you are connected to **INFINITE CAMPUS** and **K12 Alerts**.

Parent Information Systems

	<p>The portal allows you to access to the following information about your children: Attendance, Student Schedule, Immunizations, State Exams, Progress Reports and Report Cards (Grades 6 - 12 only).</p> <p>Step 1. Go to http://www.whiteplainspublicschools.org/k12portal</p> <p>Step 2. Select </p> <p>Step 3. Click on Campus Parent</p> <div style="text-align: center;">  </div> <p>Click on New User New User?</p> <p>Step 4. Type your Activation Key Number (below 32 letters and numbers)</p> <p>Step 5. You will be asked to create a username and password after you login.</p>
	<p>K12 Alerts® is a user-friendly, mass notification system for school and district-wide alerts. This system is used to send messages to your email and/or mobile phone. You may update your contact information, as well.</p> <p>First time users, create your account as follows:</p> <p>Step 1. Click on https://www.k12alerts.com/bluecard/login/whiteplains/</p> <p>Step 2. Select Family Login </p> <p>Step 3. Enter your Family ID</p> <p>Step 4. Password is k12alerts</p> <p>Step 5. You will be asked to change it after initial login</p>

Change of Information - It is very important that we have the most current information on record for your family. *Please always provide us and Family Information 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.

Remind.com – GET CONNECTED

What is Remind? Remind is a communication platform that helps educators reach families. With Remind, you can receive messages through the Remind mobile app by text.

To register for REMIND app communications, please go to <https://www.whiteplainspublicschools.org/cms/lib/NY01000029/Centri-city/Domain/2545/Remind%20Parent%20Guide.pdf> for instructions.

Access www.Remind.com by logging in via Clever at

<https://clever.com/in/wpcsd>

Create a free account:

Create a Remind account by going to remind.com or downloading the free iOS or Android app. Click on Sign up. To sign up, you will need to provide a full name, email address, and password. From there, choose 'Parent' and follow the instructions to start using Remind.

Join a class or school: You can join a class or school to receive Remind messages via text, email, and/or push notification. You will need to receive an individual class code from your child's teacher.

MAS school code is: ag4f32

*****Stay connected- Make sure you are connected through REMIND and K12ALERTS**

FREE BREAKFAST AND LUNCH FOR ALL STUDENTS

Students in the White Plains City School District will continue in the 2024-2025 school year with **FREE** nutritious breakfast AND lunch meals in school. WPCSD is approved to participate in the Community Eligibility Provision (CEP). CEP allows districts to provide free breakfast and lunch to all students without the encumbrance of collecting and processing school meal applications for free and reduced-price meals. In addition, Community Eligibility allows families to reallocate the money previously used for the lunch program back into supporting their household.

Grab & Go Breakfast

Breakfast meals will be “Grab & Go” to the classroom and are available as students enter school or on the cafeteria serving line. School breakfast creates pathways for student success, prepares students to be engaged learners, fosters the learning environment, and improves academic success!

Enrollment Benefit Form

All WPCSD families are encouraged to complete an “Enrollment Benefit Form” (formerly school meals application). A new form must be completed each year, after July 1. Completing this form is vital for obtaining district-wide educational programs including, but not limited to, grants, funding, and other benefits such as waived test fees, reduced instrument pricing and internet connectivity assistance. The Enrollment Benefit Form will be available at www.myschoolapps.com ; or you can download the form at <https://www.whiteplainspublicschools.org/district-offices/food-services>

Online Menus and Nutrition Information App

Monthly menus, including nutritional information, will be available at <https://www.whiteplainspublicschools.org/district-offices/food-services/menu> to assist students and parents with meal planning. Menus include a variety of hot and cold entrée selections featuring student favorites and special monthly promotions. Fresh fruits and vegetables, available with every meal, will feature fresh, seasonal, and local produce. Healthy snack choices will be available daily as an a la carte purchase. **Allergies?** The Food & Nutrition Department will work with parents, medical providers, and a Registered Dietician to develop a modified menu for your student.

Student ID Cards and Online Payments

A computerized POS system is used to record breakfast and lunch meals and to make a la carte purchases. **Parents can make online payments into their student's account through myschoolbucks.com. All students will be required to use their new barcoded student ID card** and their accounts to purchase second meals, snacks, and beverages in the cafeteria. We are encouraging a "cashless" cafeteria line to increase speed of service, but accept checks made out to WPCSD Food & Nutrition.

Although all meals are free, in order to track and count meals, each student grades K-5, will receive a "bus pass", which should be placed on the backpack, and is required to access grab & go breakfast upon entering school. A student ID card will be issued to the student, in class, to access lunch meals.

For more information, visit the Food & Nutrition Office page on the WPCSD website at www.whiteplainspublicschools.org.

Questions or comments? Please call the Food & Nutrition Office at 914-422-2054. (Se habla Español)

Dawn McGinn, Food & Nutrition Program Director
Milagros Vargas, Sr. Clerk & Office Manager

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.

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 Procedures/Expectations

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. No glass bottles are permitted in bag lunches. (Remember to pack extra drinks and snacks.)

6. 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.

Families will be informed of all drills in school. 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 classroom 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.

HOMEWORK

Our motto - "Less is More/Quality over Quantity"

We want students to enjoy evenings filled with lots of quality family time, time to recharge, and to get ready for the next day. At the discretion of the teacher, students may be assigned homework each night. Each teacher will notify parents of his/her homework expectations. ***#qualitytime***

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 can 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.

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.**

MAS Office STAFF

Tina Manorqui- Office Manager- 914- 422-2460

tinamanorqui@wpcsd.k12.ny.us

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MONEY, VALUABLES, TOYS

The learning atmosphere can be interrupted by the indiscriminate use of electronic devices. These items are temptations for theft as well.

Therefore, all radios, personal IPADS, fidget spinners, toys, digital cameras, and electronic games are to be left home unless they are to be used in class.

ALL baseball cards or any trading cards should be left at home. If they are brought to school, they will be confiscated and held until parent/guardian comes to retrieve the items.

Cell Phones

If a student has the permission from their parent/guardian to have a cell phone, we expect the phone to be OFF and in the student's backpack throughout the school day . Cell phone use is prohibited for students. The main office phone is available for children to use if they need to speak to a parent/guardian.

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.

LEVEL 1- No sound – listening ears (one finger up)

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 only.

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.

2024-2025 REPORT CARD SCHEDULE

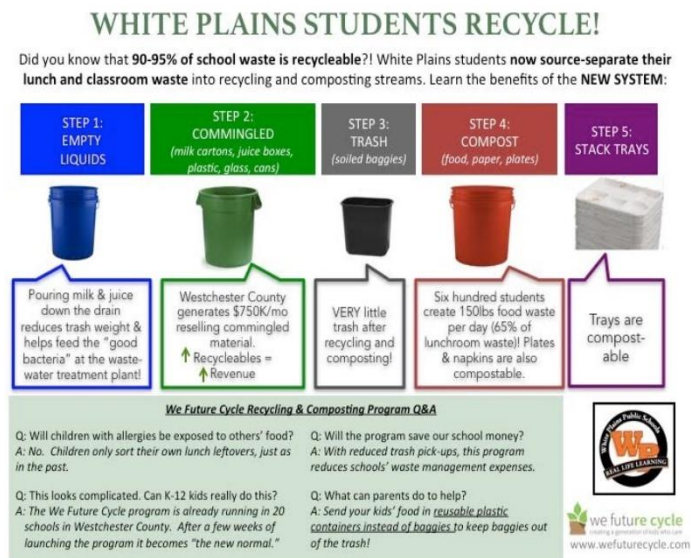
Marking Period	Marking Period Ends	Report Cards Sent Home With Students:
FIRST	Friday December 6, 2024	Friday Dec. 13, 2024
SECOND	Thursday March 14, 2025	Friday March 21, 2025
THIRD	Tuesday June 18, 2025	Friday June 27, 2025

****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.



What can you do to help?

1) Learn how the program works! **See the above 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 family and student to ensure that the student's dress (including jewelry) is safe and appropriate and does not greatly and immediately disrupt or interfere with the educational process. A student should:

- Not wear items that are vulgar, obscene, or disparage 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 outerwear.

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.

SCHOOL HOURS

8:25- Building opens and breakfast is available.

8:25-8:35- Buses arrive

K, 1, 2, 3, 4, 5 - drop off 8:25-8:40

- K goes directly to the auditorium
- Grades 1-5 goes directly to the playground

11:00-1:30- Recess and lunch Periods(K-5)

3:00- Grades K, 1, 2, 3 pick up

3:10- Grades 4, 5 pick up

3:20- buses begin to dismiss

SCHOOL CALENDAR / DIRECTORY

The White Plains Calendar/Directory can be accessed through the WPCSD website. 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." Classroom teachers will share their unique classroom schedule at Open House Night.

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.

Bus rules as follows:

- Obey all requests of the bus drivers.
- The younger children will receive first consideration in seating in the front of the bus.
- 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, rowdy behavior, playing instruments, vandalism, use of profanity, fighting, harassment of others, throwing objects from bus windows, moving from seat to seat, causing a distraction for the bus driver**
- **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.

Schedules

Teachers will share individual class daily schedules (A-F day 6-day cycle) with students and families at Open House 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.

Responsive Classroom Practices

<https://www.responsiveclassroom.org/>

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 (below) that build academic and social-emotional competencies and that can be used along with many other programs.

Responsive Classroom Components/Practices

- **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
- **Academic Choice**—increasing student learning by allowing students teacher-structured choices in their work

Recess/Lunch/I Block Schedules

Grade	I-Block	Special	Recess	Lunch
K	1:00	1:45	11:00	11:30
1	9:50	1:00	11:30	12:00
2	1:45	9:05	11:30	12:00
3	10:35	11:20	12:00	12:30
4	9:05	2:30	12:00	12:30
5	2:30	9:50	12:30	1:00

Student Identification Cards

Students will receive a new student ID card. Students will have their ID card attached to their bookbag which will be used as students access the bus to and from school. An additional ID card will remain in school to use in the cafeteria and in the library.

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.

TELEPHONE USE

We have over 610 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.**

VISITORS

During school hours, the entire building is ***locked at all times***. Please use the main office 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 Raptor Identification 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 and take 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.

Visitor/Guest Expectations During School Events

The WPCSD maintains a clear Code of Conduct students and anyone who utilizes district spaces. The same as the high expectations we hold for our students, the Code of Conduct applies to anyone visiting, participating in events, and visiting school facilities and properties.

We expect all visitors on school property and attendees of events to always display proper decorum and respect for our school community. As a school community, we all share an obligation to create and promote a safe, inclusive environment for everyone. We can continue to achieve this obligation with everyone's understanding commitment and cooperation. If you have any questions regarding the WPCSD Code of Conduct, please refer to the WPCSD website.

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 in grades 3-5 must have ***written parental/guardian permission*** if they are to walk home on their own and will be expected to proceed directly home and follow pedestrian safety rules.

