

Katonah Elementary School



PAWS for Kindness

Family Handbook

2023-2024

Cristy Harris, Principal

Kweon Stambaugh, Assistant Principal



KATONAH ELEMENTARY SCHOOL

106 Huntville Road, Katonah NY 10536
Phone: 914-763-7700
Fax: 914-763-7789

Cristy Harris, Principal
Kweon Stambaugh, Assistant Principal

Dear KES Families,

We would like to take this opportunity to introduce you to Katonah Elementary School's philosophy, policies, procedures, and services. We hope that this handbook will help you gain greater understanding of what makes the school run smoothly and safely, and thus assist you in becoming an integral part of our school community. We trust that this handbook will provide you with answers to questions you might have or the resources necessary to find those answers. Please do not hesitate to call us if that is not the case.

At KES, we continue to create a welcoming and inclusive community and search for ways to facilitate ongoing open communication between the home and the school. It is truly a collaborative effort, and we look forward to partnering with you to make your child's introduction to school a happy and successful experience.

This handbook is updated annually, so if you have any suggestions, corrections or comments please contact the school's Main Office by calling 763-7700 or emailing School Secretary, Tara Duffy at tduffy@klschools.org and Office Assistant Maria Horton at mhorton@klschools.org

Looking forward to a happy, healthy, and productive school year.

Sincerely,
Cristy Harris and Kweon Stambaugh

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A BRIEF HISTORY OF KES

The first school of New Katonah was built on North Street in 1895. (This is still in existence as a private residence.) Twelve years later, in 1907, it was replaced by a much larger school on Bedford Road. (Today the Katonah Fire Department is on that site.) This was called the Union Free School District #10 of Bedford, Lewisboro and North Salem, and included a high school as well as the elementary school.

In 1938, construction of a new grade and high school on Huntville Road was begun. The cornerstone of the new building was laid in September 1939, and the building was completed in the spring of 1940. The total cost of the project was \$598,000. Almost one half of that amount was from a U.S. Government Grant.

This new Katonah elementary and high school opened in September 1940. The upper floor housed grades 7 through 12, and the bottom floor was mainly used for elementary grades Kindergarten to sixth grade. When John Jay was built in 1956, our building became the Katonah Elementary School, grades K through 6. The district was restructured in 1990 and the sixth graders moved to John Jay Middle School.

In 1989, KES celebrated its 50th anniversary with yearlong activities that culminated with the laying of a new cornerstone below the original one. As part of the anniversary celebration, children designed a quilt. The pieces were sewn together by parents. With the help of a donation from the Katonah Lionettes and the KES PTO, the quilt was framed and displayed in our school.

In May of 1997, a major renovation project began and was completed in time for the opening of school in September of 1998. It included the addition of six new classrooms, new bathrooms, and a multipurpose room. A new library and computer lab was created as well as a new space for our reading and resource programs. The kitchen and dining hall were expanded and new windows, unit ventilators, and a heating system were installed throughout the building. Lockers, lighting, ceilings, and floors were replaced; all have served to enhance our hallways and accommodate our growing student population.

In the summer of 2004, construction projects were completed to include new rooms to house support services, music, and art. The bathrooms were newly equipped and updated. The faculty room was enlarged to meet the needs of a growing faculty and staff. The sidewalks were widened and repaved to safely accommodate the 500 students and their families.

In 2015, KES celebrated its 75th anniversary with the theme, "There's No Place Like KES" in honor of The Wizard of Oz, which also debuted in 1939. On June 5th, the driveway was painted as the 'yellow brick road' and an all-day celebration took place including an artifact hunt, parade and alumni social.

OUR SCHOOL MEMORIALS

In a special way, we remember and honor some people who shared their teachings with our children at KES.

Nancy Mongillo	Garden outside art room
Dorothy Lee	Materials to begin Enrichment Center
Monica Goldberg	Flowering trees near flagpole
Henry Brooks	Butterfly Garden
Ginny Lee	Tree outside gymnasium entrance

There is a garden near the flagpole in memory of a student, Stephen Rasor, a garden and bench by the plaza entrance in memory of Stephen Denbaum and Christopher Barone, KES parents. There is artwork displayed in our library and music room in memory of Gale Kaseguma, a KES parent. There is also a plaque in honor of Deborah Healy-Siedlitz, a KES parent, adjacent to our edible garden.

THE BOARD OF EDUCATION

The Katonah-Lewisboro Board of Education consists of seven members who serve in voluntary positions and are elected for staggered three-year terms by the general membership of the district at May elections. The Board of Education is a policy-making body whose responsibilities include:

- Selecting a superintendent who is the chief school officer operating the district.
- Identifying district philosophy.
- Setting policy for school district operation.
- Evaluating progress in meeting goals set by the Board.
- Recommending a budget for voter approval.
- Approving staff appointments.
- Overseeing supervision of physical plant, facilities, and transportation.

Regular board meetings are held at least once a month and special meetings are held as necessary. Board meetings are open to the public, although the Board may also hold executive sessions for confidential deliberation that are not open to the public. Work sessions are an opportunity for public discussion of specific topics. Residents are encouraged to attend. Questions may be addressed to the Board during the open forum portions(s) of the meeting.

Board of Education Members:

President- Ms. Julia Hadlock

Vice President- Ms. Elana Shneyer

Trustees- Mr. Rory Burke, Ms. Lorraine Gallagher, Dr. William Rifkin, Ms. Marjorie Schiff and Mr. Bill Swertfager

Student Board Trustee- Ms. Shayna Kar

KES ADMINISTRATION

Principal, Cristy Harris	763-7702
Assistant Principal, Kweon Stambaugh	763-7705

KES ADMINISTRATIVE STAFF

Tara Duffy, Secretary	763-7702
Maria Horton, Office Assistant	763-7709
Sallyann Rozsa, School Nurse	763-7706
George Cook, Head Custodian	763-7707
<i>Custodians: Anthony Burzesi, Greg Ferrigno, and JR Pierre</i>	

SERVICE PROVIDERS

ENL Teacher	Meredith Fontalvo
Occupational Therapist	Katie Rogers
Physical Therapist	Bill McGarvie
RTI Interventionist	Tricia Forde, Paul Hughes, and Christine Hurson
School Psychologists	Rebecca Zampolin
School Social Worker	Jessica Fulton
Speech & Language	Melinda Benson

<u>SPECIAL ED TEACHERS</u>	Rosina Bain, Erin Davies, Susan Hirsch, Ashleigh Sledzinski, and Lynn Sweet
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SPECIAL AREA TEACHERS

Art	Christine Eckler
General Music	Brian Cuzzi and Michael Gelfer
Instrumental Music	Linda Kirshenbaum and Chris Oriani
Librarian/Aide	Jeanne Hand/Debra Chumsky
Physical Education	Danielle Cappelli and Joe Murphy

<u>AIDES</u>	Romy Crone, Nina Hyland, Cathy Lopez
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<u>MONITORS</u>	Vera Buetti, Francesca Farinella, Debra Kim, Debbie Mozian, Kate Reale and Tina Slezak
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<u>PERM. SUBSTITUTES</u>	Laura Harrison and Molly Goldstein
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<u>TEACHING ASSISTANTS</u>	Lauren Hansen, Liz Krisoff, Barbara Monaco, and Samantha Thompson
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GRADE LEVEL TEAMS

Kindergarten:	Sheryl Carini, Rebecca Cambareri, Rebecca Corrigan
Grade 1	Emily Cantor, Kristin Couto, Andrea McGrath, Rebecca Wayland
Grade 2	Kimberly Buckley, Melissa Conwell, Jennifer Rutigliano
Grade 3	Craig Jettelson, Patricia Patwell, Lisa Wolken
Grade 4	Sarah Faby, Liz Jackson, Sharon Paige
Grade 5	Julie Burns, Lynn Garofolo, Geneve Patterson

HOURS OF OPERATION

Office Hours: 8:00 a.m. to 4:30 p.m.

School Hours: 9:15 a.m. to 3:40 p.m.

ATTENDANCE

Parents/Guardians are responsible under the School Attendance Laws of New York State for their children's regular and punctual school attendance. Regular attendance and punctuality in arriving at school are essential for a student to make continuous progress.

Legal Absence

Attendance is monitored closely. When your child has accumulated many absences or lateness, the teacher will contact your family. Throughout the school year, building administration will be looking at student attendance percentages and sending letters to families when attendance falls below 90%. If a student has excessive absences, the administrator will consider a CPS referral; however, this will be determined on a case-by-case basis as per District policy. The administration will monitor for both absences and tardiness throughout the year.

Illness of the child, emergencies, death in the immediate family, or religious observance are the only legal reasons for absence from school.

- Written excuse is required by New York State Law each time a child is absent or late. The excuse should be sent with the child when he/she returns to school or on the day of lateness. In addition to the specific dates, the reason for the absence or lateness should be stated in the note and signed by a parent or guardian.
- Parents are requested to call the school attendance line (763-7750) on the first day of each absence. If a child is absent and no call is made, the school will attempt to contact the parent. This is done for the safety and protection of the child.
- If the child is absent for more than two days, class assignments may be requested by the parent. Call the school in the morning to arrange for work to be sent home that afternoon.

Illegal Absence

Students who do not attend school for purposes other than those previously specified under the legal absence section are considered illegal. Planned illegal absences can interfere with the continuity of your child's learning. Homework or classwork may not be requested from the classroom teacher in advance; teachers are ***not responsible*** for providing make-up work or assignments for illegal absences.

KES Arrival and Dismissal Procedures

(Drop Off, Pick Up, Buses, Walkers/Bikers and Drivers)

Safety is our top priority, and therefore, we must ensure that each student is accounted for at the beginning and ending of each day in accordance with what you have planned. Please take the time to review the following arrival and dismissal procedures, which are in place during regular school days. Use this information to assist in completing the KES DAILY DISMISSAL FORM.

Arrival

The building opens for students beginning at 9:07 a.m. Students enter through the Lower Plaza doors. The Lower Plaza doors close/lock at approximately 9:15 a.m. Students who arrive after 9:15 a.m. should enter at the Main Entrance to receive a late pass from our Greeter and they will present it to their classroom teacher.

A.M. Drop-Off:

A parent/caretaker drop-off point has been established on the school driveway to ensure the safe arrival of all children at school. After turning into the school driveway, please pull forward to the designated drop off location near the Lower Plaza area.

- There is no parking *for any reason* in the main circle driveway during arrival.
- Parents should *remain in their cars* and *students should exit curbside*.
- If your child requires assistance to exit the car, please park in the lot across the street or on Huntville Road and walk together to the Lower Plaza.

Dismissal

Students will be sent home in accordance with what has been written on their KES DAILY DISMISSAL FORM. ***The information you provided on the Emergency Forms are followed in the case of Early/Emergency Closings.***

Change of Dismissal Plans: Any change to what has been written on the KES DAILY DISMISSAL FORM requires a note explicitly stating the alternate plan (i.e., pick up, After School Activities, Elev8, biking home). Please try your best to have dismissal plans arranged in advance of the start of the school day. ***However, if the need arises to change dismissal plans after the start of the school day, you need to *call the school as by 12:00 p.m. to ensure that the information is relayed and followed.*** You must follow up with an email; we need written documentation of any change of dismissal plan. *A call is required since requests for dismissal change via email are not always delivered/received as expected (i.e., the system is slow or emails go to “junk” mail) or read immediately (i.e., Office Staff are not available to check their email). It is your responsibility to call the school to ensure changes to your child’s dismissal plan are in place.

Pick Up Location

When picking up children at dismissal time, park in the lot across the street from the school or on Huntville Road in the designated spots and walk to the “Art Room A” entrance (double doors closest to Huntville Road). **Doors will open at 3:35 p.m.**

Early Pick-Ups: Children picked up early from school will dismiss **from the Main Office before 3:15 p.m.; you may not pick up your child between 3:15 p.m. and 3:40 p.m.**

Walkers/Bikers

“**Walkers**” at KES are those students who are not assigned to a school bus. These children are dismissed at the end of the day to walk home. If a parent/caregiver prefers, it can be noted on the KES DAILY DISMISSAL FORM that the “walker” be designated as a “pick up” and signed out at the end of the day.

At KES, we are so fortunate to be in a sidewalk community and have extended “**walkers**” to include children who live within reasonable (1 mile) distance from the school. So, if your child is assigned to a bus but you prefer that they walk home, you can indicate this as their regular dismissal plan. ***In the case of an Emergency Closing, these students would follow the plans as indicated on their emergency forms.***

“**Bikers**” are students who ride their bikes to school. Please send bikers with a note giving them permission for the school to dismiss them to ride their bike home.

Drivers

For the safety of all students, staff, and visitors, we respectfully request that you refrain from using cellphones and drive slowly and cautiously while on or near school grounds.

If you have any questions, please do not hesitate to contact the school. Typically, attendance and dismissal is managed by Maria Horton, Office Assistant. Kweon Stambaugh, Assistant Principal and/or Transportation Department personnel, address bus incidents. The School Psychologist, Dr. Rebecca Zampolin and School Social Worker, Jessica Fulton, often collaborate with parents/caregivers when students need support related to challenges they face during the arrival and/or dismissal process.

Valid Identification

There may be times when a staff member assigned to dismiss students is unfamiliar with certain parents/caretaker. The directive from administration is for them to ask for ID; therefore, all adults picking up students should have valid ID on hand.

After School Activities

A student who is signed up for a PTO After-School Activity (ASA) but is to go home directly after school without attending it, requires a note explaining that the student should not be expected at the activity.

Unscheduled Early Dismissal or Closing

Every attempt will be made to contact each parent or his/her designees through Connect Ed, the District's automated system. There may be circumstances beyond our control (i.e., power outages) that may prevent the use of the automated system. For this reason, it is essential that parents have a plan in place for precisely what their child should do when he/she gets off the bus or arrives at home. This plan should be reviewed regularly with your child. If any contact information changes during the year, please update your Parent Portal account on Infinite Campus. You may also want to contact the school nurse. All students will be sent home according to the dismissal plan provided by parents. Students going home on their assigned buses will be dropped off at the closest accessible bus stop to the child's home. Walkers will walk home. ***Bus notes are not honored and there are no pick-ups.***

COMMUNICATION

It is extremely important that communication is open and ongoing between parents and teachers. Parents are welcome to call the school with questions at any time. The first person to contact regarding your child is the classroom teacher. If the question relates to concerns outside the classroom or about student conduct at school or on the bus, the Assistant Principal can be contacted through the main office. If the question or concern relates to a larger issue or if minimal progress is being made regarding a situation, the principal should be the next step in the process.

KES Administrators send out a Monthly Newsletter with important updates and highlights.

KES PTO sends out weekly PAW PRINTS with important dates and information.

Telephone/Voicemail/E-mail

Each staff member can receive voice mail and e-mail messages. Voice mail telephone numbers and e-mail addresses are in the student telephone directory. Please leave your message and every attempt will be made to acknowledge the call within 24 hours.

Backpack Mail

When necessary, letters and flyers are sent home with students, usually on Thursdays.

Connect Ed

Letters and fliers are e-mailed through Connect Ed, the District's automated system.

Calendar

The Katonah-Lewisboro School District Calendar (on the school website) includes scheduled holidays, meetings, and other events.

Progress Reports

Progress reports are issued twice a year (March and June). Specific dates can be found in the district calendar. Interim reports will be issued during the first and third trimesters. Reports from the special area (Art, Music, and Physical Education) are distributed twice a year, in January and June.

Curriculum Nights

Each year, Curriculum Nights are scheduled in the early fall; a night for grades K, 1 and 2, and a night for grades 3, 4 and 5. Parents are invited to the school and into the classrooms for an overview of the grade level's curriculum and programs. Grade-level Curriculum Guides are available on the KES website.

Parent-Teacher Conferences

Communication between home and school is vital to the success of your child's education. Parent-Teacher conferences, both afternoon and evening, are held in November. Please see the district calendar for dates and times. Appointments can be made for these conferences using the following website: ***ptcfast.com***. In addition, parents may request an appointment to meet with their child's teacher at any time whenever questions or concerns come up during the year.

Class Placement

There is an opportunity each spring for parents to provide feedback to the administration regarding information that they feel would be helpful in making class placement decisions for the following school year. Notification will come through Connect Ed as to the dates (usually a 2-week window) the portal will open for parents to provide feedback.

STUDENT SOCIAL DEVELOPMENT AND MANAGEMENT

Social Emotional Learning

We are committed to offering students common experiences surrounding social emotional learning and the development of identity, kindness, empathy, problem solving, and more. We are promoting and prioritizing relationships and community building through Morning Meeting, Community Read and Schoolwide Sharing Assemblies. Additionally, we are helping our students learn to identify and regulate their emotions.

Code of Conduct - Elementary Expectations

Student behavior is the responsibility of the student, family, and school. Our desired goal with students is for them to practice respect, learn to accept responsibility, choose kindness, and always place safety first.

We believe in implementing positive behavior strategies to support students in demonstrating acceptable behaviors. We strive to develop common understandings, consistency in practice throughout the school, and enhanced communication to foster the development of students' self-discipline.

Very important to the development of positive behavioral supports is to acknowledge students exhibiting the appropriate behaviors. The first and most effective level of providing positive support is the use of specific praise. Praise that is immediate and specific is extremely important in increasing the reoccurrence of appropriate behavior.

When students are unresponsive to preventative school-wide and classroom procedures, information about the student is used to (a) understand why the problem behavior is occurring (function); (b) strengthen more acceptable alternative behaviors (social skills); (c) remove antecedents and consequences that trigger and maintain problem behavior, respectively; and (d) add antecedents and consequences that trigger and maintain acceptable alternative behaviors. This process includes consultation and communication with parents, teachers, and school clinicians.

There is a [KLSD Code of Conduct 2023.24](#) that is reviewed and adopted by the BOE each year.

At the elementary level, for many years we have used the “Be Your Best!” to guide behavioral conduct. Last year, the elementary schools replaced the “Be Your Best!” document with a school specific expectations matrix aligned with the Responsive Classroom philosophy and approach Responsive Classroom Principles and Practices consistent with building level language.

The [KES P.A.W.S Expectations Matrix](#) was developed by the KES faculty and reflects the 4 principles of our KES PAWSome Pledge:

Practice Respect

Accept Responsibility

We Choose Kindness

Safety/Health Comes First

Teachers will introduce these expectations with students at the beginning of the year and review them throughout. Written communication will be sent home from the classroom teacher when a student is experiencing a particular challenge in meeting the expectations. We know that the home and school connection is critically important to supporting our students. Additionally, we believe in teaching students how to learn from their mistakes and use positive reinforcement to guide them in modifying their behavior.

Dignity for All Students Act (DASA):

DASA seeks to ensure a safe and supportive environment for all students, free of discrimination, intimidation, harassment, taunting and bullying. If you are aware of an incident or have a concern, please contact one of us listed below.

Cristy Harris, Principal and KES Dignity Act Coordinator 763-7700 or charris@klschools.org.

Kweon Stambaugh, Assistant Principal (designee) 763-7705 or kstambaugh@klschools.org

Jessica Fulton, School Social Worker (designee) 763-7669 jfulton@klschools.org

Information about our District's DASA and other related policies can be found on our website at https://www.klschools.org/dasa_bullying.

Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. At all times, dress must be safe, appropriate and not disrupt or interfere with the educational process. A student's dress shall:

- Not include items that are vulgar, obscene, and libelous or denigrate others because of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
- Cover undergarments (waistbands and bra straps are allowed to show).
- Cover all private parts and the fabric covering private parts must not be see through.
- Include footwear that must be always worn in the building on school campus and at school events.
- Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- Not include jewelry that can be dangerous such as spiked bracelets or neck collars.
- In the elementary schools and middle school only- ensure that hats or other headgear are not worn in hallways, dining room/cafeteria, classrooms, or any instructional areas. The administration may make allowances for special days such as spirit week. Exceptions will also be made for medical or religious requirements.
- Ensure that the student is always personally identifiable. Exceptions will be made for medical or religious requirements.

This student dress code shall be enforced consistently across the district. It shall be enforced with all respect for student privacy and confidentiality, and infractions will be handled on an individual basis. Each building Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. The determination of whether a garment is appropriate for school is in the discretion of the building administration. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending items and, if

necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline.

Gum Chewing

Gum chewing is not permitted in school. This also includes time on the buses, in the cafeteria, on the playground and on field trips.

Items from Home

Toys, gadgets, collectibles, and sports equipment from home ***are not permitted*** at school as they can become a distraction for children from their responsibilities at school.

Please enforce this rule with your child as a verbal warning will be given for a first offense. A second offense will require a family member to come to school to retrieve the item. Teacher permission should be given prior to bringing in such things as “show and tell materials/projects. Students should not bring handheld games or players to school or on the bus, this includes phones, smart watches, or any other digital device. Please be assured that your child does not need a cell phone while at school. *If there is a need for a child to call home in an emergency, we will allow them to use the school phone.* Under certain circumstances Kindles, Nooks, iPads and other education devices may be permitted with the consent of the student’s teacher and administrator. The school cannot be responsible for lost, stolen or broken property.

Lost and Found

Check the main office for an item that is lost during the school day. After a day, articles are sent to the lost and found in the cafeteria. Parents and children may check this area for missing items. During the year, we will provide students with opportunities to recover lost items. *Please label all lunch boxes, backpacks, jackets, sweatshirts, and boots with your child’s name as many unmarked items go unclaimed.* At the end of the year, unclaimed items are donated to local charities.

BUILDINGS AND GROUNDS

KES has a custodial staff that takes care of maintenance, in- and outside of the building.

Building Use

School Board policy encourages the use of the school facilities by responsible non-profit organizations. Team or group leaders should arrange for use of school facilities through the school office. A Request for School Facilities form must be completed at least two weeks in advance to reserve space and submitted to the school office. We will in turn submit this form to Operations & Maintenance. School activities take priority over extracurricular activities. A modest fee is charged where additional custodial or kitchen help is requested. Necessary health permits must be obtained.

Playground

Once a year, the playground equipment is checked. In addition, the playground is inspected yearly by the school safety committee. School policy is that visitors are welcome on the playground before or after school hours. Should you enjoy the use of our playground before or after hours, please help us keep it clean and litter free.

Pet Policy

In accordance with Westchester County Department of Health recommendations, pets are not allowed on school grounds or in the building at any time. ***We ask that pets remain at home during drop off and pick up times.*** This has recently become more and more prevalent and ask for your cooperation. Exceptions are made when a nature center or animal specialist visits the classroom (yet children should not handle animals at any time) and for medical purposes (i.e., Seeing Eye dogs).

SAFETY AND SECURITY

The state requires schools to practice fire drills, lockdown drills, sheltering drills and evacuations each year. We practice these as well as other drills throughout the school year for the safety of our staff and students. Building administration will communicate with parents during the month of September and discuss school and district safety procedures.

Emergency Plans

Emergency Evacuation

In a rare emergency, the school may have to conduct an emergency evacuation. In such instances, our automated phone system will notify you of the plan to send your child/children home. The phone system will call through the series of numbers that you have provided on through the parent portal. It is therefore essential that the information that you provide on your form be accurate and updated, as necessary throughout the school year. It is also imperative that you inform all contact persons that you have provided their name and number so that someone is available to receive your child in case of this type of emergency.

Safety Drills

Under state regulations each school must conduct evacuation and lockdown drills. These drills will ensure that students and staff are prepared in the event of an emergency. Descriptions of different types of emergency response are listed below:

Evacuation (Fire Drills): At the sound of the alarm, all occupants must evacuate the buildings quickly and quietly. Classes are assigned holding areas at a safe distance from the building. Visitors should leave through the nearest exit. No vehicles are allowed onto the school grounds during evacuation drills.

Lockdown: The Lockdown Protocol should be utilized anytime there is a perceived or actual imminent threat inside the building. An announcement will signal the beginning of this drill to all staff and students. All people in the hallways will make their way to the nearest classroom or office. Teachers will lock their doors and gather students in a designated area.

Shelter-In Place: This is to shelter students and staff inside the building, and when necessary, students move quickly to inside wall areas in the building away from glass to protect themselves from severe weather (tornadoes, high winds, and severe thunderstorms).

Hold-In Place: This is to limit movement of students and staff while dealing with short-term emergencies. Under this condition, no individual will be allowed to enter or exit the building.

Sheltering Site: Each school in the district has a designated sheltering site that would be used during an emergency evacuation where students were not able to return to the building for either a short period of time or for the remainder of the day.

Lockout: A lockout is used when there is a threat to the school, students, and staff from outside the school and the school is the safest place to be sheltered. All students and staff return to the inside of the building. All exterior doors and windows are locked and blinds are closed. Individuals must show proper identification to an assigned person at the single point of entry.

Building Security

All doors must always remain locked during the school day. Once students have arrived and buses have left, the front door will remain locked. One point of entry will be maintained throughout the school day.

Visitors

Upon your arrival at KES (and any of the Katonah-Lewisboro schools) you will need to show a valid identification, which will be scanned in the Visitor Aware system by our "Greeter." Once your license is cleared in the system, a visitor's pass will be generated for you to wear during your visit. Visitors must also sign-out and return their badge with the "Greeter" before exiting through the Main Door.

Volunteers

To volunteer in our schools, you first need to complete an online application, which can be found on the district's website (klschools.org) under the Parent Tab. Once completed, the information will synchronize with the system used at school and you will be listed as an approved volunteer.

Parking/Driving

Handicapped parking spaces are reserved for those who hold valid and current permits only. There is no parking in the circle other than the designated spaces, and those spaces are not to be used during arrival and dismissal. There is parking across the street in the lot and on Huntville Rd. and neighboring streets. For everyone's safety, we respectfully request that you refrain from speaking on cellphones (even hands free) and always drive slowly and cautiously. **The speed limit in the circle is 5 mph.** There are times during the day when we will limit the access of cars entering our driveway due to recess or other events involving students. If you see the driveway entrance blocked, we kindly ask you to park in the lot across the street or on Huntville Rd.

Bus Safety

Several bus safety drills are scheduled for the upcoming school year. Parents are urged to periodically review the following guidelines with their children:

- No food/drinks on the school bus.
- Remain in your seat while the bus is in motion.
- Always keep your head and arms inside the school bus.
- Be courteous to your driver and other passengers. Disruptions on the bus can cause accidents in which everyone on the bus can be harmed.
- Electronics (i-Pads, smart watches, cell phones, etc.) may not be transported on the bus.
- Help keep the bus clean. It, too, is part of the school-environment.
- Destruction of bus seats or other equipment will not be tolerated. In addition to being charged for the damage, those responsible may have bus-riding privileges suspended.
- Be alert to traffic as you get off the bus. Wait for the bus driver's signal when crossing and walk ten feet in front of the bus so that the bus driver can see you.

Dangerous Items

Students are not permitted to have in their possession any dangerous weapons including firearms, toys and/or weapons that shoot projectiles, knives (such as pocketknives), dangerous chemicals, explosives, including firecrackers, matches, and lighters, and any object that is not necessary for school activities and could be used as a weapon. Students in violation may be subject to a suspension. **(See KLSD Code of Conduct/Policies)**

PRACTICES AND POLICIES

Snack

Your child's classroom teacher will let you know if your child should bring a snack to school. When permitted, students are encouraged to bring healthy snacks.

Birthday Celebrations

Birthday celebrations in grades K-2 do not include food, rather the teacher plans fun activities for the class to acknowledge the birthday child on their special day. In

grades 3-5 there are monthly birthday celebrations organized by the teacher in collaboration with the Class Parent. These celebrations include a mini-sweet treat along with a healthy alternative. Students should not bring in “party favors” for their classmates to bring home. Please do not send birthday party invitations to school for distribution, unless the entire class is to be included.

Homework

We seek to provide homework that gives youngsters practice and application of skills. Parents should provide a place and a time for study with some support, but the child is responsible for doing their homework. Parents are not expected to “teach” the child new skills or techniques. If your child does not seem to understand what or how to do the work and/or is spending more than the suggested time, we urge you to contact the classroom teacher. The general time guideline for daily homework assignments is 10 minutes times the grade level (i.e., 10 minutes of homework daily for first graders; 20 minutes for second graders, etc.) plus assigned reading time. At times during the year, we get requests for homework assignments because children are ill or because they are expected to join their families on vacation. We make a real effort to provide assignments for those with health problems. However, when parents voluntarily and illegally take children out of school, teachers will not provide assignments.

Siblings

Families are included in many classroom activities during the year. We will make every effort to share these experiences through school-wide functions, such as concerts, special grade level events and whole class/grade visitations. Students are not permitted to attend events of their siblings during the school day due to safety issues and interruption to the instructional program. Families visiting the school for activities and functions are responsible for the behavior of their pre-school children. We ask that parents vigilantly make sure that their preschoolers stay within the area designated for the activity, that noise and distractions are minimized, and that they are kept within close proximity.

Student Guests

The school is **not** generally able to accommodate guests in the classroom but does permit students to bring guests under some circumstances. A relative or friend who has come to stay with a family from a considerable distance is welcome to visit the school for **one** day under the following circumstances:

1. The parents of the Katonah-Lewisboro student must make the request of the principal at least one week in advance.
2. On the day of the visit, the guest must first bring a parent permission note to the main office where she/he will receive a special visitor’s pass giving him/her permission to go with the host Katonah-Lewisboro student to his/her classes.
3. The invited guest must be on the same grade level as the enrolled student.
4. A student guest from another country must show proof of immunizations.

5. An emergency number for the student guest should be made in case of illness or accident.
6. All students are required to abide by all school rules and regulations.

STUDENT INVOLVEMENT

Breakfast

We will continue implementing our breakfast program for elementary students. Please see the details below about our breakfast program:

- Students who participate will enter the building during arrival time (beginning at 9:10 am) and go directly to the cafeteria.
- “Grab and Go” breakfast bags will be available. Sample items include a bagel, muffin, or breakfast bar along with a fruit with a choice of milk.
- Students will bring their “Grab and Go” breakfast to eat in their classroom during the morning routine.
- Monthly Menus are available on the website.

Breakfast costs \$1.75. To see if you qualify for the Free and Reduced Priced Meal program (breakfast and/or lunch), please refer to [THIS LINK](#).

Lunch

The Katonah Lewisboro School District is renowned for developing a healthy approach to food services. All our entrees are made from “scratch” and contain only whole grains, no Trans fats, no saturated fats, and low salt and sugar ingredients. The KES cafeteria has a lunch program that provides a healthy entree, a vegetable, fruit, and a drink (low fat or skim milk that is antibiotic and hormone free or juice). Students may purchase hot or cold lunch as well as snacks through the Meal Pay System. For information about MyPaymentsPlus, please refer to the following url:

http://www.klschools.org/groups/4494/food_services/home

Each month a menu is posted on our website. Financial assistance is available where necessary. The form to complete for financial assistance is on the district’s website or available in the Main Office at KES. The form may be returned directly to the principal and will be kept in confidence.

Recess

Monitors are responsible for supervising recess. Students are expected to go outside at recess unless the weather is inclement, the wind chill factor is below 20 degrees, or the nurse has received a note from a child’s parent stating otherwise. Please be sure your child comes to school in clothing that is appropriate for outdoor play. Open toe shoes and flip-flops are inappropriate shoe attire for our playground area; students may be asked to refrain from certain activities. Students without proper attire in the winter (including

hats, gloves, and winter coats) will be required to stay in for recess. If the weather does not permit outdoor recess, we will access classrooms for the purpose of indoor recess.

Field Trips

Every year a variety of class trips are taken by each grade, depending upon opportunities and funds available, to enrich and complement the school curriculum. You will be notified in advance of any scheduled trip, and your child's teacher will send home a permission slip for you to sign and return if you wish your child to participate. Signed permission slips are required for a student to attend a field trip. While these trips are designed to enhance the curricula and are part of our regular instructional program, parents have the right to make the best decision for their child. Parents with questions or concerns should discuss them directly with their child's teacher. If your child does not go on a trip scheduled during school hours, he or she will be accommodated in another classroom. Occasionally, parents are required to provide transportation to or from school if the class plans to leave KES very early in the morning or arrive back at school after dismissal time. All arrangements should be made prior to the day of the trip so that calls home is not necessary. Parents cannot transport students to and from field trip destinations as per Board of Education policies.

STUDENT SERVICES

The Katonah-Lewisboro Unified Free School District is responsible for providing special education services to all resident students who qualify for such support. These services are coordinated by the District's Special Services Office, which encompasses the District's Committee on Preschool Special Education, Committee on Special Education at the elementary and secondary levels, in conjunction with the regular education program.

Special Education

The following is provided as an overview of special education services. Please refer to the District Plan found on the KLSD Special Services webpage for complete information about Special Education services provided in the Katonah-Lewisboro Unified School District. Questions regarding matters related to special education services should be referred to the Office of Special Services.

Referral to the Committee on Special Education:

- The referral of a student to the Committee on Special Education (CSE) usually begins after the realization that the student's needs cannot be addressed through building level services.
- RtI team meetings provide a forum for the staff to discuss the student and to arrive at a plan to address the problem.

- If the student's lack of progress is due to a suspected handicapping condition and the student does not make the expected progress as a result of building level intervention services, a referral to the CSE may be made.

A referral may be made by:

- A student's parent
- Physician or judicial officer
- The commissioner of a public agency
- As a result of a decision of the RtI Team

Building administration should refer to the district guidelines for criteria for eligibility for guidance.

A Building Level referral to the Committee on Special Education includes the following information:

- Written Statement of the learning difficulties
- Documentation of RtI interventions and support
- Student Registration Form
- Student Cumulative Health Record
- Student Cumulative Academic Record
- Summary of parent contact regarding the referral
- Summary of the types of regular education intervention attempted with supporting documentation.
- Parental Consent

If a parent requests a referral to the CSE, the Building Principal will request a meeting with the parent to rule out whether building level services may be immediately put in place to address the concerns. This plan shall specify any alternative methods to resolve the identified learning difficulty as well as a time frame for monitoring progress. Also, specified in the agreement is the date of the follow-up conference. A copy of this agreement is filed in the student's cumulative educational file. Parents are not required to agree to withdraw a referral to the CSE, even if they agree to the building level plan.

Please note, the referral must go forward unless the parent agrees in writing to withdraw the referral.

The case manager's responsibility is to gather the referral material for the initial presentation. Individual evaluators have the responsibility for preparing their evaluations

in a timely manner, within thirty (30) days from the initial referral to the Committee on Special Education.

Included for the Committee are:

- Evaluations and Reports
- Education Summary Forms (including goals/objectives and evaluation criteria)
- Physical Examination (cumulative health records)
- Educational Evaluation Reports (reading, math & writing)
- Psycho-educational Evaluations (four areas – educational, psychical, social and management)
- Social History
- Other suitable examinations and evaluations (speech/language, psychiatric, neurological, etc.)
- Classroom Observations (written)
- Test and Assessments – Report Cards (current, previous year). Transcripts (credits earned, RCT's passed). Tests tailored to the specific area(s) of educational need.
- Summary of CAP/COPS (or another vocational plan) as applicable.

The tests and other assessments must:

- Be in the child's dominant language
- Be validated
- Be administered by trained personnel
- Be made by a multidisciplinary team
- Must include an observation of the student

If a parent cannot physically attend the meeting, alternative means, such as a conference telephone discussion will be offered or an alternative date. If the student is found to be eligible for classification and placement and approved by the CSE, an Individual Education Plan (IEP) will be developed and include special education programs and/or services necessary to meet the student's needs.

Parents provide the CSE with written consent to implement the recommendations of the IEP before special education services are delivered. Parents may disagree with the proposed IEP and invoke their right to Due Process.

IEPs are legal documents that describe education plans for students classified with a disability under the Individuals with Education Act (IDEA) and in compliance with NYS Regulations. All teachers, regular and special education, are responsible for ensuring

implementation of a student's IEP within their classroom. If a teacher has concerns about services/programs written in an IEP, they should contact the appropriate Special Education Supervisor to discuss the concerns. **IEPs can only be changed via written amendment and signed parental consent or a CSE meeting.** Since the ENTIRE process may have legal ramifications, involving the civil rights of a child with a handicapping condition, the process must be carefully followed.

Continued Placement

Each classified student's IEP shall be reviewed at least annually by the Committee on Special Education (CSE). Parents are notified of the intent to review the student's progress at least five (5) days prior to the proposed date of the meeting.

Integrated Co-Teaching

Co-Teaching is a collaborative approach to instruction in which two teachers, a general education teacher and a special education teacher, work together to plan and then implement instruction for a class that includes students with and without disabilities. The curriculum is the same as other non-co-teach classrooms.

This is a part of our continued initiative to have inclusive classrooms where all students can learn within the least restrictive environment. Because students have different learning styles and preferences, coteaching allows specific needs to be met through a variety of learning models.

Katonah-Lewisboro Special Education PTO (SEPTO) is a district-wide Parent Teacher Organization for the specific purpose of providing information and support to parents of children with special needs, including children involved in resource room help, speech and other special services, as well as children with severe allergies and extended absence circumstances. SEPTO is a welcoming community of parents who support each other in the journey of raising a child with special needs. Visit www.klsepto.org for more information about the Executive Board and activities that are sponsored throughout the year. Tanya Sweeney is KES SEPTO Representative.

RELATED SERVICES

English as a New Language (ENL)

The ENL program is designed for those students who are non-English speaking or who have limited proficiency in English. The program is designed to enhance each student's abilities to comprehend, speak, read, and write English. Communication skills are developed and practiced through a variety of activities, experiences, and games. After identification and assessment, a student with limited proficiency in English will receive ENL instruction until he or she reaches a level of proficiency scored on the **New York State English as a Second Language Achievement Test (NYSESLAT)**.

Response to Intervention (RtI)

The RtI program provides additional literacy and math instruction during the school day for eligible students. The RtI team in each building considers standardized assessment scores, universal screening, and classroom performance in accordance with the guidelines set in the district's adopted RtI Plan to determine eligibility for services. The program targets the needs of individual students through explicit instruction. Students are monitored regularly for progress in the specific area(s) identified as a weakness. The Interventionists and classroom teachers collaborate to comprehensively support the student.

SPECIAL AREAS

Physical Education

Each class will have PE three times within a week. Tie up or Velcro sneakers are required in gym. See Physical Education Excuses under HEALTH.

Art

Each class will have one art class a week. Our art program stimulates imagination, encourages creativity, and promotes growth by exploring and using a wide variety of materials and art media. The various media and approaches are introduced in a sequential program. Children are introduced to drawing, painting, color sensitivity, sculpture, design, knowledge of composition, and art appreciation. Art displays afford students, parents, and visitors an opportunity to see student accomplishments.

Music

Each class will have two music classes a week. The music program includes instruction in music theory and history, along with application of skill through singing, moving, listening, and playing instruments.

Instrumental Music begins in 4th grade with instruction in concert band and string instruments. Lessons are given once a week for 30 minutes during the school day. The schedule for instrumental music lessons rotates so that the same core curriculum is not missed each week. In addition, 5th grade students practice in weekly ensemble during the school day, typically in the afternoon following lunch/recess. Students are responsible for making up the work that they miss due to instrumental lessons and/or ensemble. Both 4th and 5th graders perform in band and orchestra concerts in the winter and spring.

Library

The library program is designed to foster a love of reading and teach the skills that enable students to become effective and efficient users and producers of information. Student exploration of technology for learning and information presentation is a key component of the library curriculum. Every class is scheduled to visit the library at least once a week. Books are loaned for two weeks and may be renewed. No fines are charged for overdue books but borrowing privileges may be suspended for some period when a

student consistently does not return books. We ask that books lost or damaged be replaced. Your cooperation in seeing that materials are returned or renewed at the appropriate time is greatly appreciated.

ASSESSMENTS

Formal and informal assessments are administered throughout the year. These results may be used to:

- Evaluate students' mastery of specific skills and concepts by grade level.
- Evaluate the effectiveness of our school programs.
- Compare each student's academic achievement from year to year and over time.
- Help teachers and the RtI Team evaluate each child's aptitudes and needs.
- Screen students who fall below a certain level and may need extra help.

Test results do not represent the total child. They are just one tool of many that can be used to evaluate and enhance a child's education. All test data is available to parents and can be discussed at any time by setting up a parent-teacher conference.

Benchmarking (Universal Screening)

All students will be benchmarked three times each year (fall, winter, spring) in the areas of reading and math by their classroom teachers to monitor progress and identify any areas requiring additional support.

Assessment

N.Y.S. – Computer-Based 3-5 ELA

N.Y.S. – Computer-Based 3-5 Mathematics

N.Y.S- Computer Based Grade 5 Science:

NYSESLAT

Speaking

**Listening, Reading and Writing
and Writing**

HEALTH

The school nurse attends to many special needs of the students and is an integral part of the support services the school provides. They oversee health appraisals (children are screened yearly for vision and hearing), maintain health records, and are responsible for first aid, administering medications during school hours, and managing medical conditions in the school population.

Doctor's Examinations

State law mandates that **all new entrants** (including kindergarteners) and students in **1st, 3rd, and 5th** grades must have a physical exam. The child's physician should perform this exam. Physical examination forms must be signed and stamped by the physician and the

date of the exam must be noted. **Forms are due to the nurse within thirty days of entry.** Children entering from a foreign country with a high incidence of Tuberculosis must have a PPD Mantoux placed and read prior to school entry.

Immunizations

New York State Law requires that all students entering school must be fully immunized. Required immunizations include at least 4 doses of diphtheria, 4 tetanus, 4 pertussis, 3-4 polio, 2 Measles, 2 Mumps, 1 Rubella, 3 Hepatitis B and 2 Varicella. Depending on the grade of entry, students may need to show proof of immunity by physical documented history of disease or serologic proof of immunity.

Special Health Needs

The nurse should be informed of any special health history that might be significant in the school setting, for example: asthma, allergies, heart condition, vision or hearing problems, injuries, surgery performed or being planned, etc.

Medication during School Hours

Due to state mandates, both prescription and over-the-counter medications may be administered to a child only with a physician's written order in addition to written request from the parent. Forms for this purpose can be found on the district website. All medication to be administered at school must be in the original, labeled container and brought to the nurse by the parent. **Children should not carry their own medications to school.** Cough drops are a choking hazard and do not belong in school.

Health Screening Results

Vision and hearing tests are mandated by New York State and are given annually to students. If a child fails to meet the New York State screening guidelines criteria, the nurse notifies the parent, and a written referral is sent recommending a professional evaluation. If the screening is passed, parents are not notified. Scoliosis screening is performed on fifth grade students.

Physical Education Excuses

Students unable to participate in gym must bring a note from home signed by the parent stating the reason for not participating and the specific date as to when the child may resume physical activities. If more than two consecutive gym classes will be missed, a note from a physician is required. The school policy is that children with casts, splints, slings or other serious injuries are restricted from gym activities as well as outdoor recess activities. Students may not decide for themselves whether or not they will participate in recess. The recess restriction is to ensure the safety of all children on the playground.

Absence/Illness-Fever

If your child has been absent with a fever, they must be fever free for 24 hours before returning to school. A written note must accompany the child on the first day upon his/her return to school.

SCHOOL BASED COMPACT TEAM (COMPACT)

The Commissioner of Education's regulation 100.11 mandated that, by February 1, 1994, all school districts must develop and adopt a plan for the participation of parents and teachers with administrators in school-based planning and shared decision-making. This plan is referred to as "The Participation Plan" and as part of the State's "New Compact for Learning." The Compact for Learning is a conceptual context and framework for a local school district initiative directed toward the improvement of educational issues, defining goals, formulating policy, and implementing and assessing activities to help students reach standards of excellence.

The School Based Compact Team (SBCT) at KES includes the principal and assistant principal plus two (2) parents, two (2) teachers, one (1) support staff member, and one (1) community member each selected by his/her representative constituency by way of a process developed by that constituency. This decision-making group meets in open session on a regular basis to address issues related to improving student educational outcomes. The PTO holds an annual election whereby nominations are accepted through a nominating committee in addition to all self-nominated "at large" candidates. This election takes place in the spring of each year for either one or two positions for two-year terms.

PARENT TEACHER ORGANIZATION (PTO)

All parents or guardians of children enrolled and/or registered in Katonah Elementary School, school staff and administration are members of the Katonah Elementary School Parent Teacher Organization. The PTO encourages all parents and teachers to support and enjoy the many PTO sponsored functions and activities. The PTO's objectives are to promote the welfare of children in school, home and community, and to facilitate communication between home and school so that parents and teachers may work cooperatively towards enhancing the education of children. The general membership of the PTO meets every other month to discuss general business. Guest speakers and activities are often provided during these evenings.

KES PTO Executive Board

2022-23 Executive Board Position	Name	Email Addresses
Co-President	Open	
Co-President	Kristen Woodard	president@kespto.com
Co-VP	Nicole Zublin	vicepresident@kespto.com

	Lindsay Ying	
Member at Large	Geraldine Zikely	geraldine@kespto.com
2nd VP	Kim Buckley	kbuckley@klschools.org
Treasurer	Lindsey Cullen	treasurer@kespto.com
Recording Secretary	Doreen Parsons Siciliano	recordingsecretary@kespto.com
Fundraising	Allison Holland Holly Foley	fundraising@kespto.com
Corresponding Secretary	Karin Palmerini Kim Sinapi	info@kespto.com
Co-Communications	Lindsay Anthony	communications@kespto.com

Activities and Committees

The PTO provides services and activities that supplement and enhance those provided by the school. Committees and their chairperson carry out many of the activities of the PTO. Following are brief descriptions of some of these programs. Please check the PTO website (www.kespto.com) for a complete listing and contact information.

After School Activities (ASA)

This committee coordinates a variety of classes and activities (for example, dance, drama, music, art, karate, computer, gymnastics, and chess) for KES children throughout the year. Participants are required to pay for these offerings.

Educational Resource Fund (ERF)

ERF arranges and funds assemblies and workshops throughout the year so that our KES children may enjoy extra art, music, and science presentations. ERF also pays for field trips and classroom needs that are not included in the school's budget. The ERF team is comprised of teachers and parents who together review the needs of each grade level.

Fall Book Fair

The Fall Book Fairs offer a wide variety of both adult and children's titles for purchase. Volunteers are needed to work at the fair during the day to help children select items, collect money, fill orders and organize displays. Volunteers are also needed to set up and take down the fair.

Class Parents are an invaluable resource for classroom teachers. Responsibilities of class parents include, organizing volunteers for classroom activities, attending all PTO meetings, managing the Halloween Fair class booth, and securing chaperones for class field trips. ***Class Parent responsibilities include attendance at the PTO General Membership meetings.***

KES PTO Community Edible Garden Program and Henry Brooks Greenhouse

KES students interact with the garden program a few times a year. Lessons take place in the greenhouse, in the garden or in classrooms. Some lessons are hands-on experiences, some are tastings, and some are exhibits that classes visit on their own time. Currently, the KES Edible Garden is being relocated to the large field behind the school. We are excited about the new and improved garden space and learning center. The Butterfly Garden, surrounding the flagpole in front of KES< provides a habitat for the butterflies that are raised by the third grade each year. The Henry Brooks Greenhouse was built under the direction of former Principal Henry Brooks and is maintained using PTO funds. Volunteers are needed to help children with planting and harvesting activities and maintenance of the Greenhouse and Gardens.

PTO Communications and correspondence can be emailed to KESPTO@gmail.com or placed in an envelope and addressed to the appropriate person, c/o KES PTO. You may put envelopes directly into the PTO mailbox in the main office, or you may send them to school to your child's teacher. Please make sure envelopes are sealed and labeled correctly.