# MAMARONECK AVENUE SCHOOL Parent Survival Guide 2025-2026



# **Policies and Procedures**

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

#### WHITE PLAINS PUBLIC SCHOOLS MISSION STATEMENT



White Plains Public Schools Strategic Plan

#### Vision:

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

#### Mission:

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.

#### Core beliefs:

#### We believe that:

- 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.

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

#### **Dear Parents and Guardians**,

Welcome to the 2025–2026 school year! We are excited to begin another year of learning, growth, and connection. At MAS, we remain fully committed to providing your children with the best educational experience possible. Our goal is to ensure that every child feels safe, supported, happy, and engaged in meaningful learning—and, of course, is making lasting friendships along the way.

We deeply value the trust you place in us by entrusting your children to our care. Please know that we do not take this responsibility lightly. We are a community that looks out for one another, supports one another, and believes in the strength of working together.

Your partnership is incredibly important to us. We are grateful for the opportunity to learn from you—our families—to help enrich the experiences of all our students. Cooperation, hard work, and mutual respect are the foundation of what makes MAS such a special place to learn, play, and grow.

We take pride in fostering a school community that celebrates diversity, values every individual, and nurtures both a strong sense of self and a shared sense of belonging. Our holistic approach to teaching emphasizes social, emotional, and academic development within a safe and caring environment.

Together, we are stronger—and together, we can make this school year the best one yet.

Sincerely,

Robert Janowitz and Brendan McCarthy

# \*\*IMPORTANT INFORMATION BELOW\*\*

As we begin a new year of learning together, here are a few important pieces of information that will be helpful for a smooth and successful start to the school year:

- Kindergarten students **should always** go directly to the auditorium upon arrival.
- Students in Grades 1–5 will line up outside on the playground, weather permitting.
- In the case of inclement weather, students in Grades 1–5 will go directly to their classrooms instead of lining up outside.
- Students should not arrive at school earlier than **8:25 a.m.**, as there is no supervision available before this time. For your child's safety, we kindly ask that you ensure they arrive no earlier than 8:25 a.m.
- Anyone arriving after the morning line-up must be walked into the school building by a parent or guardian.
   Please do not drop your child off at the curb. For safety reasons, do not leave your car parked and unattended in front of the school. (follow all WP Parking notifications/signs)
- All changes to dismissal must be communicated in writing or by email to both your child's classroom teacher
  and the main office at <a href="masoffice@wpcsd.k12.ny.us">masoffice@wpcsd.k12.ny.us</a>. This policy is in place to ensure the safety and wellbeing of your child. Phone calls will be accepted in true emergencies.
- Any changes to dismissal must be communicated by 1:00 p.m. on the day of the change. Requests made
  after this time may not be able to be accommodated, as we prioritize the safe and orderly dismissal of all
  students. We carefully verify how each student gets home every day, and last-minute changes can cause
  confusion for both students and staff. Your cooperation helps ensure a smooth and safe dismissal process
  for everyone.
- Anyone picking up a child other than a parent or guardian must be prepared to show valid governmentissued identification. For your child's safety, if proper identification is not provided, we may not be able to release the child. Only adults listed in the Parent Portal/Infinite Campus are authorized to pick up students. If someone not listed will be picking up your child, written authorization from a parent or guardian must be provided in advance.
- Please remember: If your child has been assigned bus transportation, they will be placed on the bus unless
  we have received written notification stating otherwise. It is essential that you notify us in writing if your child
  will not be taking the bus, as clear communication ensures your child's safety and avoids confusion during
  dismissal.
- School meals—including both breakfast and lunch—will remain free for all students during the 2025–2026 school year. For more information, please refer to the "Food and Nutrition" section below.



#### 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 Sara Florez, Office Assistant (Spanish Speaking) Sylvia Zacco, Office Assistant (Spanish Speaking) Kevin Dulanto, Security Assistant

Central Administration number- 422-2000

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

MAS OFFICE INFORMATION

School Office	422-2286
Attendance (English/Spanish)	422-2287
Fax	335-8098
Health Room (Nurse Sappo)	422-2291
Medical Fax	335-8054
Food Services/Cafeteria (Edith Newkirk)	422-2166
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#### **MAS PTA Co Presidents**

Mike Naclerio <u>mikenaclerio@gmail.com</u>
Nicole Seicol <u>Nicole.tomlinson87@gmail.com</u>
DISTRICT WEBSITE: www.whiteplainspublicschools.org

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



# HOME/SCHOOL COMMUNICATION

Effective communication between home and school is essential to a student's success. We encourage you to reach out to the school—by email or phone—whenever you have a question or concern regarding your child. To help address your needs efficiently, please follow this communication process:

- 1. Contact your child's teacher first.
- 2. If needed, reach out to the principal or assistant principal.
- 3. If further assistance is required, contact a central office administrator.

Following these steps will help ensure your questions or concerns are addressed promptly and effectively. Remember, most issues can be resolved through a conversation or conference with the teacher.

If you wish to discuss a concern with your child's teacher or an instructional services support team member, please call the school to schedule an appointment.

# **Phone Directory**

The telephone numbers are:

ENL	Kate Monaco- Berman	422-2286
ENL	Victoria Kolndreu	422-2286
ENL	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 Specialist	Eva Eliakostas	422-2286
Math Specialist	Tiffany Eletto	422- 2286
Psychologist	Dr. Sultan	422-2295
Psychologist	Dr. Florez-Gomez	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	Erica Prato	422-2087
Social Worker	Erika Ungar	422-2091
Teachers	(ALL)	422-2286

# **MORNING BUS ARRIVAL**

- ALL Kindergarten students will go directly from the bus to the auditorium each day.
   Students will be seated with their class.
- 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.

<u>Breakfast</u> remains free and 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 8:45.



# **CAR DROP OFF ARRIVAL- VERY IMPORTANT**

# **Parent Drop-Off Guidelines:**

8:25 – 8:40 a.m.

Kindergarten students will go directly from the car through the auditorium doors to the auditorium. Students in grades 1 through 5 will go directly from the car to the playground to line up. In the event of inclement weather, all students in grades 1–5 will enter through the auditorium doors and go directly to their classrooms. Please do not drop off in the bus lane.

# • After 8:40 a.m. (once school has begun):

Parents or guardians must park (adhering to all city parking regulations) and escort their children to the front door of the school to sign them in. Please do not leave your car unattended in front of the building.

Helpful reminder: When dropping off in front of the school, please remain in your car. Exiting your vehicle may result in a ticket. You may pull up and have your child exit the car safely. If you wish to walk your child into the school, please park in a designated parking area and follow all parking signs and regulations.

#### 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.



# 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 <u>TOGETHER</u> as a community.



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

The WPCSD has implemented an allergy policy as part of our ongoing commitment to health and wellness in our schools and classrooms. In line with district recommendations, some schools have adopted a food-free approach for parties and celebrations to promote safety for all students.

At MAS, we want to continue celebrating special occasions while also aligning with the district's health and wellness policies. To keep everyone healthier and safer, and to allow food at celebrations responsibly, we have developed the following guidelines in collaboration with the district. Please adhere to these policies:

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

<u>Reason:</u> 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. <u>Daily snacks in classroom</u> <u>Healthy snacks are strongly encouraged</u>. Due to our students collaborating with other classes **NO NUTS** will be allowed in <u>any classroom</u> (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. <u>Parties and celebrations</u> All food that is shared for parties and events must be <u>free of nuts and labeled</u>. If food is sent in <u>without</u> 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 <u>48 hours' notice</u> 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 <u>severe allergy which limits</u> <u>contact with a food</u> 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. <u>Birthday celebrations</u> 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 <u>all</u> 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.

<u>5. On the day of</u> your child's birthday, they may choose a <u>non-food option to</u> <u>celebrate</u>. 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)
- ✓ Oreo's
- ✓ 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**

#### **Student Attendance Guidelines:**

Regular school attendance is essential for your child's academic success. Unless your child is ill or showing signs of becoming ill, it is very important that they attend school each day.

In accordance with the district's attendance policy:

- Please call the school each day your child is absent to report the absence.
   If we do not receive a call, the school will contact you.
- When your child returns to school, please send a written note explaining the reason for the absence. This allows us to document the absence as "legal." Without a note, the absence will be marked as "illegal."
- If your child is experiencing a prolonged illness and you would like to request homework, please contact the main office before 11:00 a.m. You will be able to pick up the homework at the end of the school day.

Your cooperation helps us support your child's learning and ensures we meet district and state attendance requirements.



# **CLINIC (STUDENT HEALTH SERVICES) AND MEDICATION**

# \*\*\*No student should have medication in his/her possession while at school.

#### 1. If a Student is Sick or Hurt:

- Inform a teacher or school staff member and request a pass to visit the school nurse.
- The nurse will contact parents when needed.

#### 2. Physical Examination Requirements:

- Required for:
  - All new students
  - All students in grades Kindergarten, 2nd, and 3rd
- Physical forms must be submitted by <u>October 31st.</u>

#### 3. Medication at School (including over-the-counter):

To take any medication during school hours (e.g. medicated lotions, cough drops, sunscreen, etc.), students must:

- ✓ Have a parent/guardian permission form signed in the nurse's office.
- Provide a doctor's note with dosage and administration instructions.
- Bring medication in its original prescription box with a pharmacy label.
- Parent/guardian must deliver the medication directly to the school nurse.

# **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.

# 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 committed to the safety of all students. Therefore:

- No child will be released from school unless accompanied by an approved parent or guardian.
- If someone other than a parent/guardian is picking up your child and they
  are not listed in the Parent Portal, they must present written consent from
  the parent and provide valid identification. Without proper documentation
  and ID, we may not be able to release the child.

#### Early Dismissal Reminder:

To minimize disruption to classroom instruction:

- Students will not be called to the office for dismissal after 2:30 p.m. At this time, teachers are helping students gather belongings, review assignments, and confirm transportation arrangements.
  - If you need to pick up your child early, please plan to arrive by 2:30 p.m.

#### **During the School Day:**

 If picking up your child during school hours, please come to the main office. Your child will be called down once you arrive—we do not allow students to wait in the office for early pickups in advance.



# **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 your contact information is up to date on the parent portal. All district and school announcements including important updates and announcements will go through ParentSquare.

https://www.whiteplainspublicschools.org/domain/92 to sign up for access to this system. 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 follow the steps below to make sure you are connected to INFINATE CAMPUS

# **Parent Information Systems**

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).

Step 1. Go to

Step 2. Select

Step 3. Click on Campus Parent

Campus Parent

Click on New User

New User?

Step 4. Type your Activation Key Number (below 32 letters and numbers)

Step 5. You will be asked to create a username and password after you login.

# **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 call the main office to inform us of any changes.

# FREE BREAKFAST AND LUNCH FOR ALL STUDENTS

Students in the White Plains City School District will continue in the 2025-2026 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 <a href="https://www.myschoolapps.com">www.myschoolapps.com</a>; or you can download the form at <a href="https://www.whiteplainspublicschools.org/district-offices/food-services">https://www.whiteplainspublicschools.org/district-offices/food-services</a>

# **Online Menus and Nutrition Information App**

Monthly menus, including nutritional information, will be available at <a href="https://www.whiteplainspublicschools.org/district-offices/food-services/menus">https://www.whiteplainspublicschools.org/district-offices/food-services/menus</a>
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 <a href="https://www.whiteplainspublicschools.org">www.whiteplainspublicschools.org</a>.

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 <u>signed permission slip</u> 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

- 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

To ensure the safety of all students and staff, MAS conducts regular emergency drills throughout the school year. These NYS mandated drills include:

- Fire Drills (8) Lockdown Drills (4) Bus Drills (3)
  - Other Emergency Preparedness Drills (1)

#### What Families Should Know:

- Families will be notified of all drills that take place at school.
- Teachers use age-appropriate language to help students understand the purpose of each drill.
  - Drills are part of MAS's commitment to creating a safe and prepared school environment.

MAS also has a **comprehensive Safety Plan**, which is reviewed and updated annually with all faculty and staff.

# **Homework Philosophy at MAS**

Motto: "Less is More / Quality Over Quantity"

At MAS, we believe in the importance of balance. Our goal is for students to spend their evenings enjoying:

- Quality family time
  - Time to recharge
- Time to prepare for the next day

While homework may be assigned at the discretion of the teacher, it will always reflect our commitment to purposeful, meaningful learning—never busy work.

\* Each teacher will communicate their specific homework expectations to families

We encourage families to support our #qualitytime approach by helping students maintain healthy routines at home.

# **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

Sara Florez - Office Assistant - 914-422-2287 (Spanish speaking)

saraflorez@wpcsd.k12.ny.us

Sylvia Zacco - Office Assistant - 914-422-2286 (Spanish speaking)

sylviazacco@wpcsd.k12.ny.us

Kevin Dulanto- Security Assistant 914-422-2286 (Spanish Speaking)

kevindulanto@wpcsd.k12.ny.us

# **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**

Beginning August 1, 2025, Education Law §2803 requires each school district and BOCES to adopt a policy restricting the use of "internet-enabled devices" during the entire school day on school grounds. Such devices are defined as "any smartphone, tablet, smartwatch, or other device capable of connecting to the internet and enabling the user to access content on the internet, including social media applications."

#### Also see WPCSD Code of Conduct

During the school day, to minimize distractions, parents (which, for purposes of this policy, includes persons in parental relation) <u>may</u> contact their children via the following methods: calling the school office. Students may contact their parents by calling from their school's main office or nurse's office. At the elementary school level, students are discouraged from bringing personal, internet-enabled devices to school. Any device that is brought to school must be silenced/off and kept in the student's bookbag.

# School Noise Level

To help create a calm and focused learning environment, MAS uses a consistent sound level system throughout the school. This system helps students understand what volume is expected at different times and in different spaces. This system is used **school-wide** and helps us respect one another's learning time by minimizing interruptions and distractions.

- LEVEL 1 No Sound- One finger up
  - "Listening Ears"
- Used during transitions, hallway movement, and times when guiet is needed
  - Goal: Total silence so everyone can focus and hear directions
    - LEVEL 2 Indoor Voice
- Quiet talking-Used during small group work, classroom conversations, or lunchtime
  - Goal: Talk respectfully without disturbing others

# **PLAYGROUND**

The playground is an important space for students to **practice sharing**, **build friendships**, **and develop cooperation** through play. ✓ Supervision is provided at all times during school hours only. ✓ Students are expected to use this time respectfully and safely, following adult directions. ✓ Positive behavior on the playground supports a fun, inclusive environment for everyone.

#### STUDENT PROGRESS REPORTS AND CONFERENCES

To support each student's growth and success, MAS holds parent-teacher conferences twice a year: 

October and 
March

During these conferences, families will:

Discuss their child's academic and social progress

#### **★** Translation Support

We do our best to provide translation services if requested in advance.
 Whenever possible, we encourage families to bring a trusted adult who can assist with translation.

# Ongoing Communication

Teachers are always happy to meet or speak with families at any time during the year. If you have questions or concerns about your child's progress, please don't hesitate to call or email your child's teacher.

#### 2025-2026 REPORT CARD SCHEDULE Marking Marking **Report Cards Sent Period Ends** Period **Home With Students: FIRST Friday Friday December 5, 2024** Dec. 12, 2024 SECOND Friday Thursday March 19, 2026 March 13, 2025 **THIRD** Thursday Friday June 18, 2026 June 26, 2026

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

# **RECYCLING- MAS SCHOOLWIDE**

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

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

#### WHITE PLAINS STUDENTS RECYCLE!

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



- 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.
- 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

# SCHOOL DRESS

At MAS, all students are expected to dress in a way that supports a safe, respectful, and focused learning environment—both during school and at school-sponsored events. The district believes that inappropriate dress can be a distraction from learning. It is the responsibility of both the **student and their family** to ensure that clothing and accessories (including jewelry):

✓ Are **safe** ✓ Are **appropriate** ✓ Do **not disrupt** or interfere with the educational process

#### **Students Should NOT Wear:**

- Clothing with vulgar, obscene, or disrespectful language or imagery Items that promote alcohol, tobacco, illegal drugs, or encourage illegal or violent activity
  - Clothing that reveals underwear—undergarments must be fully covered by outerwear

#### If a Dress Code Violation Occurs:

 The student will be asked to cover, remove, or replace the item with something appropriate. Families may be contacted if needed. This policy helps create a space where all students can learn and feel respected.

# Daily Arrival, Attendance, Lunch, and Dismissal Schedule

# Morning Arrival

- 8:25 AM Building opens and breakfast is available
  - 8:25–8:35 AM Buses arrive
  - **8:25–8:40 AM Drop-off window** for Grades K–5
- Kindergarten students go directly to the auditorium
  - Grades 1–5 go directly to the playground
- After 8:45 AM Students are marked late and must get a late pass from the office
  - MRecess & Lunch Periods (K-5)
    - Between 11:00 AM 1:30 PM (Specific times vary by grade)
      - Afternoon Dismissal
  - 3:00 PM Pick-up for Grades K, 1, 2, and 3
    - 3:10 PM Pick-up for Grades 4 and 5

3:20- buses begin to dismiss

# SCHOOL CALENDAR / DIRECTORY

Families can access the **White Plains Calendar and Directory** anytime through the **WPCSD website**.

This resource provides important information including:

- School start and end times
- Letter Days for each school day
- Early dismissals, half days, holidays, and vacation days (shaded in gray with grade-level details)
- PTA phone numbers and schedules for PTA meetings and district activities
  - Additional information about White Plains Schools and programs

We encourage you to explore the Calendar/Directory — we're sure you'll find it very helpful throughout the school year!

# SIX-DAY CYCLE

Special area classes—Art, Music, Physical Education, and Library/Media Center—are scheduled using a 6-Letter Day Cycle.

Instead of using the day of the week (Monday, Tuesday, etc.), each school day is assigned a letter from A to F. This system helps keep the schedule consistent, even when there are unexpected changes like snow days.

#### For example:

- If a snow day causes a missed school day, that day is skipped in the letter cycle.
  - When students return, they continue with the next letter in the cycle, not the day of the week.

Your child's teacher will share their specific classroom schedule during Open House Night.

# School Bus Safety & Conduct

School bus transportation is an important part of the school day, and students are expected to behave **orderly and respectfully** while riding the bus. Misbehavior distracts the bus driver and can create dangerous situations.

#### **Bus Rules:**

- Follow all requests made by the bus driver.
- Younger children will be seated at the **front of the bus** first.
  - Do not board or exit the bus while it is moving.
- Stay seated at all times while the bus is moving and keep heads, arms, and hands inside the bus windows.

#### **Bus- Students Must Refrain From:**

- Eating or drinking
- Rowdy behavior or loud noises/Playing instruments
  - Vandalism and use of profanity
  - Fighting or harassment of others
  - Throwing objects from the bus windows

Moving between seats and any behavior distracting the driver

#### **Additional Expectations:**

- Students must ride their assigned bus and get on and off only at their assigned stops.
- Toys, balloons, balls, music players, and electronic games are not allowed on the bus.
- When crossing the street, always pass approximately 10 feet in front of the bus—never behind it.
  - Consequences:
  - Students who break bus rules may receive Bus Conduct Reports.
- Parents will be notified if their child risks losing bus privileges due to repeated misconduct.

# **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

At MAS, we are committed to providing a **safe and positive environment** for all students—both during the school day and at all school-related events. Every child will be treated with **dignity** and respect.

Our approach to discipline is based on the <u>Responsive Classroom philosophy</u>, which focuses on:

- Helping children understand their behaviors
- Modeling and teaching expected behaviors

- Encouraging students to take responsibility for their actions
  - Supporting students as they **learn from their mistakes**

If a situation arises that requires discipline, the incident will be **documented on a referral form**, and parents will be contacted.

#### MAS and the district encourage students to be their very best by:

- Thinking critically about different situations/analyzing choices and consequences
  - Making decisions through thoughtful reasoning
    - Demonstrating responsible citizenship
  - Striving for **excellence** to prepare for success in adulthood
- Together, we help students grow into respectful, thoughtful, and responsible individuals.

# **Responsive Classroom Practices**

Responsive Classroom is a **general approach to teaching** that supports both academic learning and social-emotional growth. It's not a program aimed at one specific issue but a philosophy that believes:

Children learn best when they develop both academic skills and socialemotional skills together.

The approach uses a set of research-backed **practices** (listed below) designed to help students build these important competencies. Responsive Classroom practices can be easily integrated with many other educational programs.

https://www.responsiveclassroom.org/



# 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 selfdiscipline
- 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





# **MAS-Schoolwide Expectations**

At MAS, we expect all students and staff to hold one another to high expectations and to lead always with kindness. Below is our schoolwide expectations chart for all parts of our community.

PAWS	Hallway	Bathroom	Cafeteria	Playground	Auditorium	Dismissal
Practice Respect	Use respectful language Be silent - Level 1 Respect each other's personal space Do not touch cubbies or artwork on the walls Every teacher is your teacher	Respect others' privacy Return directly to class when done Wait your turn Use same symbols as lunchroom	Use kind words Use signals Do not share or touch other people's food Indoor voice	Choose kind words and actions Make good choices INCLUDE everyone who wants to play Hands to yourself	Level 1 during     performances     Sit upright     Eyes on the     performers	Sit on your dismissal line in level 2 Walk safely and go straight to your bus line
Act Responsibly	Hands and feet to self Look straight ahead Follow directions Do not leave the line Level 1 Walking not running on the steps during all transitions	Always flush toilet     Use water, soap and paper towels to wash hands     Dispose of all garbage     Tell an adult if the bathroom needs supplies     NO PLAYING/WRITING     ON WALLS/NO     CLOGGING SINKS OR     TOILETS	Show good table manners Walk Clean up after yourself and recycle No sharing food Clean up all garbage on the table and floor Indoor voice	Use equipment carefully Help someone in need Follow adult directions Find an adult if you need help Line up when whistle is blown - Stop playing Put equipment back in cart when finished	Feet off back of seat     No drinking or eating	Ask to use the bathroom     Walk on the steps as you dismiss
Work Together	Stay in your line Keep your line together Give each other space Level 1 No cutting	Keep bathroom clean and nice     Use quiet voices     NO playing     Take turns     Be mindful of time. Do your business and go.	Wait your turn Help your friends Donate school food not eaten to the share table Give each other space NO CUTTING in line Indoor voice	Take turns Share equipment Include others in play Problem-solve and work things out	Appropriate audience response-no hooting     Prompt response to signals	Listen and respect all teachers Level 2 voices at all times
Stay Safe	Single line Stay to the right side Walking Level 1 Be mindful of classes walking ahead of you/do not cut classes	Walk in the bathroom Keep water in the sink Report any safety issues NO PLAYING/climbing on anything or under anything	Use indoor voice Feet under table Follow teachers' signals or directions Silent dismissal back to class Indoor voice Do not climb on or go under tables	Think before you do Follow rules for equipment Play nicely Ask permission to leave the playground Line up when whistle is blown	Hands on lap     No running	Be mindful of your body Keep your hands to yourself Follow directions from adults

# Recess/Lunch/I Block Schedules

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

# **Student Identification Cards**

Each student will receive a **new student ID card** at the start of the year.



- One ID card will be attached to the student's bookbag.
- This card will be used to scan on and off the bus each day for safe transportation.

#### For School Use

An additional ID card will be kept at school for use in the cafeteria and library.

These ID cards help ensure student **safety**, **accountability**, **and smooth daily operations** both in and out of the building.

# **TARDINESS**

Please make sure your child **arrives at school on time each day**. When students arrive late, they miss valuable learning time and opportunities to connect with their classmates.

#### **OSTAIL STATE OF STAT**

Arriving on time sets a positive tone for the day and helps your child make the most of their education.



# **COMMUNICATION/TELEPHONE USE**

With over **600 students** in attendance at MAS, we strive to maintain clear and respectful communication while minimizing disruptions to learning.



• Students are allowed to make phone calls when necessary, with permission.

#### Calling the School

• If you call your child's teacher **during instructional time**, a message will be taken and will return your call **within 24 hours**.

#### **™** Email Communication

- Teachers can receive emails throughout the school day.
  - They will respond within 24 hours on school days.

For more details, please refer to the **WPCSD Code of Conduct**.





# WHO TO CONTACT

# MAMARONECK AVE. SCHOOL

#### 1. CONTACT THE TEACHER

Always reach out to the teacher first. If you have a question, they usually have an answer. Please send an email or contact them via the class communication tool, Ex(email, backpack letter, remind, class dojo, etc.)



#### 2. MEDICAL INFORMATION

Contact the School Nurse, Bill Sappo with all medical questions and updates. His number is 914-422-2291 or email him at williamsappo@wpcsdk12.nuus



#### 3. DISMISSAL UPDATES

It is important that all dismissal changes be made in advance. Kindly notify the office of any changes prior to 12:00 noon. You may email masoffice@wpcsdkl2.ny.us or call 914-422-2286



#### 4. STUDENT SUPPORT

Our pupil service team works collaboratively to support the MAS community. This year, they each are assigned to a specific grade band. Please reach out to them if you have a question.



- Dr. Sultan, Grade 2 and Grade 4 -422-2295
   Ms. Ungar, Grade 1 and Grade 5 422-2091
- Dr. Martuge, Kindergarten and Grade 3- 422-2083

#### 5. MEAL PROGRAM

Students in the WPCSD will have complimentary meals for the 2024-2025 school year. The WPCSD is approved to participate in the Community Eligibility Provision (CEP). Please complete the application by visiting www.myschoolapps.com.



#### 7. THE PRINCIPAL'S OFFICE

Please connect with the direct office or department that can help support your immediate questions. If you find that extra support is required, you can reach out to the main office or send an email to Mr. Janowitz at robjanowitz@wpcsdk12.nyus or Mr. McCarthy at brendanmccarthy@wpcsdk12.nyus



#### 8. PTA INFORMATION

If you need to contact our PTA you may reach the 2024-2025 co-presidents, Jilian Dino at Jilianmaspta@gmail.com and Mike Nacierio at mikenacierio@gmail.com. They will direct you to the specific committees that are able to support all PTA parent questions.



WWW.MASPTA.COM HTTPS://MAS.WHITEPLAINSPUBLICSCHOOLS.ORG/ TO ACCESS OUR MAS FOOD PANTRY, PLEASE CALL MR. DULANTO AT 422-2286

# Visitor Procedures & Expectations

To ensure the safety of all students and staff, the MAS building remains locked at all times during school hours.

#### Entry Procedure:

- Please use the **main office buzzer system** to notify staff of your arrival.
- Once buzzed in, you will be asked to present a valid driver's license or government-issued photo ID.
  - Your ID will be scanned through our Raptor Identification System.
    - Once you are entered, your information remains in the system for the entire school year and across the entire district.
  - If you do not have a license, our office staff can **manually enter your information** and take your photo at the front desk.

#### **Visitor Conduct:**

 We ask all visitors to conduct themselves in a manner that supports a positive, respectful learning environment.

All visitors are expected to follow the White Plains Public Schools Board of Education's Code of Conduct for Visitors, as outlined in the district's Code of Conduct.

Thank you for helping us maintain a safe and welcoming school community!



#### Visitor/Guest Expectations During School Events

The WPCSD maintains a clear Code of Conduct students and <u>anyone who utilizes</u> <u>district spaces</u>. 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 <u>all visitors</u> on school property and <u>attendees of events</u> 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.

Thank you for taking the time to read through our Family Handbook. We've put this together to provide you with helpful information and guidance to make your experience at MAS as smooth and enjoyable as possible.

We believe that when families and schools work together, great things happen. Together, we can make a meaningful difference and continue to create a safe, nurturing, and joyful environment where our children can learn, grow, and thrive.



#StrongerTogether