

**JOHN F.  
KENNEDYSCHOOL  
FAMILY  
HANDBOOK**



**WITH APPENDIX OF RULES  
AND REGULATIONS  
2009-2010**



## **CANTON PUBLIC SCHOOLS CANTON, MA**

*The Canton Public Schools strives for excellence in achievement, promotes a love of learning, embraces individuality and diversity, and builds a foundation for life-long learning for the entire community.*

### **CANTON SCHOOL COMMITTEE**

Ms. Reuki Schutt, Chair

Mr. Robert Barker, Secretary

Mr. Timothy Brooks

Mrs. Elisabeth Salisbury

Mrs. Cindy Thomas

### **CENTRAL OFFICE ADMINISTRATORS**

Dr. John D'Auria Superintendent of Schools

Mr. Alan Dewey, Assistant Superintendent for Student Services

Ms. Robin Billing, Director of Curriculum, Instruction, and Technology

Mr. Ken Leon, School Business Administrator

Mr. Dana Cotto, Facilities Director

Ms. Martha Lawless, Food Service Director

*The Canton Public Schools do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, homelessness, or disability.*

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### **JOHN F. KENNEDY MISSION STATEMENT**

The John F. Kennedy School provides a standards-based education for our students within a safe and nurturing environment. We ensure the success of all students by promoting the importance of hard work, forming a close partnership between school and home, and providing teachers with extensive professional development. Our students develop into contributing members of society, whose love of learning extends beyond their school years.

<b>Canton Public Schools Vision Statement</b>	<i>To develop students who are competent and creative thinkers, curious and confident learners, and compassionate citizens</i>
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## GOALS

1. To nurture a school culture that embraces constant learning.
  - To improve and strengthen our supervisory practices that promote reflection and continuous improvement.
  - To encourage thoughtful experimentation in teaching based on research
  - To create an environment where mistakes, setbacks, and challenges are viewed as valuable data that informs learners about their strategies and efforts.
2. To systematically examine our curriculum, instruction and assessment practices to ensure optimal student learning.
  - K-8 ELA Curriculum Review
  - HS NEASC Accreditation
  - PreK-K NAEYC Accreditation
3. To educate faculty, staff, students, and parents to respect, accept, and understand the diverse global community in which we live.
  - To hire and retain a highly qualified and diverse faculty and staff.
  - To provide on-going staff development for all faculty and staff around diversity issues.
  - To tailor our curricula so that it is more responsive to the increasing diversity within our community
  - To examine our practices to insure that participation rates in school activities by parents and students are reflective of the broad diversity within our community
4. To engage the entire community in supporting our vision and achieving our goals

**CANTON PUBLIC SCHOOLS****School Calendar: August 2009 - June 2010****School Committee Approved 2/26/09 – 2<sup>nd</sup> Revision 6/10/09****2009**

<b>AUGUST</b>	24	Monday: Ninth Grade Orientation
	26, 27	Wednesday & Thursday: New Teacher Orientation
<b>SEPTEMBER (18)</b>	1	Tuesday: First day for teachers (No School/Students)
	1	<b>Tuesday: Kindergarten/Grade 1 Orientation (evening) - HANSEN</b>
	2	Wednesday: PreK-12 Professional Development (No School/Students)
	3	Thursday: 1 <sup>st</sup> Day of School for students, Grades 1-12
	3	Thursday: Kindergarten Orientation (evening) - <b>LUCE</b>
	4	Friday: 1 <sup>st</sup> Day of School for all Kindergarten students
	7	Monday: Labor Day (No School)
	8	Tuesday: 1 <sup>st</sup> Day of School for all PreK students
	28	Monday: Yom Kippur (No School)
<b>OCTOBER (21)</b>	12	Monday: Columbus Day (No School)
	21	Wednesday: FDK-5 Early Release - Common Planning (No PreK or ½ day K)
	21	Wednesday: 6-12 Early Release – Professional Development
<b>NOVEMBER (17)</b>	3	Tuesday: Election Day/PreK-12 Professional Develop (No School/Students)
	4-6	Wednesday - Friday: HS ELA MCAS Retest
	9, 10	Monday-Tuesday: HS Math MCAS Retest
	11	Wednesday: Veterans' Day (No School)
	13	Friday: End of 1 <sup>st</sup> Marking Period
	19, 20	Thursday - Friday: K-5 Parent Conferences
	20	Friday: FDK-5 Early Release – Parent Conferences (No PreK or ½ day K)
	25	Wednesday: FDK-12 Early Release -Thanksgiving Recess (No PreK or ½ day K)
	26, 27	Thursday & Friday: Thanksgiving Recess (No School)
<b>DECEMBER (17)</b>	9	Wednesday: FDK-12 Early Release-Professional Develop (No Pre-K or ½ day K)
	12/23	Wednesday: FDK-12 Early Release - Holiday Recess (No PreK or ½ day K)
	12/24 – 1/1	Holiday Recess (No School)
<b>2010</b>		
<b>JANUARY (19)</b>	1	Friday: New Year's Day (No School)
	4	Monday: School Reopens
	13	Wednesday: FDK-5 Early Release - Common Planning (No PreK or ½ day K)
	18	Monday: Martin Luther King Day (No School)
	26-28	Tuesday-Thursday: Kindergarten Registration
	29	Friday: End of 2 <sup>nd</sup> Marking Period & End of 1 <sup>st</sup> Semester
<b>FEBRUARY (15)</b>	1, 2	Monday – Tuesday: HS Biology MCAS
	3	Wednesday: FDK-12 Early Release-Professional Develop (No PreK or ½ day K)
	15-19	Monday – Friday: Presidents' Day/Winter Recess (No School)
<b>MARCH (23)</b>	1-5	Monday – Friday: HS ELA & Math MCAS Retest
	10	Wednesday: FDK-5 Early Release - Common Planning (No PreK or ½ day K)

	10	Wednesday: 6-12 Early Release - Professional Development
	22 - April 12	MCAS Test Administration: Grades 3-8 & 10 (ELA)
<b>APRIL (16)</b>	1-12	MCAS Test Administration: Grades 3-8 & 10 (ELA)
	2	Friday: Good Friday (No School)
	9	Friday: End of 3 <sup>rd</sup> Marking Period
	15-16	Thursday - Friday: K-5 Parent Conferences
	16	Friday: FDK-5 Early Release-Parent Conferences (No PreK or ½ day K)
	19-23	Monday – Friday: Patriots’ Day/Spring Recess (No School)
<b>MAY (20)</b>	10-27	MCAS Test Administration: Grades 3-8 & 10 (MA, SC & SS)
	31	Monday: Memorial Day (No School)
<b>JUNE (14)</b>	2, 3	Wednesday-Thursday: HS Science MCAS
	4	Friday: Last Day for Seniors
	9	Wednesday: FDK-5 Early Release - Common Planning (No PreK or ½ day K)
	10	Thursday: High School Graduation
	11	Friday: Last Day for PreK & Kindergarten Students
	14-17	Monday-Thursday: High School Final Exams
	14-17	Monday-Thursday: Kindergarten Screening
	18	Friday: Early Release-180 <sup>th</sup> Day/End of 4 <sup>th</sup> Marking Period & 2 <sup>nd</sup> Semester
	25	185 <sup>th</sup> Day for Students

**SCHOOL STARTING AND ENDING TIMES**

School	Starting Time	Dismissal
Peter Hansen	8:25 AM	2:40 PM
John F. Kennedy	8:25 AM	2:40 PM
Rodman Building Preschool	9:00AM 12:30 PM	11:30 AM 3:00 PM
Dean S. Luce AM Kindergarten PM Kindergarten	9:00 AM 9:00 AM 12:40 PM	3:15 PM 11:35 PM 3:15 PM
Galvin Middles School	7:45 AM	2:05 PM
Canton High School	7:20 AM	1:44 PM

**HOURS OF EARLY DISMISSAL**

Dismissal Type	Hansen	JFK	Luce	Galvin	CHS
FFK-5 Early Release	11:35	11:35	12:10	X	X
6-12 Early Release	X	X	X	11:00	10:30

**DELAYED SCHOOL OPENINGS for SERIOUS STORMS**

School	1 Hour Delayed Start	90 Minute Delayed Start	2 Hour Delayed Start
Peter Hansen	9:25 AM	9:55 AM	10:25 AM
John F. Kennedy	9:25 AM	9:55 AM	10:25 AM
Rodman Building Preschool	No AM Program No PM Program	No AM Program No PM Program	No AM Program No PM Program
Dean S. Luce AM Kindergarten PM Kindergarten	10:00 AM No AM Program No PM Program	10:30 AM No AM Program No PM Program	11:0 AM No AM Program No PM Program

Galvin Middle School	8:45 AM	9:15 AM	9:45 AM
Canon High School	8:20 AM	8:50 AM	9:20 AM

### **ACADEMIC CALENDAR**

NOVEMBER	13 Friday 19, 20 Thursday-Friday	End 1 <sup>st</sup> Marking Period Elementary parent conferences Thurs. night and Fri. afternoon
JANUARY	29 Friday	End of 2 <sup>nd</sup> Marking Period
APRIL	9 Friday 15-16 Thursday-Friday	End of 3 <sup>rd</sup> Marking Period Elementary parent conferences Thurs. night and Fri. afternoon
JUNE	18 Friday	End of 4 <sup>th</sup> Marking Period Last Day - Early Release

### **ADMINISTRATIVE DIRECTORY**

Superintendent of Schools	Dr. John D' Auria	821-5060 ext. 125	<a href="mailto:dauriaj@cantonma.org">dauriaj@cantonma.org</a>
Assistant Superintendent for Student Services	Mr. Alan Dewey	821-5060 ext. 245	<a href="mailto:deweya@cantonma.org">deweya@cantonma.org</a>
School Business Manager	Mr. Kenneth Leon	821-5060 ext. 244	<a href="mailto:leonk@cantonma.org">leonk@cantonma.org</a>
Director of Curriculum, Instruction and Technology	Ms. Robin Billing	821-5060 ext. 126	<a href="mailto:billingr@cantonma.org">billingr@cantonma.org</a>
Facilities Director	Mr. Dana Cotto	821-5060 ext. 130	<a href="mailto:cottod@cantonma.org">cottod@cantonma.org</a>



**John F. Kennedy School**  
**100 Dedham Street**  
**Canton, MA 02021-1508**  
**(781) 821-5080**

**September 2009**

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Dear Parents,

Welcome to the John F. Kennedy School, where we believe that with hard work, all our children are capable of achieving at a high level. Our ultimate goal is to foster a love of learning and to develop problem solving and application skills that will extend far beyond your child's years at the Kennedy. For the upcoming year at JFK, our faculty's professional development goals will be to continue to improve student reading comprehension – concentrating on nonfiction connected to science and social studies, to raise MCAS Mathematics scores through modified grouping practices, to address issues of diversity through the curriculum and to focus on writing and backwards design instruction.

Our **Family Handbook** contains useful information regarding our school. In an ongoing attempt to continue delivering excellence in education, we welcome your comments and suggestions. (For rules and regulations common to all Canton elementary schools, please refer to the appendix in the final section of this handbook)

With the entire school community of parents, students, teachers and administrators working toward common goals, we cannot fail to have a very successful year.

Sincerely,  
Jennifer Henderson  
Principal

*“The surest way to make it hard for children  
is to make it easy for them.”*  
Eleanor Roosevelt

## SCHOOL PERSONNEL

### Principal

Ms. Jennifer Henderson

### Assistant Principal

Ms. Jan Chamberlain

### Classroom Teachers

<i>Grade 1</i>	Ms. Susan Dunlap	Room 1
	Ms. Catherine Paciorkowski	Room 2
	Ms. Samantha Lipton	Room 3
	Ms. Marcie Cohen	Room 5
<i>Grade 2</i>	Ms. Aimee Lyden	Room 6
	Ms. Erin Proctor	Room 8
	Ms. Julee Jaruszawicus	Room 10
	Ms. Kim MacKay	Room 11
<i>Grade 3</i>	Ms. Annette Gushue	Room 12
	Ms. Mary Kay Whelan	Room 13
	Ms. Jayne Moore	Room 14
	Ms. Danielle McNamara	Room 17
<i>Grade 4</i>	Ms. Theresa Grogan	Room 22
	Ms. Barbara Carbone	Room 23
	Ms. Elisa Blanchard	Room 24
	Ms. Catherine Platt	Room 25
<i>Grade 5</i>	Ms. Jan Chamberlain	Room 18
	Ms. Heather Comolli	Room 19
	Ms. Margaret Mansfield	Room 20
	Ms. Elizabeth Persson	Room 21
<i>Learning Center</i>	Ms. Nicole Baldelli	Room 7
	Ms. Maria Magazzu	Room 7
	Ms. Michaela Brandsma	Room 15
	Ms. Linda D'Attanasio	Educational Asst.
	Ms. Chris Hartnett	Educational Asst.
	Ms. Kristen Garofalo	Educational Asst.
	Jenny Taylor,	Educational Asst.
	Maura Landry-Bayliss,	Educational Assistant
Ms. Susan Crespi	Permanent Substitute	
Ms. Susan Mathieson	Reading Tutor	

### Specialists

*School Psychologist* – Ms. Meredith Carey

*Reading* – Ms. Yvonne Gunzburger

*Math Specialist* – Ms. Jaime Cuddeback

*Art* - Ms. Katherine Eaton

*Music* – Ms. Rebecca Smart

*Wellness*- Ms. Angela Nervi  
Mr. Martin Sasin

*Library* – Ms. Nancy Mark

### Support Staff

*Secretary* – Ms. Cathy Spera

*Nurse* - Ms. Susan Rogers

*School Aides* - Ms. Dianne Callaghan  
Mr. Matthew Paretchan

*Custodians* - Mr. Steve Idman  
Mr. William Grant  
Mr. John McKay

*Cafeteria* - Ms. Linda Little, Manager  
Ms. Betty Sevieri, Asst. Manager  
Ms. Donna Tracey Quigley

### Student Services

*Evaluation Team Chairperson* – Ms. Rosalie O'Connell

*Occupational Therapist* – Julie Davidson, COTA

*Physical Therapist* –

*Speech/Language Pathologist* – Ms. Isabelle Andrei

## **ALPHABETICAL DIRECTORY OF EXTENTIONS AND E-MAILS**

Due to the significant number of new staff and room changes, voice mails are still being programmed and all e-mails have not yet been assigned. Until that time, please dial “0” and you will be connected to the school office. Your message will be relayed to the teacher.

A complete directory will be sent to you the second week of school for you to post or you can check our website for contact information at [www.cantonma.org/kennedy](http://www.cantonma.org/kennedy).

Please speak to individual teachers regarding the form of communication that he/she would prefer.

## **SCHOOL PROCEDURES**

### **SCHOOL HOURS**

#### **Supervision begins at 8:05 a.m.**

**Please do not send your child to school before 8:05 a.m.** There is **NO SUPERVISION** available before 8:05 a.m.

#### **Students Enter Classrooms at 8:20 a.m.**

Any student who has not arrived in his/her classroom prior to the **8:25 bell is considered to be tardy.** Students arriving late must report to the office before proceeding to class.

### **DISMISSAL**

***Change in After-School Plans*** - It is of the utmost importance that a note accompanies your child **every time** he or she has a change in after-school plans. The homeroom teacher must have a written record of what your child will be doing after school, if the child’s plans deviate from the usual pattern. A note should be sent to school if a bus student is given parental permission to walk or ride a bike home. Also, if a child has plans to get off his or her assigned bus at someone else’s stop, a note from the parent giving permission must be sent to the office for approval. Finally, the child must give the note to the bus driver. If the classroom teacher has received no note, your child will be sent home in the usual way

**Please note that students are not allowed to ride a bus other than their own.**

***Early Dismissal*** - If you wish to dismiss your child before 2:40 p.m., please send a note (dated, signed, and including the child’s full name, room number, and dismissal time) to the homeroom teacher. For release of your child, proceed to the school office at the appointed time. Your child **must be** signed out in the dismissal log before leaving the school.

***Dismissal to Someone Other than a Parent/Guardian*** - We **cannot** dismiss a child to anyone other than a **parent/guardian** without **written** permission of the **parent/guardian**. The written permission must include the name of the person who will be picking up the child.

## ATTENDANCE

### Student Absence and Call-In System

If your child is going to be absent, or more than one-half hour late, please call **821-5080 (ext. 1)** between 6:30 a.m. and 8:15 a.m. to leave a message on voice mail. Please indicate the child's name and homeroom. If you do not contact the school within the first hour of operations, you will receive a phone message from our automated system indicating that your child has not arrived at school. ***A written note explaining the reason for the absence is required upon the child's return to school.*** If the child is to be absent for a period longer than was originally discussed with the school authorities, a second phone call from the parent or guardian should be made to the school.

**Please see the Appendix  
for system-wide policies regarding  
Attendance, Tardiness, and Dismissal**

## COMMUNICATION

### Report Cards

Report cards are issued as follows:

- Grades 1-2-3 – February 5, April 16, and June (last day)
- Grades 4-5 – November 20, February 5, April 16 and June (last day)
- Progress Reports for children on Individualized Education Plans (IEP's) will be issued in accordance with the report card schedule for each grade.

In addition, all elementary classroom teachers schedule two parent/teacher conferences. If you wish to discuss your child's progress (whether academic, social, emotional, or physical) at any time, you are encouraged to contact the school and leave a message for the classroom teacher on his or her voice mail.

### Addressing Concerns

Please refer to the Appendix for further information regarding concerns.

***Classroom*** - If a concern arises from a classroom situation, the student or parent should first discuss it with the teaching staff member most directly involved. If this discussion does not lead to a satisfactory resolution, the matter should then be brought to the attention of the principal.

***System-Wide Policies*** - These issues should be referred to the Dr. D'Auria, Superintendent of Schools at 781-821-5060 ext. 134.

***Bus Travel*** - Please call Barbara Stephens 781-821-5060 ext.131 with any concerns about scheduled drop-offs, pick-ups, or bus stop locations. Mrs. Stephens will forward messages to the Bus Coordinator, and/or the Connolly Bus Company. For other bus problems, please contact Jennifer Henderson, Principal at 781-821-5080 X101.

### Calling the School Office

We ask that you minimize calls to the school by sending a note whenever possible. This practice will free phone lines for urgent or emergency calls to the school. Please **do not** call about your child's after-school plans. Send a note, unless it is an emergency.

***Classroom Interruptions*** - Please do not call and ask that we interrupt your child's classroom with messages, unless they are urgent, or emergency in nature.

### **Communications**

**Notices** are sent home weekly on Thursdays generally with the youngest or only child in your family attending the school. However, the JFK has shifted to sending all communication via e-mail as much as possible. Email notices are available, if you register your email address on our website at **cantonma.org/kennedy**.

**A JFK News Flash** is issued monthly and features a regular column written by the principal, as well as articles about school events.

### **Keeping Us Up To Date**

**Phone Numbers** - Each September, you will be asked to fill out Emergency Verification Forms and Call-In forms. It is of the utmost importance that these forms are returned **promptly** and **kept up-to-date**. If your phone number at home, or at work changes, please notify the school office **in writing**. Please notify the school office, **in writing**, of significant changes such as address, or emergency contacts.

### **FIELD TRIPS**

Parents will be notified of trips in advance. All children must have **written permission** from their parent/guardian in order to participate. Students not attending will spend the day in another classroom. Please contact your child's teacher or the principal if the costs associated with a trip present a hardship. Chaperones are often requested for field trips; if you are interested in attending, please inform your child's teacher, and you must complete a CORI form. Since the number of chaperones allowed may be limited by bus space, available tickets, or other factors, please understand that all parents who want to chaperone may not be able to be accommodated.

### **DONATIONS**

**Library** - The school library has an Honor Book Program. This program allows you to donate a book in the name of an individual or class. A nameplate, listing the person being honored and the one making the donation will be affixed to the fly page of the book.

**Beautification** - Donations of shrubs, plants, or other items to enhance the school's appearance are accepted. Please contact the principal if you have something to donate.

### **STUDENT BIRTHDAYS**

If you would like to bring a simple treat for your child to share in the classroom during snack time on his/her birthday, please consult with the classroom teacher. Invitations to personal birthday parties should be delivered outside of school. We encourage parents/guardians who are sending a "treat" to the classroom for their child's birthday to keep in mind food allergies and special diets of some students. **Please consider healthy snacks or snack alternatives such as small party favors**, pencils or erasers, yo-yo's etc.

### **REQUESTS FOR HOMEWORK**

If your child is absent and you wish to have the work for that day, please call the office **before 10:00 a.m.** Please do not leave this message request on the teacher's voice-mail as the teacher may not have the opportunity to listen to the message in the morning. Instead, please inform the office and the message will reach the teacher. You may request that the work be sent home with a friend **or** to the

school office at the end of the day for parental pick-up. Please note that classroom work may not always be available in a form that can be sent home.

### **LOST & FOUND**

Our Lost and Found boxes are located in the hallway across from the cafeteria. Although children frequently check these boxes, please feel free to look through the boxes yourself when you are in the building. Small or valuable items (such as eyeglasses) are kept in the school office, so you may wish to check there as well. Please do not allow your child to bring expensive or prized possessions to school, as they could possibly be lost or broken. If your child has left something on the bus, please contact Mrs. Spera, JFK School secretary, and she will contact the bus company. Lost items that are not claimed will be donated to a charitable organization at the close of the school year.

### **LUNCH, RECESS AND HEALTHY SNACKS**

#### **Lunch Program**

Lunch and milk prices as well as information on our new computerized lunch purchase system is available at the Canton website. See [www.cantonma.org](http://www.cantonma.org). A letter re: lunch prices, applying for free/reduced lunches and purchasing on line will be sent home with your child in early September. Applications are available in the school office for the reduced rate or free lunch program.

For the safety of the children, **glass drink containers are not allowed.** Also, please do NOT send soda as a snack or for a lunch drink. Should you have questions or comments regarding the lunch program, these should be directed to Mrs. Martha Lawless at 781-821-5060 ext.246, or by calling our school kitchen at 781-575-6544.

Snacks sent to school with the students should be “healthy.” **Students should not bring candy or soda as a snack. Students will be asked to put candy or soda back in their backpacks.**

**Lunch/Recess Schedule** - Each lunch period starts with 20 to 25 minutes in the cafeteria, followed by outdoor recess. In the event of inclement weather, the children return to their classrooms for an indoor recess. The lunch/recess periods are scheduled daily as follows:

<i>First Lunch 11:05-noon</i>	<i>Second Lunch 11:35 – 12:30</i>	<i>Third Lunch 12:05 – 1:00</i>
(4 <sup>th</sup> and 5 <sup>th</sup> graders)	(3 <sup>rd</sup> graders)	(1 <sup>st</sup> and 2 <sup>nd</sup> graders)

#### **Recess**

Recess is an integral segment of the school day and all children are expected to participate unless a medical condition precludes their taking part (note required). As only inclement weather will keep the children inside, **please be sure that your child is dressed for outdoor play.** The recess periods are scheduled daily following lunch. Additionally, the classroom teachers will be taking short breaks during the day depending upon their schedules.

### **PLAYGROUND BEHAVIOR**

We realize that time on the playground is an important part of the child's day. Students should view the playground as a privilege and act accordingly. **SAFETY is the key word.**

1. Fighting and physical or verbal abuse are not permitted and will not be tolerated by school personnel in any area of the school, including the playground.
2. Students should know the boundaries of the play area and should not go beyond them.
3. Students must share the playground facilities and equipment.
4. Students will use the playground equipment safely.
  - a. Students will slide down the slide - one at a time.
  - b. Students will not jump from swinging swings or from high equipment.
5. When the bell rings to end the recess period, or when it is announced, students must line up promptly and orderly.
6. Supervisors will monitor safe use of equipment. Students must obey and show respect to the people on duty at all times.
7. All injuries will be reported at once to the supervisors on duty.
8. Potentially dangerous objects such as rocks, sticks, and snowballs, will not be handled or thrown.

A student may lose his/her recess time, if one or more of the playground rules are violated.

#### **KENNEDY SCHOOL SPECIFIC RULE VIOLATIONS**

The following infractions would result in punishment by detention. Please review the behaviors listed below with your child/ren so that there is a complete understanding of the specific prohibited behaviors and their resultant consequences.

1. Fighting - even play fighting when one participant is angry, scared or hurt.
2. Being verbally or physically abusive of peers or staff, including bullying and making threats (CONTINUOUS TEASING BECOMES BULLYING).

**Bullying is not to be tolerated under any circumstances either at school, on the bus, or at school sponsored events. Harassing by name calling, teasing as well as excluding others and spreading rumors are the beginnings of bullying. Demanding another student's lunch money is bullying. See Appendix for harassment policy.**

3. Behaving in a socially inappropriate manner to include swearing, use of vulgar gestures, spitting, biting, yelling and throwing objects.
4. Showing disregard for school property or the personal property of others. For example, using the bathrooms inappropriately fits this category.

**IF DAMAGE OCCURS, THE STUDENT WILL BE RESPONSIBLE FOR CLEAN UP, REPAIR, OR REPLACEMENT OF THE DAMAGED PROPERTY.**

#### 5. Receiving a Bus Conduct Report (after investigation)

If a student continues to receive detentions, other methods to improve behavior will be tried such as behavior modification plans - all with parental input.

To allow the detention form to be signed and returned, detention will generally be scheduled for the day following the incident from which it resulted. The student's parents must make transportation arrangements. Detention is held Monday through Thursday (as necessary) from 2:40 P.M. until 3:10 P.M.

### **BUILDING SECURITY**

Visitors are welcome. Please be advised that all doors are locked during the school day. It is necessary to ring the front door bell (located on the white box to the right of the door) so that the secretary can unlock the door. Upon entering, all visitors must sign the visitor's log in the office and wear a visitor's badge at all times while in the building. **No one should be on the playground or in the school without a visitor's badge.** Any person without a badge will be asked to return to the office. When exiting the building, please check to see that the door is securely closed and locked behind you.

### **CANTON ASSOCIATION OF PARENTS AND TEACHERS (CAPT)**

The CAPT enhances education in our school and supports the cooperative partnership of teachers and parents for the benefit of our students. Meetings are held monthly. CAPT operates fundraising projects throughout the year. We encourage your support of and active participation in CAPT. Membership information will be sent home and will also be available at our Open House or through the office.

#### **CAPT Services**

The proceeds from CAPT fundraisers enrich your child's school experience by providing special programs, and classroom and school gifts. In addition, the CAPT produces the school newsletter, conducts a room parent program, provides volunteers, monitors School Committee meetings, and supports the beautification of the school and grounds.

#### **CAPT Committees**

You may be interested in joining one of the many committees serving our school population. If you are interested in becoming a member of the CAPT, please contact someone on the board. Your individual level of participation can be as much or as little as you are able to give; ALL volunteers are greatly appreciated.

#### **2008-2009 CAPT Officers and Committee Representatives**

**President** - Lori Jerrier

**Vice-President** – Kristin Mirliani

**Secretary** - Susan Pulcini

**Treasurer** - Sara Martin

**Field Trips** - Lisa Fabiano

**5th Grade Coordinators** – Mary Theresa O'Connor

**Fundraising** - Kerri Irons

**Membership/Volunteers** - Beth Magann

**Newsletter** - Ellen Halloran  
**Programming** - Tina Seaman  
**School Council** - Lynn Giacchetto  
**Publicity** - Julie Molloy  
**Refreshments** - Kathy Phelan  
**Room Parent Coordinator** - Melinda Kimball  
**Teacher Liaisons** - Marty Sasin and Kimberly MacKay  
**Principal** - Jennifer Henderson

**2007-2008 Canton Association of Parents and Teachers (CAPT) meeting schedule**

**All meetings are held at Ann Cameron Library at the JFK at 7:00 p.m. every second Tuesday with the exception of the September meeting which will be held on September 15<sup>th</sup>.**

**Room Parents**

Each classroom at the Kennedy School has designated room parents, arranged through the CAPT. Room parents are responsible for coordinating activities in classrooms as requested by the teachers. Strict confidentiality is required of all room parents.

**SCHOOL COUNCIL**

Under the Education Reform Act, each school in the Commonwealth is charged to form a School Council. The responsibilities of the council are to formulate a School Improvement Plan; to assist the principal in determining educational goals and needs; and to review the annual budget. The School Council meetings are open to the public, and summaries of the meeting minutes appear in the JFK CAPT Newsletter.

**SUPPLIES**

**Student Supplies**

The School Department attempts to provide each child with a reasonable amount of school supplies. Each classroom at our school is stocked with adequate textbooks, pencils, scissors, crayons, and writing paper. **PENCILS are typically in short supply so we would request that you provide your child with a good number of pencils.** Your child's classroom teacher may request additional or supplementary supplies. Donations are always welcome - please check with your classroom teacher first. Each year, our CAPT provides the opportunity for parents to participate in the SchoolKIDZ program in which supplies can be ordered for the following year and delivered to your child's classroom.

**Textbooks/Library Books**

Students visit the library once each week and are permitted to borrow books and magazines that should be returned the following week. Lower grade students are given book bags that are used to hold the classroom book(s) sent home daily. Textbooks should be covered with a sturdy material that will protect them for the year. Parents are responsible for payment to replace any damaged or lost books loaned to their child.

**TRANSPORTATION**

**Bus**

Please make sure your child is familiar with the letter or number of the bus he/she takes to and from school (these may be two different numbers). It is helpful to check the local Canton newspapers (*The Citizen and The Journal*) for special information. Please note that the exact times of pick-up cannot be determined until the route becomes routine.

- Please refer to the Appendix at the end of this booklet for more detailed bus routines and regulations.

**Walkers**

All students walking to or from school should be taught to observe safety rules on the sidewalk and while crossing streets. When crossing Dedham Street, or Washington Street, students should cross only with the assistance of an adult. Please help your child select the safest route to and from school and to understand the importance of safe behavior. Students should not arrive before 8:05 a.m., and should leave the school grounds directly after dismissal, as **there is no supervision available during non-school hours** (unless your child participates in the Champions program).

**Bicycles**

At the Kennedy, students are allowed to ride their bikes to school. **Students must walk bicycles on school property.** A state law requires that all children 12 and under must wear helmets while riding bicycles. We highly recommend the use of a lock to secure the bike to the bicycle rack, while the student is in school. The school cannot be responsible for lost or stolen bicycles. If your child rides a bike to and from school, please reinforce bicycle safety rules on a frequent basis.

**PICK-UP/DROP-OFF**

**A.M. Procedure**

Please use the circular driveway in front of the school when dropping off your children. Pull the car over to the right hand curb and have the children exit from the right side of the car. **No drop-offs are allowed in the side parking lot because it is reserved for buses only.** If you need to park, please use the left side of the circular driveway.

**P.M. Procedure**

The afternoon procedure is the reverse of the morning. The circular driveway is used for bus pick-up only. If you are picking up your children, park in the lot to the right of the school. Exit your car and meet your children at the playground fence. In order to ensure the safety of all, it is imperative that children be escorted through the parking lot. **PLEASE BE ADVISED, THAT FAILURE TO COMPLY WITH THESE REGULATIONS ENDANGERS THE LIVES OF CHILDREN AND STAFF AND MAY RESULT IN GRAVE CONSEQUENCES.**

**VISITORS/VOLUNTEERS**

**Sign-In**

Visitors are welcome at our school, and volunteers are an integral part of our programs. In working to meet our responsibility to provide a safe and orderly environment for our students and staff, we have installed a video monitoring system: our front door will be locked after students' arrival. Please press the doorbell on the white box to the right of the front door. The white box will allow two-way communication with the office. After you have identified yourself, the lock will be released electronically and you may enter. Please go directly to the office to sign in and receive a visitor's tag. **No one should be on the playground or in the school without a visitor's badge.**

**MCAS Testing Spring Schedule 2010**

<b>Grade/Subject</b>	<b>Dates</b>	<b>No. of Sessions</b>
<b>Grade 3</b>		
Reading	March 22 – April 12	2 X 60
Mathematics	May 10 - 27	2 X 45

<b>Grade 4</b>		
Long Composition	March 23, 2010	2 X 45 min.
<b>Grade 4 – cont.</b>		
ELA	March 24 – April 12	2 X 60 min.
Mathematics	May 10 - 27	2 X 60 min.
<b>Grade 5</b>		
Reading	March 22 – April 12	3 X 60 min.
Science and Technology	May 11 – 27	2 X 45 min
Mathematics	May 10-27	2 X 60 min

### **CURRICULUM INFORMATION\* – SPECIAL SUBJECTS**

**\*Curriculum information on core subjects may be found at [www.cantoma.org](http://www.cantoma.org).**

#### **Art**

All students receive art instruction once a week for forty-five minutes in the art room. At the end of the year, we have an art show for parents. We showcase student work that provides examples of the various media with which the students work throughout the year. The **Art Show** date and location will be announced in the spring.

#### **Music**

Students in all grades receive thirty-five minutes of music instruction per week. In addition, students in grades four and five have opportunities to join chorus and play in the band. Instrumental lessons and chorus occur before school. Music students whose buses arrive by 8:00 are allowed to enter the building before the bell. Participation in a town-wide elementary band is also available to fifth graders and the more advanced fourth graders.

**Dates for the All Town Band Recital Night** and the **Elementary Band and Chorus Concert** will be publicized in advance.

**The Fifth Grade Drama/Musical** is scheduled for **January 29 and 30<sup>th</sup>** at **Canton High School**. All students in fifth grade may participate in the play if they desire.

Additionally **separate** concerts that feature student performance both choral and instrumental, are scheduled for each grade and will be announced.

#### **Library**

All classes spend thirty-five minutes per week in the library checking books in and out, listening to stories, or receiving lessons in using the library and researching topics. The library holds two Book Fairs yearly, parents are invited, and volunteers are most appreciated.

#### **Physical Education**

Grades one, two and three have two thirty-minute sessions of Physical Education each week. Fourth and fifth graders have one sixty-minute period. **Parents are invited** to our annual **Field Day** (JFK Olympics) scheduled for **Friday, June 4, 2010**.

Additionally two **Fun and Fitness Walks** are scheduled. Notices will be sent home regarding dates; one in Fall and one in the Spring.

**Health**

Students in grades one through five have one thirty-minute period for health each week.

**SPECIAL PROGRAMS**

**Continental Math League**

Kennedy School students in grades two through five compete in a math competition through the Continental Math League. This competition consists of three six-problem sessions for second and third graders held once a month from January to March. Fourth and fifth graders have five sessions – one each month - from November to March. The problems at all levels can be very difficult, and it is expected that students think carefully and utilize their problem solving strategies. Very few students have been able to get all the problems correct and sometimes no one has a high score. Student scores are not recorded for a grade. However, teachers do go over the problems and have students share their strategies with the class. At the end of the year, the highest scoring child in each grade receives a small medal.

**National Geography Bee**

All fourth and fifth graders have the opportunity to participate in the National Geography Bee. To qualify for the bee, students take a test (questions come directly from the National Bee test booklet). The top twenty students then compete in the bee. This competition generally takes place in early January. The finalist takes a test to qualify for the state competition. The winner of our school bee receives a certificate and small medal. His or her name is also placed on a plaque that is displayed in the lobby.