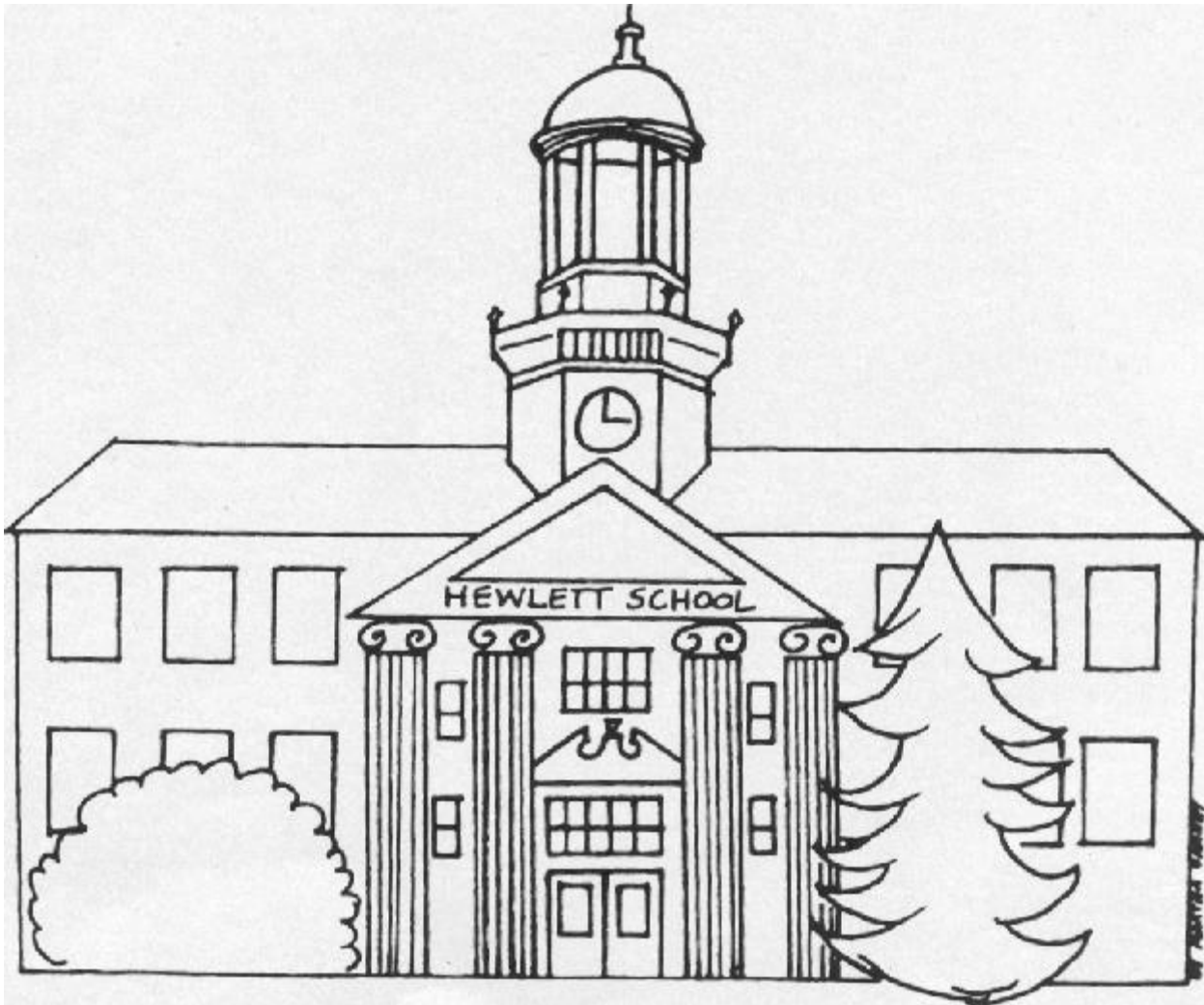


# HEWLETT ELEMENTARY SCHOOL



**STUDENT/PARENT HANDBOOK  
2019-2020**

## *Vision Statement*

*Hewlett Elementary School is a collaborative community that fosters academic growth, supports social-emotional well-being, and encourages creative expression, while recognizing that each child is a unique learner. It is a place that strives to encourage an enthusiasm for scholarship and the desire to make the world around us a better place to live, so that all students are on a path towards leading happy, successful, purposeful lives.*

### The Dignity for All Students Act

The goal of The Dignity for All Students Act (DASA), effective July 1, 2012, is to create a safe and supportive school climate where all students can learn and focus, free from discrimination or harassment. The Hewlett-Woodmere Public Schools Board of Education is committed to providing an educational environment that promotes respect, dignity, and equality. No student shall be subjected to harassment or discrimination based on their race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, or gender. The Board condemns and strictly prohibits all forms of discrimination and harassment, including bullying, taunting, or intimidation by students and/or employees on school property which includes school buses, and at school functions, which means school-sponsored, extra-curricular events or activities. Students who have been harassed or discriminated against, or parents whose children have been discriminated against or harassed, or other students who observe such behavior should inform a teacher or another adult in the school. An administrator in each school is designated as the Dignity Act Coordinator who will investigate any complaints which will be treated confidentially, to the extent possible. Any act of retaliation against a person who opposes or reports discriminatory or harassing behavior is prohibited and illegal. Any individual who violates the District policies by engaging in discrimination or harassment including bullying or participating in any type of retaliation is subject to disciplinary action, up to and including permanent suspension from school. For more detailed information on DASA, see Policies 0100, 0115, 5020.1, and 5300 on the District website.



Dear HES families,

Welcome to the 2019-2020 school year at Hewlett Elementary. The Student Parent Handbook was designed to present you with the rules and procedures that we follow as a part of our school community. We ask that you read the handbook together so that you may begin to support our positive learning environment where we strive to provide the best possible education for your children. We are confident that our students will do their best to have a fantastic experience here at Hewlett Elementary. Our entire staff is looking forward to working with you to begin what we know will be a successful school year.

Please sign the Student Pledge, and return it to your teacher by September 13, 2019.

Sincerely,

Dr. Colleen O'Hara  
Principal

Mr. John Frias  
Assistant Principal

**PLEASE NOTE:** *In an effort to limit the use of paper, effective this school year, all important notices (including weekly information updates and ALL forms) will be found on the Hewlett-Woodmere District Website.*

Information can be found at [www.hewlett-woodmere.net](http://www.hewlett-woodmere.net)

- Click on 'Select a School' - select 'Hewlett Elementary School'
- Click on 'Parents' on our menu bar

If you do not have access to a computer or the Internet, please contact our school social worker, Ms. Dena Watkins for assistance at 792-4508.

## ARRIVAL

1. All students enter the building at 7:50 AM using the entrance on Herkimer Street or the main entrance on Broadway. The Herkimer Street entrance is for children who arrive and leave by car or bus. It is also used by children who walk coming from the direction behind the school.  
**The Broadway entrance is for walkers only**, primarily those who live in the direction of Rockaway Avenue or south of Broadway or west of Broadway.
2. Students should go directly to the gym.
3. Students will remain in the gym until 8:10 AM.
4. Instruction begins at 8:20 AM.
5. Students who ride a bicycle to school are required by law to wear a helmet. Students should get off their bicycles and walk them to the bike rack situated in the Herkimer Courtyard. Students are responsible for locking bicycles securely to the bike rack.
6. If a student is late, (any time after 8:20 AM) he/she must report to the security guard office with a note of explanation. If late, a lunch order must be placed with the security guard before going to class.
7. Lateness will be recorded on a student's report card and become part of the permanent record.



## ABSENCE

1. Parents should call the school nurse between 7:40 and 8:15 AM at **792-4510** about a child's absence. If we do not receive a call, the student's home will be called between 9:30 AM and 11:00AM.
2. If a student has a communicable disease, his/her parent should contact the school nurse immediately at 792-4510.
3. Upon returning to school, it is required by law that students bring a parent-signed note explaining the reason for absence.
4. Parents can request homework after a student has been absent for **THREE (3)** days. A call to the office should be made on the third day of absence.
5. If a student is absent due to a long-term illness or injury, home instruction will be provided. In order to qualify for home instruction, an application must first be completed by a parent and physician. Home instruction application forms can be attained in the main office or nurse's office.
6. If a student has a total of five (5) unexcused absences in any given report card period, the parents/guardian will be notified in writing that improvement in attendance is necessary. If attendance does not improve, the parents/guardian and the student will be required to attend a conference with the principal and other relevant school personnel.

## EMERGENCY SCHOOL CLOSINGS

School may be closed because of severe weather conditions. Information regarding school closing is provided in the following ways:

*District Website:* Log on to [www.hewlett-woodmere.net](http://www.hewlett-woodmere.net) for updated information

*Local Media:* Radio Stations; WABC, WBAB, WBLI, WCBS, WHLI, WINS.

CABLE TV NEWS 12

**An automatic messaging system will call each student's guardians and a recorded phone and/or text message about the school closing will be transmitted electronically.**

## **DISMISSAL**

1. Teachers will escort their students to assigned buses.
2. If any changes are made to the regular dismissal procedures on a given day, parents must write a note to the teacher.
3. Second grade students who are walkers will only be dismissed from the Herkimer Courtyard exit located at the back of the school by the bus loop.
4. Third, Fourth and Fifth grade students who are walkers will be dismissed from either the Broadway exit or the Library Courtyard exit located at the back of the school.

## **THE SCHOOL BUS**

1. Students may have an assigned seat on the bus.
2. Students must sit in that seat only, facing forward, feet on the floor, with backpacks carried onto the bus and stored on laps or under the seat.
3. Eating and drinking are not allowed on the bus.
4. Respectful behavior and proper language are expected at all times.
5. If there is a problem on the bus, students should speak to the driver first. If more help is needed, students can see the Assistant Principal between 8:15 AM and 8:30 AM. He will be in his office or in the halls.
6. Students may only ride on the school bus assigned to them. Students may not change buses at any time, nor get off at a stop other than the assigned one.
7. Inappropriate behavior on the school bus will not be tolerated. If students receive a bus report, the following consequences may result:
  - a) A meeting with the Assistant Principal or Principal
  - b) A telephone conference with parents
  - c) Lunchtime "Mindful Moment"
  - d) A meeting in the Principal's office with student and parents
  - e) Removal from the bus

## **BREAKFAST PROGRAM**

Breakfast will now be served in the lunchroom each morning from 7:50-8:20 AM. The breakfast menu will include a variety of healthy options including cereal, cereal bars, peanut butter and jelly sandwiches, fresh fruit, juice, and milk. The cost of a complete breakfast for students is \$1.85. Students who wish to eat breakfast should inform the teaching assistant on duty upon entering the building in the morning. The teacher assistant will direct students who wish to eat breakfast to the lunchroom.

## **LUNCH TIME**

1. A menu is sent home each month. Lunch costs \$2.90. Snacks range from .50¢ to \$1.25.
2. Students may buy hot lunch, milk, juice, ice cream and snacks.
3. If money is lost or forgotten, students may borrow money from the cafeteria cashier in the cafeteria to purchase a school lunch only, not snacks. The money must be paid back the next day. ***Payment should be made by CASH directly to the cafeteria cashier.***
4. Students may only purchase **one snack per day**.
5. Students not ordering lunch from our cafeteria are expected to arrive at school with their lunches.
6. We strongly discourage parents from dropping off lunches during classroom instruction time, as this seriously disrupts student learning.

**LUNCH SCHEDULE**

**Grade 2 - 11:00-11:25 Cafeteria**  
**11:25-11:50 Recess**  
 Ms. Christina Beatty  
 Ms. Jennifer Hoffman  
 Ms. Alison Ingwer/Ms. Suzanne Francis  
 Ms. Randi Ward  
 Ms. Nicole Trotta

**Grade 4 - 12:00-12:25 Recess**  
**12:25-11:50 Cafeteria**  
 Ms. Michelle Blackburn  
 Ms. Mary Davison  
 Ms. Mary Kate McConnell  
 Ms. Maryann Rutter/Ms. Reina Hall  
 Dr. Dina Weiss  
 Ms. Jamie Pangallo



**Grade 3 - 12:00-12:25 Cafeteria**  
**12:25-12:50 Recess**  
 Ms. Andrea Gosik  
 Mr. Tommy Johnson  
 Ms. Jaime Harrington  
 Ms. Sarah Wise/Ms. Erika Polsinelli  
 Ms. Meryl Yoffe

**Grade 5 - 11:00-11:25 Recess**  
**11:25-11:50 Cafeteria**  
 Ms. Kristina Gallagher  
 Ms. Lisa Guglielmi  
 Ms. Lauren Hargreaves/Ms. Anne Drossman  
 Ms. Carole Kreisberg/Ms. LoMonte-Spahr  
 Ms. Stephanie Maltz

LUNCH MENU SEPTEMBER 2019					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
2	3 DAY 1	4 DAY 2	5 DAY 3	6 DAY 4	
Labor Day Schools Closed	Chicken Nuggets w/ Whole Wheat Biscuit OR Pizza Lunchable  Mashed Sweet Potatoes and/or Sweet Corn  Fresh Fruit, Chilled Mixed Fruit OR 100% Fruit Juice  Choice of Milk	Hamburger on a Whole Wheat Bun with Lettuce, Tomato, & Cheese OR Pizza Lunchable  Baked Tater Tots and/or Fresh Cucumber Slices w/Dip  Fresh Banana, Chilled Peaches OR 100% Fruit Juice  Choice of Milk	Popcorn Chicken with Whole Wheat Italian Bread OR Pizza Lunchable  Fresh Carrot Sticks and/or Celery Sticks w/Dip  Fresh Apple, Chilled Pears OR 100% Fruit Juice  Choice of Milk	Cheese Pizza Wedge OR Pizza Lunchable  Romaine Lettuce Cup with LF Italian Dressing and/or Chick Pea Salad  Fresh Orange Wedges, Chilled Applesauce OR 100% Fruit Juice  Choice of Milk	

**LUNCHROOM RULES**

1. Wait quietly in the lunch line to be served.
2. Practice good table manners.
3. Keep your voices down.
4. When lights are turned off, everyone must be seated and quiet.
5. Clean your place at the table after you finish eating.
6. No food may be taken out of the cafeteria. Only plastic bottles of water will be permitted outside.
7. Wait for your class to be called by the aide to dispose of garbage.
8. When your class is called, gather your garbage and wait to be dismissed.

## **PROCEDURES FOR THE OUTDOOR RECESS**

On clear days, all students go outside to the playing areas. Students should be properly dressed for the season, wearing comfortable clothing in the spring and fall, and warm outerwear including hats and gloves during the winter months. Students are responsible for bringing outer clothing to lunch.

- a. No toy guns of any kind should be brought to school. They will be confiscated immediately. Laser pointers, including pens with laser pointers, are not allowed.
- b. **Electronic devices and social media devices, I-pads, I-phones, smartphones, tablets & cell phones, etc. are not permitted.**
- c. **We recommend that students refrain from bringing toys** to school, (i.e. cards, dolls, stuffed animals, figurines). Fidget spinners, fidget cubes and slime are not permitted in school, including lunch and recess.

## **RECESS RULES**

1. Play safely. No fighting, rough play, kicking, wrestling, tackling, tripping or playing tag.
2. Do not run on the hardtop, around the playground, or in the reading garden.
3. Speak kindly. Don't curse or use abusive language.
4. Kickball and basketball can be played on the hardtop.
5. All other activities, such as soccer and football, must be played on the field.
6. All children must be included at the beginning of the game. After the game begins, new players must wait until an aide can assist them in joining at the appropriate time.
7. If you need to use the bathroom, you may only use the bathrooms near the cafeteria.
8. **DON'T LOITER IN THE HALLS. STUDENTS MAY NOT VISIT CLASSROOMS DURING LUNCH OR RECESS PERIODS. ONLY ASSIGNED LUNCHTIME ASSISTANTS ARE PERMITTED TO HELP TEACHERS.**
9. Use the water fountain located along the playground fence facing the field or near the cafeteria.
10. Do not throw balls, rocks, pebbles, etc. at others.
11. Do not climb on gates or fences.
12. Sit with your class at the lineup area.
13. If you are having a problem with another student, DO THE FOLLOWING:
  - 1) Ask an aide for help.
  - 2) Go to the Assistant Principal, Mr. Frias, who will be in the cafeteria or outside.
  - 3) Ask to see the Ms. Watkins, Social Worker, in her office.
  - 4) Ask to see Ms. Valerie Hall, the School Psychologist, in her office.
14. Children who have a splint, sling or a cast may not participate in the usual outdoor activities. They may be permitted to sit at the blue game tables or in the reading garden. They may also choose to be indoors in the library or computer lab. They **may not** be on the field, hardtop, or playground at any time.

## **PROCEDURES FOR INDOOR RECESS (Inclement weather days)**

1. Students will have either be assigned to the gymnasium or auditorium.
2. Students may go to the bathroom or use the water fountain with permission from the aides only.
3. Students may only use the bathrooms and water fountains on the first floor and those on the same side as the gymnasium.
4. Students are expected to take care of the games and equipment that they play with during indoor recess. All pieces of the games should be returned to the containers that are provided.
5. When the lunch aide blows the whistle, all students should line up quickly and quietly in their assigned spots.

## **RULES FOR THE “MINDFUL MOMENT” ROOM**

1. When a student makes a poor choice, he/she may spend time in the “Mindful Moment” room.
2. During the recess period, students should go to room 105 for a “Mindful Moment.”
3. Students are not permitted to talk with peers during the “Mindful Moment.”
4. During that time, students are required to complete a reflection activity form that is tailored to the poor choice in order to help them reflect upon their actions.

## **TELEPHONE CALLS**

**Emergency telephone calls are permitted only with office approval. Students should not call parents for forgotten lunch money, musical instruments, homework, or projects. The office will deny permission for these reasons. IT IS EACH STUDENT’S RESPONSIBILITY TO COME TO SCHOOL PREPARED. NO CELL PHONE IS TO BE USED DURING THE SCHOOL DAY! See cell phone section on page 10.**

Emergency means:

- If you are going to remain in school after the school day for a special event and you need to notify your parent.
- If there is a change in your dismissal arrangement.

## **CLASS TRIPS**

Class trips are an important part of the educational program at our school. Parents are invited to participate on field trips to assist the teacher in assuring a safe and enjoyable experience. When parents volunteer to accompany the class on a trip, they will need to help the teacher with all children. Parents will be required to ride on the school bus to and from the field trip site. For insurance reasons, other family members cannot be included in this experience. We understand that paying for class trips may be a hardship for some families. There are funds available. Please discuss this with your child’s teacher or call the school social worker at 792-4508.

## **INSTRUMENTAL MUSIC**

Select students may begin orchestra in third grade. The instrumental music program begins in fourth grade for orchestra and band. You can choose to play in the orchestra or band. You can rent an instrument or use your own. Instrumental lessons will be scheduled for you during your regular school day. Students are responsible for bringing their instruments and music as well as for reporting to their weekly scheduled lessons. We share our music with the school and community. There are two major concerts each year, a holiday program in December and a spring concert in May (grade 5) and June (grade 4). Parents will be informed of the dates and times of these events. Students who participate in concerts are required to wear a white top and black pants/skirt and appropriate footwear.

Fourth and fifth grade students entering the building for early morning band, orchestra and chorus practice must enter at the Herkimer Street entrance at 7:45 AM. The music teachers will escort and supervise them as they go to their music rooms. Please review the letter from Mr. Walter Lastowski, District Director of Music regarding early morning practice, which is distributed to students in September. Do not drop children off before 7:45 AM for music.

## **CHORUS**

Fourth and fifth grade students can join chorus. Our choral teacher is Mr. Sugar. Students will have chorus before school one day per week at 7:50 AM. Students in chorus also perform at the same concerts as instrumental music students.



## **SCHOOL PSYCHOLOGIST**

Our school psychologist is Dr. Hall. She can help students with any problems they might have in school. Students can make an appointment with Dr. Hall by stopping by her office in room 207A or leaving a note.

## **SCHOOL SOCIAL WORKER**

Our school social worker is Ms. Watkins. She is another person who can help students with any problems they may have. She can talk to students alone or with friends. She has groups called "Banana Splits" for children whose parents are divorced or separated.

## **SCHOOL NURSE**

The school nurse is Ms. Rashbaum. She assists students in many ways. She provides first aid when students get hurt or need help to feel more comfortable when getting sick in school. Students who take any form of medication in school (prescription or over the counter medication) must have a note from a doctor. All medication is kept in Ms. Rashbaum's office. Each year, Ms. Rashbaum checks each student's vision, hearing, and posture for scoliosis. Students wearing an ace bandage, sling, or portable brace must see Ms. Rashbaum before going to their classrooms. Students should provide her with a note from a doctor or parent explaining the injury. Any accident that happens during school should be reported to Mrs. Rashbaum immediately.

## **MEDICAL AND DENTAL APPOINTMENTS**

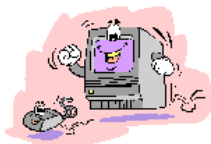
Parents are encouraged to arrange medical and dental appointments before or after school. If a student arrives late due to a medical or dental appointment, he/she should proceed to the security office for a late pass which must be given to the teacher upon entering the classroom.

## **BUILDING SECURITY**

Parents and visitors must enter the building through the main entrance on Broadway. Visitors may enter through the main entrance on Broadway ONLY. An **official photo ID** must be presented at the time of admittance. Visitors will sign in with the automated LOBBY GUARD system. They will then be provided a visitor's pass which must be worn at all times while visiting the building. Frequent visitors to the school can be registered in the LOBBY GUARD system to expedite this process.

## **AFTER SCHOOL CLUBS & PTA SPONSORED CLUBS:**

Art Club  
Arts and Crafts  
Boys Basketball  
Bunnies  
Chess  
Drama Kids



Globe Club  
Homework Helpers  
Math Olympiad  
Music Technology  
Music Media  
R.A.B.B.I.T.S.

Robotics  
Scrapbooking  
Soccer  
Stock Market Club  
Student Council  
Super Sports  
Voice



## **SPECIAL ACTIVITIES:**

- \* 5<sup>th</sup> Grade Game Night
- \* 5<sup>th</sup> Grade Moving Up Party
- \* 5<sup>th</sup> Grade Volleyball Night
- \* Author in Residence
- \* Bake Sale
- \* Battle of the Books
- \* Book Fair
- \* Book of the Month



- \* Family Literacy Night
- \* Field Day
- \* Math Bee
- \* Special Assemblies
- \* Spelling Bee
- \* Student Council
- \* S.T.E.A.M. Night
- \* Vanaver Caravan Dance Residency



## **IMPORTANT ITEMS & HELPFUL HINTS:**

### **DRIVING SAFETY**

We have a shared responsibility for the safety of our children. Drivers are asked to be mindful of the traffic signs around the perimeter of the school. Drivers are **prohibited from stopping, standing, or parking in front of the school between 7:45 - 8:30 AM and 2:20 - 2:45 PM.** Double parking is also prohibited around school grounds because it obstructs driver visibility and creates hazardous conditions for children. Children should enter and exit vehicles only from the curbside of the vehicle. Between the hours of 7:50 - 8:30 AM and 2:20 - 2:45 PM, when the traffic volume is highest, drivers are asked not to make a left turn from Herkimer onto Broadway. This is for everyone's safety.

### **STUDENT PHOTOGRAPHS/NEWS INTERVIEWS**

Occasionally, student photographs will appear in district publications such as PTA and school newsletters and the district calendar. Television news media may come to cover a special event. Parents who prefer that a photograph or video clip of their child NOT appear in such publications should indicate that in writing each year and send it to Dr. O'Hara.

### **LOST AND FOUND**

If something of value such as a wallet or watch is found, it should be returned to the office where the owner can claim it. The Lost and Found Box for articles of clothing, lunch boxes, etc. is located in the hallway leading to the gym.

### **PERSONAL PROPERTY**

The following items **may not** be brought to school: Electronic games, **social media devices, i-pads, tablets,** recording devices and radios. **GAMES OR TOYS SHOULD NOT BE BROUGHT TO SCHOOL. ALL JACKETS AND LUNCHBOXES SHOULD BE LABELED WITH STUDENTS' NAMES.**

### **CELL PHONES**

1. Students bringing cell phones to school **must turn their phones off before entering the building. Cell phones must be placed in student backpacks during school hours.**
2. If a student's cell phone is **SEEN, HEARD, or USED** during the school day (including lunch, recess, bathroom, etc.), it will be confiscated by a staff member and brought to the assistant principal's office.
3. Parents will be notified by an administrator that their child's phone was confiscated.
4. Phones will only be returned to a parent or adult by an administrator. They will not be returned to the child.
5. Any student caught using a cell phone (talking, texting, e-mailing, playing games, reading texts/e-mails or taking photos), in addition to having the phone confiscated, **will also receive a consequence.**
6. Students may use their phones after 2:30.
7. Parents should not text or call a child's cell phone during the school day. If there is an emergency or need to contact a child immediately, parents should call the main office at 792-4501.

### **APPROPRIATE DRESS**

Children are expected to dress comfortably and appropriately for school. In warm weather, shirts should cover midriffs and shorts should be a tasteful length. Undershirts are not acceptable. Sneakers and sandals without backs can be dangerous and will not be permitted during recess. Children who are not dressed appropriately will be asked to change or call home for a change of clothing.

## **MONEY**

Children are permitted to carry a small wallet or change purse to hold money for lunch or snack. **No child should carry more than \$5.00 pocket money.** At no time should money be left in student desks or cubbies. Wallets should not be placed in lunchboxes or left unattended at any time.

**PARENT-TEACHER CONFERENCES** – Parent Teacher Conferences are held twice a year in December and March. Parents will have a scheduled conference with their child’s teacher to discuss student progress. On conference days, the PTA and Student Council sell school spirit items such as backpacks with logos, wallets, T-shirts, and sweatshirts in the front lobby.

## **BIRTHDAY CELEBRATIONS**

There will be one celebration per month.

1. Birthday celebrations will take place once a month. Class parents will help organize each monthly celebration.
2. Please provide only enough treats to share with your class.
3. Parents will be asked to drop off birthday treats in the lobby. Make sure the items are labeled with your child’s name and teacher’s name. The security guard will arrange to have these items delivered.
4. Students will not be allowed to visit other classes to share birthday treats.

## **PLEASE DO NOT HAND OUT INVITATIONS AT SCHOOL OR ON THE BUS**

Please be sensitive when planning your “out of school” parties. Leaving a few classmates out of a birthday celebration can be very hurtful. This applies to “cast” parties, fifth grade end-of-year celebrations, etc.

## **HOMEWORK**

1. Homework is an extension of classwork and an additional opportunity for needed practice.
2. Studies have shown that homework can promote independence, self-discipline and responsibility.
3. Written homework should not exceed 30 minutes at grades two and three, 45 minutes at grade four and grade five.
4. In addition to assigned written homework, students are expected to practice math facts daily and read independently every night according to the table of recommended minutes for daily reading below.

<b>Recommended Number of Minutes For Daily Reading At Home</b>										
<b>Grade</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>
2	10	10	15	15	20	20	25	25	25	30
3	20	20	25	25	30	30	30	35	45	50
4	30	30	35	35	40	40	45	50	55	60
5	30	30	35	35	40	40	45	50	55	60



### **HOW TO DO YOUR HOMEWORK:**

- ✓ Be sure that you write your assignments in your daily planner.
- ✓ Be sure you know and understand what needs to be accomplished.
- ✓ Double-check that you have the books and materials necessary to complete assignments.  
**You will not be permitted back in your classroom after school has ended for the day.**
- ✓ Do your homework in a comfortable, quiet and well-lit place.
- ✓ Do your homework when you can give your best effort, not when you are tired or in a hurry.
- ✓ Check your homework to be sure that it is neat and complete.
- ✓ Parents can help with homework, but they should not do the work for you.
- ✓ Follow teacher guidelines regarding parental involvement.
- ✓ If you are assigned a project, be sure to allow yourself enough time to complete it well. Do a little at a time; start as soon as possible.
- ✓ Remember to bring your homework to school along with any books or other materials you will need each day. Be responsible. You will not be permitted to call your parents for these items.

### **PHYSICAL EDUCATION**

Students should wear sneakers and appropriate attire on days the class is scheduled for physical education. For safety reasons, dangling jewelry items should not be worn on these days.

### **LIBRARY /MAKERSPACE PROCEDURES**

The Library is open from 8:05 a.m. to 2:40 p.m. each school day. Children are responsible for books checked out in their name. Children are not permitted to check out books under other children's names. Children may check out two books at a time. Books are borrowed for one cycle and are due back at the next library class. Since books are sometimes forgotten, all books are granted a one-week grace period before fines begin to accrue. Fines are five cents a school day. A book may be renewed as often as required, unless another child requests the same book. In that case, a child must return the book if he/she has renewed it more than once. All books cease to circulate one cycle before the end of school. Students are responsible for paying for lost books and fines.

Each class meets once a cycle for a formal library class. Classes consist of listening to and discussing books that are read aloud, activities pertaining to library and technology skills, and checking out or returning books. Beginning this year, library class will also include active participation in **Makerspace**, where students will take part in hands-on, collaborative activities in which they will create, invent, tinker, explore and discover using various tools and materials. Students can also attend the **Makerspace** during recess on select days.

## **COMPUTER POLICY**

The district offers all students access to educational computer technology. With this educational opportunity also comes responsibility. Each year, it is important that students review the Acceptable Use Policy and discuss the requirements with parents. Students will receive the Acceptable Use Policy, which provides guidelines, so that users are aware of the responsibilities they are about to acquire.

**STUDENTS MUST REVIEW THESE REQUIREMENTS WITH PARENTS AND SIGN THE PERMISSION FORM BEFORE RECEIVING A USER ID AND PASSWORD.**

Inappropriate technology use may result in the loss of the privilege to use this technology.

**Reminder:** Children should be supervised when using the computer at home. Please be aware that cyber bullying has become more prevalent and it can affect relationships in school.

## **CODE OF CONDUCT**

## **DISTRICT POLICY 5300**

### **III. Student Rights and Responsibilities**

#### **A. Student Rights**

The District is committed to safeguarding the rights given to all students under state and federal law and District policy. In addition, to promote a safe, healthy, orderly and supportive school environment, all District students have the right to:

1. Participate in all District activities on an equal basis and not be subjected to discrimination based on their actual or perceived race, weight, color, national origin, ethnic group, religion, religious practice, gender, sexual orientation, or disability by school employees or students on school property or at a school-sponsored function.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school personnel.
4. Proceed in a safe, supportive and orderly school atmosphere without the fear of threat to their well-being.

#### **B. Student Responsibilities**

All District students have the responsibility to:

1. Promote a safe, supportive and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by District policies, rules and regulations dealing with student conduct.
3. Cooperate with school authorities in the investigation of Code of Conduct violations.
4. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
5. Be prepared both mentally and physically for participation in class instruction.
6. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
7. React to direction given by teachers, administrators and other school personnel in a respectful positive manner.
8. Work to develop mechanisms to manage their anger.

9. Ask questions when they do not understand the Code of Conduct.
10. Seek help in solving problems.
11. Dress appropriately for school and school functions.
12. Accept responsibility for their actions.
13. Conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

## **CODE OF CONDUCT**

## **DISTRICT POLICY 5300**

### **IV. Essential Partners**

#### **A. Parents**

All parents are expected to:

1. Become familiar with the Code of Conduct.
2. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community and collaborate with the District to optimize their child's educational opportunities.
3. Send their children to school ready to participate and learn.
4. Ensure their children attend school regularly and on time.
5. Ensure absences and lateness's are excused, as per the District's Attendance Policy.
6. Insist their children be dressed and groomed in a manner consistent with the student dress code.
7. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, supportive and orderly environment.
8. Serve as role models for their children with respect to appropriate behavior.
9. Know school rules and help their children understand them so that their children can help create a safe, supportive school environment.
10. Convey to their children a supportive attitude toward education and the District.
11. Build positive, constructive relationships with teachers, other parents and their children's friends.
12. Help their children deal effectively with peer pressure.
13. Inform school officials of changes in the home situation that may affect student conduct or performance.
14. Provide a place for study and ensure homework assignments are completed.
15. Respond to communications from teachers and/or administrators.
16. Act in a respectful manner toward teachers, administrators and other school personnel.

## RULES WE LIVE BY...

1. Be polite to everyone. Say please and thank you.
2. Work hard and always try your best.
3. Respect other peoples' rights and property.
4. Treat others the way you want to be treated yourself. Everyone has the right to enjoy our school equally and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, nationality or disability.
5. Bullying behavior will not be tolerated. Bullying can be described as pushing, shoving, hitting, spitting, as well as, name calling, picking on, spreading rumors, making fun of, laughing at and excluding someone.
6. Always use encouraging words.
7. When a problem arises, be sure to use your **words** or problem solving steps to settle your differences.
  - a. If you are unable to resolve your misunderstanding, it is your responsibility to seek the help of an adult.
  - b. Calm down by taking a deep breath, counting to five, or thinking good thoughts.
  - c. **No physical contact will be tolerated at any time.**
8. Listen to and follow all instructions of teachers, office staff, cafeteria and lunchtime aides, custodians and bus drivers.
9. Walk through the halls quietly. Hold the doors open for each other. Remember, other classes are in session. Stay to the right side of the halls.
10. During assembly programs, show respect by paying attention and remaining QUIET during the performance. Applaud only at appropriate times. Do not ask to go to the bathroom during a performance.
11. During fire drills and other emergency drills, be quiet and listen for directions and bells.
12. Keep our school clean and do not litter. At lunchtime, it is your responsibility to discard wrappers in garbage cans provided for that purpose.
13. Treat all furniture and school materials as though they belong to you and are in your own home.
14. Handle all school supplies with care.
15. No gum is allowed on school grounds at any time.
16. Dress appropriately for school and school activities. Hats may not be worn in the building.
17. Articles that can be threatening to other children may not be brought to school. These include, but are not limited to, toy guns or other toy weapons, laser pointers, etc. They will be taken away immediately, and parents will be notified.
18. Computer/electronic communications from a non-school site that are inappropriate or offensive may result in disciplinary action in accordance with district policy.

## **OUR BILL OF RIGHTS**

1. WE HAVE THE RIGHT TO GET THE BEST EDUCATION POSSIBLE.
2. WE HAVE THE RIGHT TO BE LISTENED TO WHEN WE HAVE SOMETHING TO SAY AND TO ASK QUESTIONS WHEN WE DO NOT UNDERSTAND.
3. WE HAVE THE RIGHT TO BE KEPT SAFE FROM FEAR AND HARM.
4. WE HAVE THE RIGHT TO EXPECT PRAISE AND RECOGNITION WHEN WE DO A GOOD JOB.
5. WE HAVE THE RIGHT TO PRIVACY.
6. WE HAVE THE RIGHT TO BE APPRECIATED FOR OUR DIFFERENCES.
7. WE HAVE THE RIGHT TO BE INCLUDED IN ALL ACTIVITIES AND BE WELCOMED.
8. WE HAVE THE RIGHT TO BE RESPECTED AND HAVE OTHERS RESPECT US AND OUR PROPERTY.
9. WE HAVE THE RIGHT TO A CLEAN, ATTRACTIVE, SAFE AND ORDERLY SCHOOL. WE HAVE A BEAUTIFUL BUILDING. IT IS OUR RESPONSIBILITY TO CARE FOR IT.
10. WE HAVE THE RIGHT TO RECEIVE RESPECT, COURTESY AND A FAIR HEARING FROM OUR PRINCIPAL, ASSISTANT PRINCIPAL, SOCIAL WORKER, PSYCHOLOGISTS, TEACHERS, AIDES AND OTHER STUDENTS.
11. WE HAVE THE RIGHT TO RECEIVE FAIR AND HONEST TREATMENT AND EVALUATION FROM OUR TEACHERS.
12. WE HAVE THE RIGHT TO EXPECT EQUAL TREATMENT REGARDLESS OF GENDER, COLOR, RACE, NATIONAL ORIGIN, RELIGION OR DISABILITY.
13. WE HAVE THE RIGHT TO BE CONSIDERED INNOCENT UNTIL PROVEN GUILTY.
14. WE HAVE THE RIGHT TO FEEL HAPPY IN SCHOOL. OUR HAPPINESS CANNOT BE AT ANYONE ELSE'S EXPENSE.



# Hewlett Elementary School

Dr. Colleen O'Hara, *Principal*

Mr. John Frias, *Assistant Principal*

## Classroom Teachers

### Grade 2

Ms. Christina Beatty.....	110
Ms. Jennifer Hoffman.....	107
Ms. Allison Ingwer/	
Ms. Suzanne Francis.....	112
Ms. Randi Ward.....	106
Ms. Nicole Trotta.....	108

### Grade 3

Ms. Andrea Gosik	103
Ms. Jaime Harrington.....	111
Mr. Tommy Johnson.....	109
Ms. Sarah Wise/	
Ms. Erika Polsinelli.....	102
Ms. Meryl Yoffe.....	101

### Grade 4

Ms. Michelle Blackburn.....	202
Ms. Mary Davison.....	205
Ms. Maryann Rutter/	
Ms. Reina Hall.....	204
Ms. Mary Kate McConnell.....	201
Dr. Dina Weiss.....	206
Ms. Jamie Pangallo.....	203

### Grade 5

Ms. Kristina Gallagher.....	209
Ms. Lisa Guglielmi.....	210
Ms. Lauren Hargreaves/	
Ms. Anne Drossman.....	212
Ms. Carole Kreisberg/	
Ms. Michelle LoMonte-Spahr.	207
Ms. Stephanie Maltz.....	211

### Physical Education

Mr. Jesse Corben  
Mr. Paul Marquardt  
Ms. Elana Hacken

### Music

Mr. Alessio Cardillo..... Orchestra  
Ms. Lisa Coles..... Band  
Mr. Thomas Sugar..... Classroom Music/Choral

## Office Staff

Ms. Patricia Gallagher  
Ms. Doreen Yenna  
Ms. Susan Kemmet

### Social Worker

Ms. Dena Watkins

### Psychologist

Dr. Valerie Hall

### Nurse

Ms. Bonnie Rashbaum

### Speech

Ms. Laurie Schweitzman

### Math Support Service

Ms. Christine Kufra

### Resource Room

Ms. Stephanie Green

### Reading Teachers

Ms. Michele DePace  
Ms. Joan Edom  
Ms. Karen Jacobson  
Ms. Amanda Agro

### Special Education Teachers

Ms. Anne Drossman  
Ms. Suzanne Francis  
Ms. Reina Hall  
Ms. Jamie Pangallo  
Ms. Nicole Trotta

### ENL

Ms. Teresa McNaughton  
Ms. Annie Rodriguez

### Art

Ms. Louise Edman

### Discovery

Ms. Janine Torresson

# **Hewlett Elementary School**

Dr. Colleen O'Hara, *Principal*

Mr. John Frias, *Assistant Principal*

## **Library/Media Center**

Ms. Christine Storz

## **Permanent Substitute Teacher**

Ms. Jennifer Rochler

Ms. Ilana Ajzenman

Ms. Cindy Gerber

Ms. Courtney Buschinski

## **Physical Therapist**

Ms. Eva Durand

Ms. Stacey Teller

## **Occupational Therapist**

Ms. Dahlia Heber

## **Custodial Staff**

Mr. Angelo Artusa

Mr. Salvatore Sorbara

Mr. Adriano Vacchio

Ms. Cynthia Mohedano

Ms. Gloria Mohedano

Mr. Christian Guzman

## **Cafeteria Staff**

Ms. Lisa Paladino

Ms. Heather Moran

Ms. Corrine Martucciello

## **Teacher Assistants**

Ms. Elizabeth Cody

Ms. Susan Farella

Ms. Christina Fuster

Ms. Dawn Fustanio

Ms. Nicole Meszaros

Ms. Erika Garcia

Ms. Sheri McBrien

Ms. Jennifer Fatagati

Ms. Diana Solow

## **Special Education Teacher Aides**

Ms. Yelena Boreyko

Ms. Donna DiGiambattista

Ms. Vita Fratarcangeli

Ms. Lisa Holze

Ms. Joyce Limardo

Ms. Christine Mangual

Ms. Bernadine Marrone

Ms. Lenore Meyers

Ms. Sharon Rossano

Ms. Josephine Tortorella

## **Lunchtime Teacher Aides**

Ms. Lisa Aulet

Ms. Tracey Goulston

Ms. Lorna Hopkins

Ms. Christina Marro

Ms. Matilde Marte

Ms. Sabnam Qazi

Ms. Mercedes Scheinwald

Ms. Janine Spigonardo

Ms. Eileen Ventimiglia