

## **Principal's Message**

Welcome to Kennedy Elementary School! We are so glad you are a part of our school community! We hope you find our school community to be open and inviting to you. We work together as a staff in partnership with parents and student to ensure each student can excel.

## **Our Mission**

Our Mission is to teach and prepare all Kennedy Elementary students to become life-long learners who lead, and serve their community.

Our Vision & Motto is for all students of Kennedy Elementary to learn to ask, "What can I do to learn, lead, and serve?"

## **How do we work toward our mission?**

### **Attendance:**

Every day matters! School attendance is vital for the educational success of your child. Please have your child to school on time- instruction begins at the start of the day (7:50am). Each minute counts and is important. Limiting or not picking up your child early; also assists in your child receiving all their instructional minutes in the day. This helps ensure success for your child's education.

### **Academics:**

We implement our district approved core reading, math, social studies, health and science programs. We regularly assess students to determine if they need extra support, or if they need advancement. We receive Federal Title 1 funding to provide staff, training, and materials to support all students in reading and math.

### **Actions & Attitudes:**

We implement a school wide system called "Positive Behavior Intervention Supports (PBIS). This means that

- Our school guidelines are taught to all students (Be Safe, Be Respectful, Be Responsible)
- We teach students our expectations in different areas of the school
- Students are frequently rewarded when they make an effort and show progress in their behavior and reminded when a mistake is made
- Students who receive frequent office referrals or disrupt the learning of others receive individualized instruction and behavior plans to improve their behavior.
- Teachers ensure high rates of student engagement and success in order to prevent misbehaviors.

## **Before and After School Procedures**

### **Parking:**

Visitors may park in the long parking lot facing North Keene Way Drive. Disabled visitors may park in the small lot next to the bike area. These are only for use by vehicles displaying an official handicapped parking permit. Other vehicles parked or stopped in these spaces, could be fined \$450.00. The parking lot closest to the cafeteria is designated for staff parking only, from 7 a.m. – 4:30 p.m.

## **Bus Loading Zone and Student Drop Off and Pick-up Areas**

**Bus Drop Off and Pick-up:** In front of Freedom Hall using the designated drop off zone along the sidewalk area.

### **Student Drop Off and Pick-up Areas:**

Please have your child ready to unload. If you find you are unable to unload your child in a timely manner, please take advantage of the parking available to you. Students are more able to be successful when the transition from home to school is a pleasant one. Enter the circle drive at the South end and proceed through the circular drive to drop off or pick up your student in the area in front of the school. Both lanes will be used. Staff will assist students in the left lane to cross over to the sidewalk through the right lane. Please do not drop off your child in the left lane and cross traffic without an adult.

The circular drive will be used for pick up. Please use both lanes. Staff will be on radios assisting students to their vehicles. Any student not picked up by 2:50 p.m. will go to the office. Staff will call the contact numbers you have provided. Please make sure you have someone designated on your child's emergency list that can be located consistently at this time. If you are going to be late picking up your child, please notify the front office. We understand unexpected events happen that may delay pick up.

## **Supervision Before and After School**

Supervision begins at 7:30 a.m. Students who plan to eat breakfast may arrive and report to the cafeteria at 7:30 am. If students choose not to eat breakfast, adult supervision begins at 7:30 in our courtyards. All students are required to leave the campus upon dismissal. There is no adult supervision after dismissal time. Students may not return to the school playground until 4:00 p.m. The playground closes at dusk or 6:00 p.m., whichever comes first. Students who are not using equipment properly or who fail to follow adult directions will not be allowed to return to campus after school.

## **Kennedy Daily Schedule**

Office Hours: 7:30-3:30

M, T, Th, F: 7:50-2:35

Wednesday 7:50 – 1:00

## **School Activities**

**Room Parties:** There will be room parties on the following occasions: Halloween, Winter Holiday and Valentine's Day. Parties are held in classrooms and supervised by teachers and volunteer room parents. The County Health Department prohibits the distribution of homemade food items at school.

**Kennedy University :** We will offer classes a couple times during the school year, focusing on fun, hands-on science, technology, engineering, art, and music. Classes occur during the school day, so no need for special travel arrangements.

## **Students**

### **Student Property Cellphones/ Audio Devices/Toys**

- Students should not bring toys or personal property to school without teacher permission.
- Please discourage your child from bringing electronic devices to school.
- If students choose to bring electronic devices; they are to keep devices **IN** their backpack while on school grounds and in the Silent Mode. It is not the responsibility of staff to keep devices for students. Students **May Not** use their device to contact home during the school day. They can speak to their

teacher or the office staff to use the school phone if parent/guardian contact is needed. If a device is used on campus:

**first offense-** warning

**second offense-** given to office to pick up after school

**offenses thereafter-** would be to held at the office for parent pick up.

- Students may use their device on the bus or while walking home.
- Students may not share the device.
- The school will not be responsible for loss or theft of stolen property.

### **Healthy Foods- snacks and lunches**

As a part of our curriculum, please support our efforts to help **encourage** students to make healthy food choices.

Examples of Healthy Snacks: Fruit, vegetables, granola bars, crackers, trail mix (without candy in it) bagged popcorn, shelled nuts, bagels, string cheese, rice cakes, pretzels, yogurt, jerky.

Examples of Healthy Drinks: Water, small fruit juice containers (12 ounces or less), and milk

Examples of Unhealthy Snacks: Candy, caramel corn, donuts

Examples of Unhealthy drinks: Soda

Items NOT allowed at school- "Energy/highly caffeinated" drinks, coffee, gum

Students may eat their snacks during a time the teacher designates. If a student brings an "unhealthy" item they will be asked to put it in their backpack (if unopened) until after school. If they get it out again, it will be held until the end of the day.

- If a student arrives to school with a beverage it will need to be finished in the cafeteria and before entering the classroom.

**Public displays of affection (PDA)-** Kennedy students are not to engage in physical displays of affection (ex: holding hands, huggins, or kissing) at school or on the bus.

### **Dress Code:**

- Hats/Hoods may be worn outside- weather dependent. Hats/Hoods are not to be worn in the inside/classroom
- No bare skin
- Appropriate shoes for PE and recess

### **Parent Involvement**

#### **Field Trips**

Parents are welcome to accompany students on field trips in accordance with the parent/chaperone supervision guidelines (39a). Parents may ride the bus if space is available. We strongly discourage parents transporting their own student unless there are extenuating circumstances. Part of the field trip experience is the bus ride.

#### **PTO**

Our PTO sets up fundraisers and runs events throughout the school year. Meetings are monthly. Free childcare will be provided.

### **District Non-discrimination Policy**

Medford School District provides equal opportunity and access to all educational services, facilities, and/or employment to every person. Medford School District does not discriminate on the grounds of race, color, sex, sexual orientation, marital status, religion, national origin, age, or disability.

Inquiries or complaints regarding the District's non-discrimination policies and compliance can be directed to: Janel Reed, Director of Human Resources/Compliance Coordinator 541-842-1034  
janel.reed@medford.k12.or.us 680 Biddle Rd, Medford, Oregon 97501,

### **Join in our school events**

In addition to helping your child at home, and keeping in communication with your child's teacher, please consider joining our PTO and attending school events.

#### **August**

25 Back to School Night  
29 First Day of School, 1st-6th  
1 First Day of School, Kindergarten

#### **September**

2 No School  
5 No School- Labor Day  
22 School Pictures  
28 No School, Mid-Quarter  
30 Assembly PM

#### **October**

14 No School, Inservice  
21 Jog A Thon (tentative)  
27 Assembly PM  
28 Trick or Treat parade PM  
31 No School- Grading Day

#### **November**

##### **Family Math Night**

11 No School- Veterans Day  
17 Family Math Night  
21-22 No School- Conferences  
23-25 No School- Thanksgiving Holiday

#### **December**

5 Book Fair Week  
7 No School, Mid-Quarter  
16 Winter Class Parties Assembly- PM  
19-2 No School- Winter Break

#### **January**

3 Classes Resume  
16 No School, Martin Luther King Day  
20 KU PM  
23 No School, Grading Day

#### **February**

14 Valentine's Day Parties- Afternoon  
15 No School, Mid-Quarter  
20 No School, Presidents Day  
24 Assembly PM  
27 Read Across America Week

#### **March**

2 Bingo For Books  
24 KU PM  
27-31 No School, Spring Break

#### **April**

3 No School. Grading Day  
5 Kindergarten Launch  
15 Mayor's Cup Fun Run  
28 Assembly PM

#### **May**

3 No School, Mid-Quarter  
18 Talent Show 6:30  
6th Grade ODS TBA  
29 No School, Memorial Day

#### **June**

2 KU PM  
6 Field Day/ Celebration of Learning 5:00  
7 Assembly PM  
8 Last Day of School- 6th Walk 8:30