

# HIAWATHA ELEMENTARY SCHOOL



## Hiawatha's Mission Statement:

The Mission of the Hiawatha staff, parents, and community members is to ensure the development of a wholesome and contributing member of society who has the zest and skills for lifelong learning. This will be achieved by a motivated team of adults and children working in a nurturing safe environment using a relevant and comprehensive curriculum.

## PARENT - STUDENT HANDBOOK

# 2017-2018



Hiawatha Elementary School  
97 Patchogue-Holbrook Road  
Lake Ronkonkoma, New York 11779

Main Office: 631-471-1830

Health Office: 631-471-1830 (answering machine for calls before 8:00 a.m.)

Cafeteria: 631-471-1830

School hours are 9:15 a.m. - 3:15 p.m. Please do not drop children off at school before 9:00 a.m. as there is no supervision prior to that time. All students arriving at 9:15 or later must be signed in at the front desk by a parent or guardian.

Due to new security measures in the wake of the problems that schools are facing around the country students are not permitted back in the building after school.

During the winter months, weather conditions may develop which dictate an early dismissal or delayed starting time. For up-to-the-minute school closing and weather information, listen to: WALK 97.5 FM or WBLI 106.1 FM or the district web site.

A Connect Ed message will be sent to the school community with information on any school closings.



## PARENT HANDBOOK

### Important Numbers

Hiawatha School Office 631-471-1830 # 4  
Hiawatha School Nurse 631-471-1830 # 1  
District Office 631-471-1300  
Board of Education 631-471-1331  
Child Care Office 631-471-8942

2017-2018 PTA Meetings - Hiawatha MPR 7:00pm - 8:00pm

PTA President:	Georgette Caddle	<b>PTA Meeting Dates:</b>
PTA Vice President:	Michelle Zollo	September 26 <sup>th</sup> 7 - 8PM (Café)
Treasurer:	Melissa Purga	November 21 <sup>st</sup>
Recording Secretary:	Dina King	February 9 <sup>th</sup>
Corresponding Secretary:	Aimee Warywoda	June 5 <sup>th</sup>

E-MAIL: Georgette Caddle [loveofsolo@aol.com](mailto:loveofsolo@aol.com)  
Michelle Zollo [honey8119@aol.com](mailto:honey8119@aol.com)

Testing Dates		
Grade(s)	Dates	Test
3,4,5	April 11 <sup>th</sup> - 13 <sup>th</sup>	NYS ELA Assessment
3,4,5	May 1 <sup>st</sup> - 3 <sup>rd</sup>	NYS Math Assessment
4	June 4 <sup>th</sup>	NYS Science Assessment
K	June 4 <sup>th</sup> -8 <sup>th</sup>	Kindergarten Screening 2018-2019

### Elementary Half Days / Trimester Report Cards

December 7	First Trimester Report Cards Posted to Parent Portal
December 11	Elementary Half Day
December 19	Elementary Half Day
March 20	Second Trimester Report Cards Posted to Parent Portal
March 22	Elementary Half Day
June 19	Elementary Half Day
June 21	Elementary Half Day
June 22	Third Period Report Cards Posted to Parent Portal

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## DISTRICT CODE OF STUDENT CONDUCT

One of the major goals of the school district is the development of a learning environment, which will help provide our students with the opportunity to receive the maximum benefit of the educational program. A major part of any successful school is the degree to which students accept their responsibility to demonstrate the type of behavior that permits a healthy learning climate. Inappropriate behavior not only prevents a student from contributing to the educational process, it also offsets other students' ability to learn.

### **Prohibited Student Conduct**

(Adopted by the Sachem Board of Education - June 2001)

**\*This new policy is required in all school handbooks. A more detailed copy is available at District Office.**

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The board recognizes the need to make its expectations for student conduct, while on school property or engaged in a school function, specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:
  - 1. Running in hallways.
  - 2. Making unreasonable noise.
  - 3. Using language or gestures that is profane, lewd, vulgar or abusive.
  - 4. Obstructing vehicular or pedestrian traffic.
  - 5. Engaging in any willful act, which disrupts the normal operation of the school community.
  - 6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
  - 7. Computer/electronic communications misuse, including cell phones, pagers & any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.
- B. Engage in conduct that is insubordinate or disruptive. Examples of insubordinate conduct include, but are not limited to:
  - 1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
  - 2. Lateness for, missing or leaving school without permission.
  - 3. Skipping detention.
- C. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:
  - 1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
  - 2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
  - 3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
  - 4. Displaying what appears to be a weapon.
  - 5. Threatening to use any weapon.

6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
  7. Intentionally damaging or destroying school district property including the property of contractors hired by the district, such as transportation.
- D. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include, but are not limited to:
1. Lying to school personnel.
  2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
  3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
  4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner (see Board of Education policy # 5020.2).
  5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning, including sexual and/or racial harassment (see Board of Education policies 5020.1 & 5020.2).
  6. Intimidation and /or bullying which includes engaging in actions or statements that put an individual in fear of bodily harm, including the soliciting of funds from others.
  7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
  8. Selling, using or possessing obscene material.
  9. Using vulgar or abusive language, cursing or swearing.
  10. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
  11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, and/or drug paraphernalia or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
  12. Inappropriately using or sharing prescription and over-the-counter drugs. School policy dictates that all medication taken in school must be administered by the school nurse. On the secondary level the use of inhalers by individual students themselves may be permitted only after appropriate forms are completed and on file with the school nurse (see Board of Education policy 5312.1).
  13. Gambling.
  14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
  15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- E. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. To insure proper behavior and safety on school buses all students shall comply with the following rules:
1. Students will remain seated on buses.
  2. Conduct must be orderly, i.e., excessive noise, pushing, shoving and fighting will not be tolerated.
  3. Students must keep bus aisles clear.
  4. No part of the body may be outside a bus.
  5. The bus driver will be obeyed at all times.
  6. No one may smoke on a school bus.

7. Students waiting for buses will conduct themselves properly in respect to the rights and property of others.  
(Please see Board of Education Policy 5320)
- F. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:
  1. Plagiarism.
  2. Cheating.
  3. Copying.
  4. Altering records.
  5. Assisting another student in any of the above actions.

### **Possible Consequences to Inappropriate Behavior**

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning - any member of the district staff
2. Written warning - bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent
3. Written notification to parent - bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent
4. Detention - teachers, principal, superintendent
5. Suspension from transportation - director of transportation, school administrators, superintendent
6. Suspension from athletic participation - coaches, school administrators, athletic director, superintendent
7. Suspension from social or extracurricular activities (i.e. educational nights) -- school administrators, superintendent
8. Suspension of other privileges (i.e., computers, school trips, 5<sup>th</sup> grade Moving-Up Ceremony) - school administrators, superintendent
9. In-school suspension - school administrators, superintendent
10. Removal from classroom by teacher - teachers, school administrators
11. Short-term (five days or less) suspension from school - principal, superintendent, board of education
12. Long-term (more than five days) suspension from school - superintendent, board of education
13. Permanent suspension from school - superintendent, board of education.

### **Cafeteria Responsibility**

1. Food is never to be thrown.
2. No gum chewing (in cafeteria or in school).
3. Students must behave in a courteous, mannerly way to all adults.
4. Responsible for cleanliness of their area.
5. Please eat food at the cafeteria table.

### **Items to be left at home:**

Radios, electronic games, skateboards, roller blades, knives (any kind or size), beepers, trading cards, walkmans, chains, bats, hard balls, lacrosse and hockey sticks.

**Anything of substantial monetary or personal value should NOT be brought into school. Students are responsible for their belongings. There is no school insurance to cover such losses.**

## HIAWATHA ELEMENTARY SCHOOL

### DISCIPLINE GUIDELINES

*Discipline is important for the learning environment at Hiawatha. Our objective is to teach students to be responsible for their actions and to work cooperatively with others. Our goal is to develop a uniform discipline plan for Hiawatha that will include school-wide rules and consequences for inappropriate behaviors.*

Hiawatha Discipline Committee Mission Statement 2007

The discipline rules for Hiawatha Elementary School should be incorporated into every teacher's daily classroom procedures. Teachers should make an effort to infuse the principles from the *Leader in Me Program* whenever possible. Children should be encouraged to use their words to solve problems.

Teachers should exercise professional judgment when deciding when to contact the Principal regarding a discipline issue. Certain situations such as physical violence, possession of dangerous objects including weapons, theft, illegal substances and or conduct that endangers the health, safety and welfare of any Hiawatha community member should be reported to the principal immediately. For the most part discipline needs to be handled on an individual basis.

Hiawatha Elementary School adheres to the district adopted Code of Student Conduct (attached). We practice Progressive Discipline - If a child does something minimal, the consequences are minimal. However, if these behaviors are repeated, the discipline progresses accordingly. Intentional actions are handled more severely than non-intentional ones. And, as noted above, **repeated** negative behaviors are handled more severely.

If a teacher's management plan in the classroom is not working, then the Principal needs to be involved. Teacher's should also be careful not to send every problem the Principal's way as that would diminish the teacher's ability to use effective discipline in their classroom. When a discipline problem is referred to the principal, both the teacher and the Principal will be involved in the situation.

The first level of discipline should be handled in the classroom. Once a behavior problem becomes repetitive, disruptive, dangerous, or leads to a negative parental interaction, the Principal should be notified/involved. The staff is encouraged to use e-mail to notify the Principal about what is going on as this is a more effective way of keeping track of details.

Sending children to other classrooms can work as a situational means of discipline, especially if the child sees this as non-desirable. However, this method should not be used regularly, and certainly not if the child is disruptive in the other classroom.

Teachers should make every effort to contact parents before all but the most serious situation is brought to the Principal's attention, and this contact should be documented. This is very important if we want to deal with the discipline problem effectively and successfully.



## Management Procedures for Common Areas

### Cafeteria Rules

Students should speak in quiet voices

Students should remain seated while eating

Students should be respectful of others

Students should walk for safety

Cafeteria Class of the Day

### Hallway Rules

Students should walk in straight lines

Student should walk with eyes forward, hands down, quiet mouths

Walk for safety

### Two-Finger Rule

Mouths Closed and Two Fingers in the Air

## Safe and Secure Schools

The Sachem School Board has adopted Safe and Secure School as a number one priority.

1. Threats against students or staff members will not be tolerated and may be met with school suspension. \*
2. Notes or drawings depicting violent situations will not be tolerated. \*
3. Proper conduct will be stressed.
4. Weapons, including pocketknives, will be met with the strictest consequences.
5. Name-calling and "harassment" will not be tolerated. \*

\* "I was only joking" will not be accepted as an excuse

## ATTENDANCE

Punctuality and good attendance are important to your child's success in school. Parents should make every effort to have their children in school and on time. Tardiness is disruptive to the classroom and has an adverse effect on a child's educational progress. Please call our Health Office before school at 471-1830 to let us know when your child will be out for the day. The answering machine picks up before 8:00 a.m. New York State law requires a written excuse each time a student is tardy or absent from school. A note must accompany the student upon his or her return to school after every absence and lateness. If a note is not received, the absence will be marked as ILLEGAL. Upon his/her second day of absence, please call the office prior to 9:15am., so work can be ready for pick-up at the end of the school day. The teacher will need time to gather materials without disrupting the instructional time of the other children.

## AUDITORIUM

We have many enjoyable programs planned during the year. Students are to use their best manners whenever they are part of an audience. Whistling, booing, chanting, and/or loud talking will not be tolerated and students may be taken out of the school performance.

## BICYCLES

Students are permitted to ride bicycles to school. **We require that parents send in a note giving permission for their child to ride a bike to school.** We will keep the note on file for the year. Students must wear a helmet or they will lose this privilege. We do not have a bike rack so it is the child's responsibility to secure their bicycle. Students can chain their bikes to the fence located by the cafeteria.

**\*We do not permit students to ride or bring scooters to school. \***



## BIRTHDAYS

Hiawatha celebrates the birth dates of all children. We announce the birthdays of the children either by the month or by the individual dates during the school year (even the summer dates). \*Please let the teacher know, in advance, if you plan on dropping off a birthday snack (cupcakes, cookies, munchkins, etc.) Please write the child's name and class on the box, to ensure that the class celebrates your child's birthday. Keep the snacks simple and do not send in more than is needed for your child's class. Invitations are not to be distributed in the classroom. This is a policy, so no child will be singled out or have their feelings hurt.

### Please take note:

1. We'll deliver the "snacks" to the classroom. Do not bring anything down to the room without permission from the school office.
2. Some students have food allergies. \*The advanced notification to the teacher will ensure that all students can celebrate the event with a snack.
3. Please do not drop-off balloons, flowers, etc. for your child during the school day. This is not appropriate for elementary school.

## CELEBRATIONS/PARTIES

The classroom teachers have been directed to organize classroom celebration and/or parties. In many cases, they may ask parents to help out. **These celebration/parties are limited for the year.** Primary grade classes, K-2 are allowed three (3) parties per year. Intermediate grade classes, 3-5, are allowed two (2) parties per year. **Please do not send in any food or snacks without the classroom teacher's consent.** A friendly gesture takes the teacher and classroom instruction by surprise and puts the teacher in a difficult situation. The class ends up with more food than they know what to do with and much of it is then thrown out. **Again, the classroom teachers will select the celebrations for the year.**

## CHILD CUSTODY

Please be advised that a school cannot legally prevent a parent from removing a child from the premises unless there is a court order **on file** at the school to that effect. Such order may be a restraining order barring any contact with a child or a separation agreement or divorce decree giving sole custody to a parent or limiting visitation to weekends or vacation periods only.

If you wish to place such an order on file with the school, you must bring the **original copy** with the court's seal to the school. The school will examine the document and make a copy for the school files. Any change or modification must be reported to the school by the custodial parent immediately.

Non-custodial parents have a right to examine a child's school records and to have a copy of those records, including the child's report cards unless there is a specific court order barring the parent, without custody, from receiving this information. This order must be on file in the school office as outlined above. However, the school reserves the right, at all times, to protect a child from being released to a parent or to a guardian if it deems that person's behavior presents a danger to the child.

Please be advised that persons listed by you on the school emergency form(s) will be contacted if you cannot be reached in the event of an emergency. It is understood by the school, that school personnel **can** release your child to such persons listed on these forms.

## COMMUNICATION

If you have any concerns about your child's progress, please contact the teacher immediately. Problems/concerns can be solved quickly in this manner. We find that phone calls/conferences are the most effective ways to communicate. Conferences can be scheduled at any time during the school year. Parents do not need to wait for a Parent-Teacher Conference Day.

## DRESS CODE

(Adopted by Board of Education -- June 2001)

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. All district personnel shall dress appropriately and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, belly shirts, and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include safe footwear at all times. (No Flip-Flops)
5. Not include the wearing of hats in the classroom, hallways or cafeteria except for a medical or religious purposes.
6. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Each building principal or his or 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.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

Students are expected to wear appropriate school clothing all year long. This creates an atmosphere of improved discipline and helps to promote an academic environment.



## EMERGENCY CLOSINGS/EARLY DISMISSALS

During the fall/winter months, weather conditions develop which may dictate an earlier dismissal time, a delayed opening, or closing of school.

A decision to close school or to keep school open is a difficult one and must be based on information from many sources, including the town highway departments, BOCES, and our transportation department. Calls to the building only clog our lines and make it difficult to receive timely notices from Central Office.

The most important means of communication about changes in the school day, due to weather conditions, is the radio. **PLEASE DO NOT CALL THE SCHOOL** because the phone lines must be kept open for emergency information. Rather, tune into one of the following stations:

WSHR	91.9 FM	WRCN	103.9 FM
WALK	97.5 FM	WRIV	1390 AM
WBLI	106.1 FM	WRHD	1570 AM
WBAB	102.3 FM	CHANNEL 12 NEWS	
Cancellations.com			

For your information, a **delayed opening** means that we will **start** school one to two hours later, which means for Hiawatha either 10:15 or 11:15. When a delayed opening occurs, there will be **NO** before school classes (gym, music, child care, etc.)

It is imperative that your child knows what to do and where to go in the event of an early closing. **Please discuss your plans with your child frequently so there is no confusion when an early dismissal occurs.** The PTA has organized an emergency closing phone chain and tries to contact each emergency number listed. The district Connect-Ed notification system will also be used to notify parents. It is still important to check the local radio stations on days of inclement weather. In the event of an emergency school closing, all children will be sent home. All schools in Sachem follow this practice.

## EMERGENCY INFORMATION CARDS

These are sent home the first week of school. Please check all information and make changes where needed. It is important that work numbers and cell phone numbers are included. The back of all 3 emergency cards **must** be signed. If any information changes during the school year, please notify the school nurse.

## EXTRA HELP

Extra help is available for students, all teachers offer extra help. Please contact your child's teacher for information pertaining to their extra help schedule.

## FREE AND REDUCED LUNCH

Forms for free and reduced lunch are available at the beginning of the school year. If you think you may qualify, the application should be filled out and forwarded to Food Services. If at anytime the situation at home changes, an application can be obtained from the school nurse.

**HEALTH OFFICE**  
(631-471-1830)

Our nurse is available for any health problem that occurs during the school day.

1. **Medication:** If your child needs to be on medication at any time during the school year, a note from the doctor stating medication dosage and time it is to be given is required. This includes aspirin, cough drops, etc. Students are not allowed to take any type of prescribed or "over the counter" medication without a doctor's note.
2. **Health Screening:** During the school year, certain screenings are mandated by state law and will be conducted by the school nurse. Such screenings include Scoliosis, vision and hearing.
3. **Physicals:** A physical exam is required in kindergarten and grades second and fourth. Please have this done by your family physician or the school physician.
4. **Physical Education Notes:** If there is a medical reason to be excused from Physical Education, a physician's note is required and must be updated periodically. If a child is excused from P. E. by a physician, the child may not participate in physical activities at recess.
5. Please notify the Health Office of any significant changes in the health of your child.

**HOMEWORK**

Homework is essential to a student's success in school. These assignments help reinforce skills already taught in a developmentally and academically approved manner. Students are to be assigned homework on a regular basis, Monday through Thursday. Homework may also be assigned on weekends, especially for long term projects. Please call your child's teacher if you have any questions regarding homework.

Grades:

Kindergarten	15 - 20 minutes
First & Second	30 - 40 minutes
Third & Fourth	45 - 50 minutes
Fifth	60 minutes

**Homework Tips:**

- Set aside a specific time in which to do assignments
- Choose a quiet, private place, free from excessive noise, interruptions and other distractions
- The study area should be well lighted and well equipped with pens, paper, ruler, dictionary, atlas, etc.
- Organize...Successful study depends on an efficient use of time, which requires organization
- Carefully check the completed assignment
- If you forget your assignment, call a friend or classmate.

**LOST AND FOUND**

Students who find lost articles are asked to take them to the office. Found articles are placed in the "Lost and Found" container in the lobby. Unclaimed items will be disposed of monthly.

## PARENT-TEACHER CONFERENCES

School-wide conferences are held throughout the year. Teachers will contact you to arrange conferences as they see necessary. More frequent conferences may be arranged when necessary. Please write to or call your child's teacher requesting a conference. Conferences will be scheduled, in advance, at a mutually convenient time for you to speak on the phone or meet with each other when class is not being held. If you have any questions regarding your child, please contact the teacher.

## PARKING

It is important to follow the traffic pattern and comply with parking regulations in order to ensure the safety of the students, faculty, parents and visitors to Hiawatha. Parking is permitted in the north parking lot and along Patchogue-Holbrook Road. In addition, cars may park in the front bus loop ***ON THE GRASSY SIDE ONLY*** between the hours of 9:25 and 2:30. The sidewalk side must remain clear at all times for buses and emergency vehicles and any person parking in this area will be asked to move their vehicle.

## PHONE CALLS

Children are only permitted to call if there is an emergency or if eyeglasses or medication are left home. Children may not call for missing lunch, lunch money, snack, homework, or forgotten instruments. The children will be able to charge or borrow money for lunch.

## PHYSICAL EDUCATION (JEWELRY)

With the utmost regard for student safety and in conjunction with district policy, students will be required to remove **ALL** jewelry (including earrings, bracelets, rings, necklaces, watches, etc.) before participating in physical education class. When removal of such items raises medical concerns students must provide a doctor's note stating the concern. We have had a few cases concerning recently pierced ears. Please send in band-aids or medical tape to cover the ears. After the child's ear(s) heal, the child should know how to remove their earring(s) for class. Further, it is the student's responsibility to cover the jewelry in question completely with tape and/ or band-aid. In the absence of such procedures students will not be permitted to participate in physical education class for that day(s).

## REPORT CARDS

Report cards are available on the Sachem website three times a year. Parents can view them by going to [www.sachem.edu](http://www.sachem.edu) and accessing the eSchooldata Parent Portal.



## RETURNING TO SCHOOL

Parents and/or children are not permitted to return to the building for forgotten homework, lunch boxes, etc. Please send the child in with a bag lunch the next day. Please contact a friend or classmate to inquire about the missed assignments or to share materials. A note from the parent is suggested, so that the teacher can be aware of what happened and how it was handled.

### **SACHEM'S CHILD CARE PROGRAM**

The before/after school Program provides a caring, safe, and pleasant environment for children. All Hiawatha children, in grades Kindergarten through five, are eligible to attend. If your child attends the after-school program and you are making changes to the day and or dates he/she will attend, a letter to the teacher is required. Both morning and afternoon Child Care takes place at Hiawatha School. If you have any questions, please call the **Sachem Child Care Office** at **631-471-8942** or go to the district web site at [www.sachem.edu](http://www.sachem.edu).

### **SCHOOL MEALS**

Breakfast and complete lunches (including milk and dessert) are served daily. Monthly menus are posted on the Sachem web site to inform parents of the breakfast and lunch choices each day. A limit of two (2) snacks may be purchased.

Free and reduced price lunches are available to any child who is a member of a family, meeting the annual income level as set by the N. Y. S. Education Department. Applications are available through the Health Office. EZMeal prepaid lunches may be purchased thru the web site. [www.payforit.net](http://www.payforit.net) or paid in the Cafeteria. Questions? 631-471-1830.

### **SCHOOL MEAL CHARGING GUIDELINES**

In an effort to maintain accurate bookkeeping records with regard to cafeteria lunch charges and keeping parents informed of the number of times a child charges lunch, the following guidelines have been established.

1. The last week of each month is designates as "Payback Week".
2. NO charges will be permitted during the last week of each month.
3. An announcement will be made each morning of "Payback Week" reminding children to cover their charges.
4. Children who fail to pay their charges will not be permitted to charge again until they clear their account. Letters will be sent home notifying parent of delinquent charges.
5. **Children who forget their lunch/lunch money will be able to have lunch, even if it's a no charge week.** We will not let children go hungry.
6. Please call the school cafeteria if you have any questions at 631-471-1830.

### **SIGN -OUT**

Early Dismissals should be for emergency purposes only. Early dismissals are frowned upon. All children should remain till the end of school at **3:15 PM**. All students signed out prior to the end of the instructional day will be absent for the appropriate amount of instructional time.

All students who are to be released from school before regular dismissal time must have a parent/guardian or other designated adult (one that a parent has designated, **in writing**, or in case of an emergency, by phone) come to the office, with proof of identification, and sign out the child. **No person under the age of 18**, may sign out a brother, sister, friend, etc. If a student is going to another student's home, and not going to his/her own home, the parent of the child must send a note or in case of an emergency, phone call ahead of time, to notify the office.



If another adult is picking up someone else's child, that person must bring photo identification (license) with them and we need to be notified (in writing) by the parent. Under extenuating circumstances, a phone call by the parent will be permitted, to release that child to another person.

After signing the child out, all persons picking up children, must wait in the lobby outside of the office, for the child to come down. No one is permitted to walk in hallways or to their child's classroom without office permission.

If your child is normally a walker, please make arrangements with your child to meet you either at the flag pole on the grassy area in front of the school or directly across Patchogue-Holbrook Road (child will cross with the Crossing Guard). Please, do not wait for WALKERS in the Main Lobby or Main Entrance. This area needs to be clear.

### **SUPPORT SERVICES**

The Sachem Central School District utilizes a variety of services spanning the range from regular education with supplemental support services to provisions for private residential settings for the severely and profoundly disabled. Placements outside of the general class are only determined after careful consideration of the provision of supplemental aids and services.

Our support service personnel includes a school Psychologist, Social Worker, Speech/Language therapists, Resource Room teachers, Reading teachers, Math teacher, and ESL teacher. In addition, an Occupational Therapist, Physical Therapist, and Hearing/Visually Impaired Specialist are also available for our students who require their services.

- Resource Room - This provides supplementary instruction focusing on compensatory and organization skills acquisition, enabling the student to meet the daily demands of the mainstream setting. Resource Room instruction is a less restrictive option than placement in a special class due to the academic and social benefits to be derived from the mainstream education program. Resource Room services are determined by the CSE committee and only with agreement from the parents.
- Speech/Language - The mission of the Sachem Speech/Language Department is to strengthen proficiency in the use of all forms of communication, comprehension and expression of spoken and written language, as well as the development of thinking and reasoning skills, for personal, academic and social interaction of all youngsters. In addition to addressing the needs of our classified youngsters, we may be able to enrich our non-classified students through the Educationally Related Support Services (ERSS) Program
- Remedial Reading and Math - These services are determined based on achievement scores and parent consent. Students are pulled out of the classroom for 90 minutes each week in a small group setting.
- ESL - The Sachem School District Program for English as Second Language Learners is a pullout program that is aligned with the New York State Learning Standards as well as state mandates. The students are supported in all areas of language acquisition, including listening, speaking, writing, and reading. Support is also provided in curricular areas as well.

## TECHNOLOGY - INTERNET ACCESS

The use of the Sachem Computer Network is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. All students must receive parental permission to use the Computer Network. The Acceptable Use Policy is signed by both parent and student and is valid as long as the policy is adhered to or until the form is required to be updated.

## TEXTBOOKS (CARE OF)

The Sachem School District has many new elementary programs for grades K-5. As a component of these programs each student has been provided with the needed textbooks. Every precaution must be taken to insure that each textbook will be cared for properly.

It has long been district policy that when textbooks are damaged beyond normal wear, a fine is imposed. Damage to textbooks may be avoided by encouraging students to be careful of their use and insist that all books be covered to protect them from wear. Students are required to pay for lost textbooks.

## VACATION POLICY

Vacations while school is in session are illegal absences and we strongly discourage this practice. If you find it necessary to take your child out of school for a vacation, long-term projects and reading assignments may be supplied for your child before the absence. Daily worksheets, assignments, and homework will be provided upon your child's return. Ample time will be given for make-up work. It is advisable to help your child work at home at a reasonable pace so he/she benefits from the work. If you have any questions or concerns, please contact your child's teacher.

## VISITOR POLICY

For the protection of our students, all outside doors to the building are kept locked.

All visitors must obtain permission from the office and wear a visitor's pass to proceed through the building. Parents are asked not to go to a classroom unless permission is granted from the office. (This includes the playground and cafeteria.) Visitors should not park in the school driveway during bus arrival or dismissal.