

MAMARONECK AVENUE SCHOOL



Family Survival Guide

— 2026-2027 —

★ POLICIES AND PROCEDURES ★

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





WHITE PLAINS PUBLIC SCHOOLS MISSION STATEMENT

MAS

MAMARONECK
— AVENUE SCHOOL —

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 2026–2027 school year! We are excited to begin another year of learning, growth, and connection with our MAS community.

At MAS, we are committed to providing every child with an exceptional educational experience. Our goal is to ensure that each student feels safe, supported, valued, and engaged in meaningful learning while building lasting friendships and creating joyful school memories. We deeply appreciate the trust you place in us by entrusting your children to our care. It is a responsibility

we take very seriously. As a school community, we strive to create an environment where everyone looks out for one another, supports one another, and works together to help every child succeed.

Your partnership is an essential part of that success. We value the knowledge, perspectives, and support that our families bring to our school community. By working together with cooperation, mutual respect, and open communication, we can provide the best possible experience for our students. At MAS, we take pride in fostering an inclusive community that celebrates diversity, values every individual, and nurtures both a strong sense of self and a deep sense of belonging. Our holistic approach to education supports students' academic, social, and emotional growth in a safe, caring, and engaging environment.

Together, we can make the 2026–2027 school year a memorable and rewarding one for every student. We look forward to partnering with you and watching our children learn, grow, and thrive throughout the year.

Sincerely,

Robert Janowitz and Brendan McCarthy



MAS



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 masoffice@wpcsd.k12.ny.us. This policy is in place to ensure the safety and well-being 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 government-issued 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 2026–2027 school year. For more information, please refer to the “Food and Nutrition” section below.



MAS WPCSD/MAS SCHOOL PERSONNEL

SCHOOL BOARD MEMBERS

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

ADMINISTRATION

- Robert Janowitz, Principal
- Brendan McCarthy, Assistant Principal

OFFICE

- Tina Manorqui, Office Manager
- Sara Florez, Office Assistant (Spanish Speaking)
- Jose DeLucio, Office Assistant (Spanish Speaking)
- Kevin Dulanto, Security Assistant (Spanish Speaking)

Central Administration number- 422-2000

- Dr. Joseph Ricca-Superintendent of Schools
- Dr. Tammy Cosgrove, Assistant Superintendent for Human Resources
- Dr. Karen Tesik, 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 Bill Sappo) 422-2291
- Medical 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

- Nicole Seicol
Nicole.tomlinson87@gmail.com
- Shannon Catauro,
shannon.catauro@gmail.com



DISTRICT WEBSITE:

www.whiteplainspublicschools.org



MAS WEBSITE:

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



MAS



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



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/504coordinator	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.



Breakfast 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 **TOGETHER** 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:**



HOMEMADE FOOD WILL NOT BE PERMITTED IN ANY CLASSROOM 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).



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.



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)



BIRTHDAY 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.

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



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.)



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



THANK YOU FOR YOUR PARTNERSHIP IN KEEPING OUR MAS COMMUNITY HEALTHY AND SAFE!





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)– BJ's on Tarrytown Rd
- ✓ Fancy Pants baking company chocolate chip cookies (free of peanut, tree nut)– BJ's on Tarrytown Rd
- ✓ Wellsley Farms cookies (only certain varieties)– BJ's
- ✓ 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 **October 31st**.



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**



SAFETY. COMMUNICATION. PARTNERSHIP.
Working together for student success!



FAMILY INFORMATION



FOLLOW THE STEPS BELOW TO MAKE SURE YOU ARE
CONNECTED TO INFINITE CAMPUS

PARENT INFORMATION SYSTEMS

*Infinite
Campus*



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 www.whiteplainspublicschools.org
STEP 2.		Select PARENTS
STEP 3.		Click on Campus Parent Click on 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!





FOOD & NUTRITION INFORMATION



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/menus> 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 may jeopardize their opportunity to go on a field 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

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



8
FIRE
DRILLS



4
LOCKDOWN
DRILLS



3
BUS
DRILLS



1
OTHER
EMERGENCY
PREPAREDNESS
DRILLS



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

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.



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
(Spanish speaking)



914-422-2287



saraflorez@wpcsd.k12.ny.us



Jose DeLucio - Office Assistant
(Spanish speaking)



914-422-2286



josedelucio@wpcsd.k12.ny.us



Kevin Dulanto - Security Assistant
(Spanish Speaking)



914-422-2286



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

As of 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) may 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



LEVEL 1 – No Sound- One finger up 🙅

- "Listening Ears"
- Used during transitions, hallway movement, and times when quiet is needed
- Goal: Total silence so everyone can focus and hear directions



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.**

2026-2027 REPORT CARD SCHEDULE

MARKING PERIOD	MARKING PERIOD ENDS	REPORT CARDS SENT HOME WITH STUDENTS:
FIRST	Friday December 4, 2026	Friday Dec. 11, 2026
SECOND	Friday March 12, 2027	Friday March 19, 2027
THIRD	Thursday June 17, 2027	Friday June 25, 2027

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

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**.



MAMARONECK AVENUE SCHOOL



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



RECESS & 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 PM** – Buses begin to dismiss



SCHOOL CALENDAR / DIRECTORY

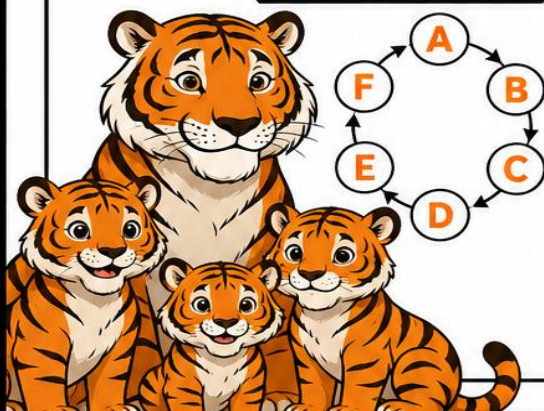
Families can access the White Plains Calendar and Directory anytime through the WPCSD website.

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.

MAMARONECK AVENUE SCHOOL

ONE SCHOOL. ONE FAMILY.
STRONGER TOGETHER.





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 **Responsive Classroom** philosophy, 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 social-emotional skills together.



responsiveclassroom.org

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.

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

STRONG MINDS. KIND HEARTS. BRIGHT FUTURES.





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

EXPECTATIONS

At MAS, we show **PAWS** every day!

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 some 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	- Get 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



When we follow **PAWS**, we create a safe, respectful, and caring school community for everyone!



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	11:20	12:00	12:30
5	9:05	12:30	1:00

STUDENT IDENTIFICATION CARDS

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



FOR BUS USE

- 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.



STUDENTS ARE MARKED TARDY AFTER 8:45 AM

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.



STUDENT PHONE USE

- 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.



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 for students and anyone who utilizes district spaces. The same high expectations we hold for our students, apply 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.



Together, we create a
**SAFE, INCLUSIVE, AND
SUPPORTIVE COMMUNITY.**



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 Being Part of Our MAS Family!



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.

