

## **The Parents Page**

In order to meet the needs of our students as fully as possible, it is essential that parents remain a vital link in the educational process. The home and school should make every effort to communicate openly and frequently with each other. At the school, we shall endeavor to meet this goal through our reporting procedures and formal parent-teacher communications (Including this agenda). It is of equal importance that parents keep teachers and staff informed of any developments at home which might influence the student's performance at school. Parents should not be reluctant to call the school with information or questions. Please be assured that we welcome your involvement and that, quite often, the information shared enables us to better meet our students' needs.

### **Parent Conferences**

**Parents may make appointments for conferences with teachers, counselors, or the principal by calling the Guidance Office at 471-1700, FAX 471-8912.**

### **Important Phone Numbers**

**Call 471-1700 and listen for prompts.**

#### **Department Chairpersons**

Mrs. Beyer – Special Education

Mr. Ramaswamy – English

Mr. Higgins – Social Studies

Ms. Miller – Math

Ms. Berk – Science

### **Early Dismissal**

Parents are requested to arrange medical, dental, and other appointments for their children outside of school hours. Any dismissal prior to the end of the school day must be requested with a note. This note should be handed in during homeroom and include the following:

- Date and time of dismissal
- Legal/valid reason for dismissal
- Phone number where a parent can be reached during the day
- Parent/Guardian signature

### **Attendance/Absent Notes**

Daily classroom attendance is critical to student achievement. Student absences are closely monitored, and we are required by law to ask for an absent note stating the reason for the student's absence. This note should include the date of the absence, the reason for the absence, and a parent or guardian's signature. Continued absence or excessive lateness will necessitate a conference between the student, their parent or guardian, and a building administrator.

### **Extra-Help**

Teachers routinely provide extra-help sessions for any student who wishes to take advantage of it. Each teacher sets his or her own extra-help schedule, so the student must ask the individual teacher when the session will be held. If you wish to ask a particular teacher about their extra-help sessions, please give them a call, and the teacher will be happy to get back to you within a day or so.

**Health Services**

An annual physical exam is required for every seventh grade student by the school physician. A student is encouraged, however, to have his/her family doctor provide this function of the health program. In addition, aural, visual, and scoliosis checkups are given through the Nurse's Office (Health Office). A student must have written permission from their parent/guardian and a school physical examination before they can participate in any athletic practice. The Sachem School District provides physical examinations each year for those students involved in sports and extra-curricular activities. These examinations are announced well in advance, so it is up to the individual student to process the required paperwork in a timely fashion. Students are not permitted to participate in inter-scholastic sports without this physical examination. You may have your family doctor provide this service if so desired. The proper paperwork must be forwarded to the school nurse in a timely fashion for verification. A student who becomes ill during the day should report to his/her teacher who will fill out a pass to the nurse for that student. Once at the Health Office, the nurse will determine the proper course of action. If the student is released, it will only be done with the parent's approval.

**Immunizations**

Section 2164 of the Public Health Law mandates that students be immunized against Poliomyelitis, Measles, Rubella, Mumps, and Diphtheria. Parents should contact their family physician for the immunizations or call the Suffolk County Health Department at 732-0400. Pupils may not be admitted to school without the required immunizations.

**Medication**

The school nurse, upon parent request, must assist any student who is required to take medication during the regular school day (Medication prescribed by a physician). Such medication shall be kept in the Health Office. Students should not keep medication on their person or in their lockers. Other health services are limited to first aid, short rest periods, and some TLC.