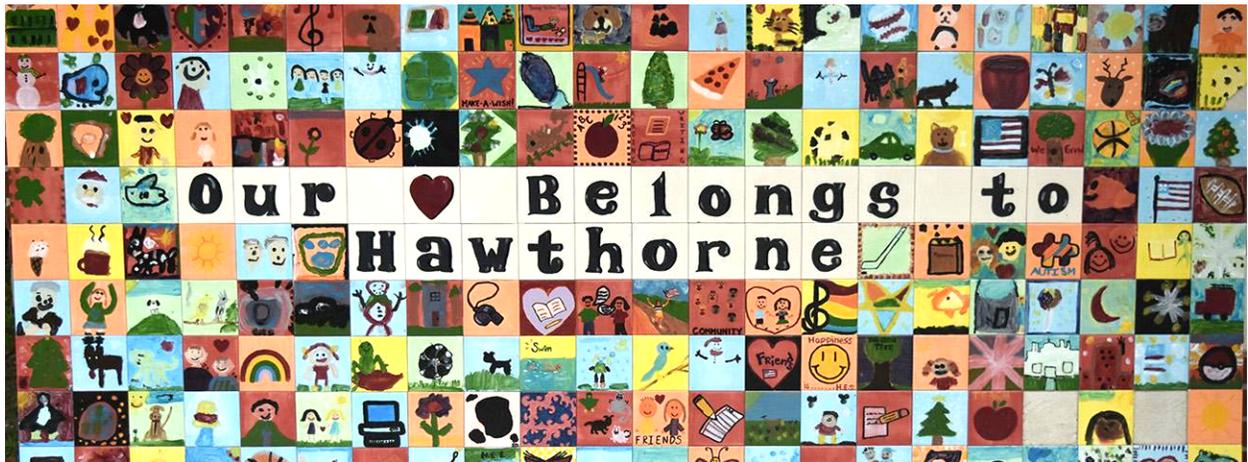


Hawthorne Elementary School
225 Memorial Drive
Hawthorne, NY 10532



Parent Information 2022-2023

Table of Contents

[ABOUT HAWTHORNE](#)

[CURRICULUM](#)

[SCHOOL HOURS](#)

[PARENT CONTACT INFORMATION](#)

[COMMUNICATION](#)

[SAFETY DRILLS](#)

[VISITORS](#)

[DROPPING OFF, PICKING UP, & PARKING](#)

[BUS INFORMATION & SAFETY RULES](#)

[BUS SAFETY AND FREQUENTLY ASKED QUESTIONS](#)

[BUS PRIVILEGES](#)

[HEALTH OFFICE](#)

[HEALTH EXAMS](#)

[IMMUNIZATIONS](#)

[MEDICATION](#)

[ABSENCES, TARDINESS, & LEAVING EARLY](#)

[ABSENCES](#)

[TARDINESS](#)

[LEAVING EARLY](#)

[SOCIAL DEVELOPMENT](#)

[PARENT PORTAL](#)

[ATTIRE](#)

[CLOSINGS/EARLY DISMISSAL](#)

[SUPPLIES](#)

[LOST AND FOUND](#)

[BREAKFAST, LUNCH & SNACK](#)

[BREAKFAST & LUNCH](#)

[SNACK](#)

[RECESS](#)

[Table of Contents](#)

[SCHOOL PROPERTY](#)

[HOMEWORK](#)

[MONEY & TOYS IN SCHOOL](#)

[CLASS PARENTS](#)

[CLASS PARTIES](#)

[BIRTHDAY PARTIES AND INVITATIONS](#)

[CLASS TRIPS](#)

[PARENT-TEACHER ASSOCIATION EVENTS, SERVICES, AND PROGRAMS](#)

[Table of Contents](#)

ABOUT HAWTHORNE

Hawthorne Elementary School is a learning community focused on sustaining and extending the natural curiosity and enthusiasm of our K-2 students. Hawthorne staff and families work together to nurture the attitudes, skills, and knowledge that lead to a mastery of basic skills and the development of social responsibility. We recognize and celebrate the needs of our students through our commitment to:

- Provide a safe, joyful learning environment in which children can work harmoniously, creatively, and productively.
- Appreciate each child as an individual.
- Develop thinking and problem-solving through engagement in meaningful learning experiences.
- Expand each student's independence and autonomy through a balance of encouragement, support, and challenge.
- Nurture the development of social skills.

We are so excited to be working with you during this magical stage of childhood. Our team consists of close to 100 professionals who are dedicated to providing our students with an engaging and challenging school experience.

CURRICULUM

This is an exciting time to be a learner in Mt. Pleasant. As we begin this year, we are focused on the three pillars of our Strategic Plan: K-12 Alignment and Core Competencies, Culture of Care and Wellness, and Professional Development to Advance Teaching and Learning for All. We will be communicating updates throughout the year regarding our work. For more information, please visit our [Mount Pleasant CSD website](#).

In the area of Literacy, we strive to provide our students with constructive and engaging opportunities for learning that are grounded in a balanced approach, within the framework of the workshop model. We are in the process of implementing the Writing Fundamentals and Patterns of Power curriculum frameworks for writing. In reading, we have shifted our approach to instruction to include the components of the science of reading (phonics, phonemic awareness, vocabulary, fluency, and comprehension).

[Table of Contents](#)

In addition to the foundational work in reading, we place a strong emphasis on growing readers who have strong comprehension and a love of reading. We do this through immersion in texts during shared reading, read-aloud, guided, partner, and independent reading of texts that are familiar, just right, and challenging.

Our math instruction is supported through the Eureka Math Modules and supplemental resources such as DreamBox, Exemplars, and IXL. We continue to develop ways for students to become flexible and resourceful problem-solvers, who are able to communicate their mathematical reasoning.

In science, we have been working towards the implementation of the Next Generation New York State Standards. We have recently implemented the STEMscopes Science curriculum. As we begin our first year with full-time Encore teachers, we are including a STEM class at Hawthorne.

In social studies, we use the Putnam Northern Westchester BOCES Integrated Social Studies and ELA curriculum and supplemental resources to teach students about self, families, and communities. As part of civics education, students learn about respect for others, citizenship, and democracy.

In addition to our core academic content areas, students receive daily instruction in Physical Education, which includes Health and Wellness. Students also attend Encore classes daily. Classes include Performing Arts, Library and Media, Visual Arts, and STEM.

At times, students may need additional targeted instruction to support academic or social development. Benchmark assessment periods occur three times per year. This information, along with regular classroom assessment, is used to design specific supports for individual students.

Additional support may be in the form of differentiated instruction in the classroom as well as supplemental instruction with a member of our instructional or behavioral support team. Your child's teacher will reach out to you if classroom performance or assessments indicate that there is a need for additional support. If you have any questions or concerns, please do not hesitate to reach out to your child's teacher.

Your child's teacher will share important information about the curriculum throughout the year. More information about our academic programs and instructional supports can be found on our [Teaching & Learning](#) webpage.

SCHOOL HOURS

School hours are from 8:15 a.m. to 2:55 p.m. daily. Our days include instruction in core academic and physical education, the performing arts, visual arts, STEM, and library media. Students have a daily snack time and a one-hour lunch/recess period.

[Table of Contents](#)

Early dismissal days are noted on the district calendar. For parent conferences, dismissal is at 11:15 a.m. All other planned early dismissal days, such as Teacher Institute Days, are at 11:55 a.m.

PARENT CONTACT INFORMATION

At the beginning of the school year, please verify your child's information in the Parent Portal. In case of illness or medical emergency, the school will make every effort to contact the parents first. However, if we are unable to contact the parents, the school must be able to contact a designated, responsible adult.

Should any emergency contact information change (i.e., work numbers, etc.), please contact the school immediately so the necessary changes can be made.

COMMUNICATION

The needs of students are best met when parents and teachers establish open and ongoing channels of communication. Here are some key elements in our home-school communication network:

- For all immediate concerns, please contact the office at 914 769-8536.
- Please use email for all non-urgent matters. We will respond within 24 hours.
- School Messenger is an email and telephone system that we use to communicate important information to parents. If you are not receiving updates from School Messenger, please contact the main office.
- The Mount Pleasant School District Calendar is given to the youngest sibling in the school district in September. The calendar includes information on the school district's programs, pre-scheduled activities, school holidays, and vacations. The calendar also lists the dates for the monthly Board of Education meetings, which are held at the Westlake Campus. Your attendance at these meetings is encouraged.
- Back-to-School Night occurs in September. This evening meeting provides an opportunity for parents to visit their child's classroom, meet the teacher and listen to a presentation on the curriculum and daily schedule. This evening is designed for parents only.
- Parent-Teacher Conferences are scheduled in the fall and spring for all students. In addition to these scheduled conferences, you may meet with your child's

[Table of Contents](#)

teacher at any time. You may initiate a conference by contacting your child's teacher and making an appointment.

- Report cards are posted to the Parent Portal three times per year in December, March-April, and June. Progress reports are sent home for students receiving Response To Intervention (RTI) or Special Education services.
- Kindergarten registration is held by appointment during March. Several days are designated for registration; please check the school calendar for the dates. There is a family orientation in early spring to provide parents with important information about our Kindergarten program. This is also an opportunity for our incoming students to visit the classrooms and meet some new friends.
- Throughout the year, parents are invited to school during the day as mystery readers, chaperones for class trips, partners in craft projects, and Cozy Corner volunteers. We also host evening events such as our Celebrations of Learning, and Family Math and Literacy nights. During these special evening events, families visit the school to celebrate and applaud the achievements and progress of our students.

SAFETY DRILLS

Safety and security are our top priorities. We conduct safety drills throughout the year. In addition to our fire drills, we conduct lockdown drills each year. Our Building Level Emergency Response Team works collaboratively with the Mount Pleasant Police department to conduct our drills. We will notify you upon completion of each of our lockdown drills.

When we discuss safety drills with students we focus on the importance of following directions.

VISITORS

When visiting Hawthorne, please be sure to have photo identification. All visitors must enter the building through the red doors at the Memorial Drive entrance. We ask that one person/family is in the vestibule at a time. Please wait outside the red doors if you see that another person is in the vestibule.

Once inside the vestibule, please use the intercom to communicate with our security desk. If you are dropping off something, please place it on the table and indicate on the form who the item is for.

Please do not hold the door open for other parties or let anyone outside of your group into the school. We appreciate your cooperation.

[Table of Contents](#)

Once you have entered the building, please do not proceed past the Security Greeter desk without confirmation from the staff at the desk.

DROPPING OFF, PICKING UP, & PARKING

Before the first day of school, you will receive an email with your School Dismissal Manager credentials. Please log in to www.schooldismissalmanager.com to indicate your child's dismissal routine. The default dismissal will automatically be set to the bus route that is assigned in the Parent Portal.

If you are picking your child up at Brighton, you must change your child's default dismissal in School Dismissal Manager. Please make sure to set up your initial routine before the first day of school.

During arrival and dismissal, please use the Brighton Avenue entrance if you are driving your child to and from school. Arrival is between 7:50-8:15 a.m. Dismissal at Brighton is between 2:55-3:15 p.m.

The drop-off and pick-up area is a single lane of traffic within the Brighton circle. Please observe the stop sign before entering the circle. Please take your child out of the car on the passenger side of the car, directly on the sidewalk. Do not let your child out on the driver's side or between the cars. Do not attempt to pass cars that are parked in front of your car.

Please remain in the car line and do not park in the lot when dropping off and picking up at Brighton. Staff will be stationed along the sidewalk to guide your child into the school.

At the end of the day, please have your School Dismissal Manager code ready so that our staff can check you in for dismissal. Staff will escort students to the traffic circle for dismissal.

If you arrive at school later than 8:15 a.m., please drive to the Memorial Drive lot and proceed to the security desk to sign in.

Please note, School Dismissal Manager is only used for regular dismissal hours. We do not use School Dismissal Manager for early dismissals for appointments. If you need to drop off or pick up your child from school outside of the regular dismissal hours, please sign in/out at the security desk at the Memorial Drive entrance. No child will be released to anyone other than a parent (or designated emergency contact) unless we have received prior notification.

If you visit the school during the day, please be aware of the no parking signs on the nearby streets. We also ask that you refrain from parking in the numbered spaces that

[Table of Contents](#)

are assigned to staff. There are six visitor spaces available to the left of the flagpole in the Memorial Drive parking lot.

BUS INFORMATION & SAFETY RULES

Every child is assigned a bus route. This information can be accessed in the Parent Portal after the third week in August. Before the first day of school, you must log in to School Dismissal Manager to confirm your child's dismissal routine. If your child is riding the bus, please make sure that the bus number in School Dismissal Manager is the same as the one indicated in the Parent Portal.

Please note that bus stop times are approximate. Please allow for a 10-15 minute time frame around the assigned time, as the route times fluctuate based on new ridership each year.

Bus tags will be mailed home before the start of school. Please complete the tag and attach it to your child's backpack. Please refrain from attaching any other toys or objects to the backpacks.

A team of bus monitors assists with student safety. Student bus seating is based on grade level, with an exception for siblings. Students are seated 3 to a seat. Students are encouraged to wear seatbelts on the bus.

At the end of the school day, students will only be allowed off the bus if a parent/guardian or designee is waiting for them at the specific bus stop. If a parent/guardian or designee is not at their specific stop, the student will be brought back to Hawthorne Elementary School and a parent/guardian will be notified.

The District has a "one-stop per child" requirement. If your child requires pick-up or drop-off at a stop other than the one connected to his or her home address (babysitter, daycare, etc.), please complete an [Alternate Stop Request Form](#).

Bus hopping is not permitted. For safety and security and capacity concerns, students will not be allowed to ride a bus other than the bus to which they have been routed. Arrangements should be made for pickup at school if the normally scheduled bus stop is not appropriate on a given day. To change a student's stop location for each day they are attending school parents/guardians should use the Alternate Stop Request Form above. Once the request is approved and posted to the Parent Portal, you can make the change in School Dismissal Manager.

BUS SAFETY AND FREQUENTLY ASKED QUESTIONS

[Table of Contents](#)

Parents, please arrive at the bus stop 5-10 minutes before the scheduled pick-up and drop-off times. Please escort your child to and from the bus entrance. Wait until the bus comes to a full stop before moving toward the bus.

Please review and discuss this list of bus safety rules with your child:

- Wait until the bus has stopped completely and the driver has opened the door before entering or leaving the bus.
- Enter and exit the bus in an orderly manner.
- Choose a seat quickly and remain seated until the bus reaches a full stop at school or home.
- Remain quiet on the bus and remain seated while the bus is in motion.
- Be courteous to the drivers and other passengers. 3 students are allowed in a seat.
- Eating or drinking is not permitted on the bus.
- Keep hands, heads, and feet inside the bus.
- Never throw anything out of the bus windows.
- Keep the floor clear to allow safe movement in an emergency.
- Be alert to traffic as you get off the bus. Move ten feet ahead of the bus until you can see the driver's face. Wait for the driver to signal so you know it is safe to cross. Look both ways before crossing.

FAQ'S

1. What if I do not get to the bus stop on time?

If you are not at the bus stop in the a.m., you will have to find alternate transportation. Please be advised that bus times can vary by 5-10 minutes before or after the scheduled time, especially at the beginning of the school year.

If you are not at the bus stop at the scheduled pm drop-off time, the bus driver will not release your child. Your child will remain on the bus and be brought back to Hawthorne Elementary School at the end of the bus route. You will be notified and asked to pick your child up at the school. At no time will your child be left unattended.

[Table of Contents](#)

2. What if I need to request an alternate bus stop?

Parents/guardians may submit an alternate stop request via the Google form below. The requested change will be in effect for every day the child is attending school for the remainder of the school year unless another request is submitted. The form will be monitored periodically for updates and communicated to Royal Coach for implementation. Once the change is posted in the portal, you must update School Dismissal Manager with the changes.

- [Alternate Stop Request Form](#)

****Please note: Alternate Stop Requests are not effective immediately. Please continue to monitor the Parent Portal for the status of your request.****

3. What if my child has a problem on the bus?

Encourage your child to report any concerns to the bus driver and school staff immediately. Please contact the school with any concerns regarding student conduct and safety. Please be aware that if there is a concern that your child is behaving on the bus in a way that jeopardizes the safety of other students, or if they disregard directions from the bus driver, we will work together to address the situation. If this is an ongoing concern, bus transportation may be suspended for some time. Contact the Transportation Department at District Office with any concerns regarding bus routes (914) 769-5500.

BUS PRIVILEGES

Riding the bus to school is a privilege. For students to be able to ride the bus to school, they must be able to follow directions and remain seated safely on the bus. If your child is not responsive to the bus driver or if they are engaging in behavior that is unsafe to themselves or others, they may be removed from the bus. In addition, a student who receives three or more incident reports from a bus driver or supervising adult may be denied bus privileges. At any time if a student acts in a way to cause physical harm to another student, they may be removed from the bus.

We understand that removal from the bus creates an inconvenience for parents. However, our primary concern is the safety of all students on the bus. If your child's actions compromise the safety of other students, he/she will be removed from the bus.

Please see the district [Transportation Page](#) for more information.

[Table of Contents](#)

HEALTH OFFICE

Please see the important information from the Health Office regarding [Required Health Forms](#) for the 2022-2023 School Year.

HEALTH EXAMS

NYS law requires that students who will be in Kindergarten or First Grade for the 2022-23 school year have a Physical Exam Form on file in the Health Office. The exam must be done within the 12 months before the beginning of the new school year and dated from September 1, 2021 forward.

Per law, the physical is required to be submitted within 30 days after school opens. Please be sure to submit your child's physical before October 1, 2022. If a physical is not submitted within 30 days of this notice, our school Medical Director will examine your child here at Hawthorne Elementary. If a physical is not submitted by the deadline, your child may be denied school entry.

You may download a Physical Exam form (Health Appraisal) from the district's website. Please call the Nurse's Office at 914-769-8535 if you have any questions or concerns. Thank you in advance for your attention to this important matter.

IMMUNIZATIONS

The New York State Public Health Law, Section 2164 states that a child may not attend school unless the parent provides the school with a certificate of immunization or proof that the child is in the process of receiving the required immunizations.

A record of your child's immunizations or an official copy of the immunization record from the child's previous school (a copy of the original immunization record from the healthcare provider – not a copy of the school health record) is acceptable. A NYSIIS/NYCIR record is also acceptable. The exact date each immunization was given must be included in the record.

The required immunizations can be obtained from your family health care provider or your county health department at:

Westchester County Health Department @ 914-995-5800

Bring the immunization record to the School Health Office. It will be copied and returned to you. If you have questions or concerns about immunizations, please contact our school nurse.

School Nurse:

Phone #: 914-769-8535

[Table of Contents](#)

Fax: 914-769-1719
alt. 914-769-8527

VISION AND HEARING SCREENING

Hearing and vision screening is an integral part of the total school health program. Hearing and vision screenings are performed yearly on all children at Hawthorne Elementary School.

MEDICATION

The State Education Law and Nursing Practice Act prohibits school personnel from dispensing any internal medication to school children except under the following conditions:

- A written request from the family physician indicating the medication, dosage, and frequency of time the medication is to be given.
- A written request from the parent to administer the specified medication must be in the original, correctly labeled pharmacy container. The parent must deliver the medication to the school office or nursing office personnel.
- If your child will require medication while on a school-sponsored field trip, please consult with the nurse.

ABSENCES, TARDINESS, & LEAVING EARLY

ABSENCES

Parents are responsible under the School Attendance Laws of New York State for their child's regular and punctual school attendance. Illness of the child, emergency illness, death in the immediate family, or religious observance, are the only legal reasons for absence from school.

Parents are required to notify the school each day that their child is going to be absent. Please email hesattendance@mtplcsd.org to report an absence. Please include the absence reason in your email. If your child is home due to illness, please indicate that in your communication. If your child is absent and the school is not notified, the school will attempt to contact you and will also send out an automated call.

TARDINESS

Repeated lateness to school interrupts your child's educational progress and it is in his/her best interest to be an active participant in all educational activities. We

[Table of Contents](#)

appreciate your support and cooperation in developing a routine that ensures your child's prompt arrival at school. School hours are from 8:15 a.m. to 2:55 p.m. If a child arrives at school later than 8:15 a.m., he/she must be signed in by a parent or guardian at the security desk.

LEAVING EARLY

If you need to pick up your child earlier than the regular dismissal time, you must proceed to the Memorial Drive desk to sign out. No child will be released to anyone other than a parent (or designated person on the emergency card) unless we have received prior notification.

SOCIAL DEVELOPMENT

At each stage of development, children learn new skills to navigate social situations. Students have opportunities during structured and less structured times at school to practice these skills. Each challenge is an opportunity for learning and growth.

We work together to help students to develop problem-solving skills and resolve issues by allowing students to explain their perspectives. Often, issues are the result of misunderstandings and miscommunications. We work together to develop alternative courses of action and make plans for what to say and do next time.

At times, students need more specific, ongoing goal-setting and support. This is often done in consultation with parents, teachers, our school psychologist or guidance counselor, and a building administrator. Our counseling department is ready to assist you. Please visit our [Counseling Corner](#) for more information.

As students develop socially and emotionally, they may face challenges adhering to the expectations of our [Code of Conduct](#). Please be assured that this is a process and that we are here to work together and support our children.

One frame we use to support our students is our Hawthorne STARS program. The purpose of the STARS initiative is to teach children proper ways to behave and to reward their efforts for positively contributing to a Responsible, Respectful, and Safe building-wide culture.

When students demonstrate STAR behaviors in the cafeteria, hallway, and/or playground they may be recognized by receiving a STAR ticket. When a student receives a STAR ticket, the class earns a star in their class jar. Each classroom will be recognized for its accomplishments at the end of each month.

[Table of Contents](#)

PARENT PORTAL

Parent Portal Login Instructions

Visit our [Hawthorne Elementary](#) web page. Click on the Parent Resources tab. Then select Parent Portal and Parent Portal login.

You will need your child's student ID number to sign up for the Parent Portal. If you are new to the school district and do not have your child's student ID number, call his or her school building to obtain that information. For assistance contact Ioana Joerg, Database Specialist at 914-769-5500 x1952 or ijoerg@mtplcsd.org

When you log in to the parent portal, you can view a student's information, by clicking on their student ID number, in blue. You will be brought to the Profile page. This screen displays calendar events at the district and school levels. You will also see your student's information on the left. This will be the only information displayed for your students during the summer while school is not in session.

Report cards will be posted to the portal after the marking period ends, and a menu on the top bar of the screen will display when these become available. The top right corner of your screen will always display menu choices. This button will take you back to your Home screen, where you can choose the student you would like to view.

ATTIRE

Students should wear/bring sneakers to school every day. Our students receive instruction in physical education every day. Please do not send your child to school in flip-flops or sandals.

Clothing should be comfortable and durable. Students will be going outside to play, weather permitting. Please send your child to school in clothing that is appropriate for the playground. Minimal jewelry should be worn. Warm, layered clothing is advised for winter days. Hats and gloves are essential for outdoor recess in the winter.

Please send an extra set of clothing for your child. Please label all clothes with your child's name. Having an extra pair of pants, underwear, socks, and a shirt will be helpful to your child in case of an accident, spill, or illness.

CLOSINGS/EARLY DISMISSAL

Announcements of emergency school closings, delayed openings, emergency conditions, cancellations, and early dismissals will be made via the School Messenger system. Information is also attainable on radio stations WFAS 1230 (AM), WFAS 103.9

[Table of Contents](#)

(FM), and on News 12 Westchester.

When there is a delayed opening, it will be necessary for parents to make arrangements for the care of their children until school begins. If there is a two-hour delay, the Brighton drop-off will be open at 9:50 a.m.

If there is an early dismissal due to weather or any other emergency condition, you will be notified through School Messenger.

SUPPLIES

A supply list for each grade level is posted on our website. Your child's teacher will let you know if any additional supplies are needed.

LOST AND FOUND

Our Lost and Found Box is located in the Cafeteria. Please encourage your child to check this box when you discover an item is missing. Please label all backpacks, clothing, lunch boxes, and other school items with your child's name so that they can be returned if lost.

Please email HES attendance at hesattendance@mtplcsd.org and indicate Lost & Found in the subject line. Please label your child's outerwear so that it can be returned if it is lost.

BREAKFAST, LUNCH & SNACK

BREAKFAST & LUNCH

Hawthorne is a nut-free school. Please do not send your child to school with nut butter, Nutella, or any other products containing nuts. Seed butter (ex. Sunflower Seed Butter) is permitted and needs to be labeled.

Hot and cold breakfast and lunch are available for purchase in the Hawthorne cafeteria. All students have a choice of hot and cold selections. They may also purchase beverages or snacks to accompany lunches brought from home. The menu is posted on our website.

Our school district utilizes the My School Bucks POS (Point of Sale) computerized software system. Each student is assigned a PIN number to be used when making a

[Table of Contents](#)

purchase.

Children from households that meet federal income guidelines are eligible for free meals or reduced-price meals. To apply for free or reduced-price meals, please read the guidelines and submit a Direct Certification letter from the NYS Office of Temporary and Disability Assistance OR complete the application below, sign and return it to Stefanie Flynn, Mount Pleasant CSD, 825 Westlake Drive, Thornwood, New York 10594.

Please visit our [Food Service](#) webpage for more information.

SNACK

Every day, your child will have time set aside for a snack break. As this is an important part of your child's day, you are asked to send in nutritious snacks daily. This may include fruit, raw vegetables, raisins, etc. Please note that all of our classrooms are nut free due to student allergies. Please adhere to specific snack guidelines for your child's classroom.

RECESS

Recess is a vital part of a child's day. Fresh air, exercise, and sunshine are essential for a healthy body and mind. We will make every effort for students to have outdoor recess.

When the temperatures are 32 degrees or higher, the students will go outside for recess. However, during colder weather, decisions about outdoor recess will be made using the Guidelines for Cold Weather from the New York Statewide School Health Services Center, in conjunction with AccuWeather.com. When wind chills are below 20 degrees, students will not go outside. Please understand that as weather conditions change throughout the day, we may transition from indoor to outdoor recess and vice versa.

Please be sure that you send your child to school dressed appropriately for the weather each day. Warm jackets, hats, and gloves are essential.

Please take some time to discuss cold weather safety with your child. Please instruct your child to tell an adult if they are cold and/or feeling pain or numbness in their hands, feet, ears, or noses. If your child has a medical reason why they cannot be outside in cold weather, please consult with the school nurse.

SCHOOL PROPERTY

If your child loses or destroys school property such as library books or recess supplies, you will be asked either to provide a replacement or send in a check to cover the cost of replacement.

[Table of Contents](#)

HOMEWORK

Homework reinforces, enriches, and expands upon classroom learning and helps our students to develop independent work habits. Students at Hawthorne are expected to read to, or with, someone at home on a daily basis. Additional homework in math and word study may also be assigned. A student should spend no more than 10 minutes a night on homework for each grade level, in addition to the 10-20 minutes that they spend on reading each night. Please consult with your child's teacher if you notice that your child is having difficulty with homework assignments.

Homework will not be provided for family vacations.

MONEY & TOYS IN SCHOOL

There are times when children need to bring money to school for class trips, PTA fundraising events, Cozy Corner Bookstore, etc. It is advisable to put a check in a sealed envelope clearly marked with the child's name, grade, and purpose for which the money is intended. Please avoid sending your child to school with cash.

Please refrain from sending your child to school with toys and personal electronics. Your child's teacher will reach out to you regarding any celebrations or activities which involve bringing items from home.

CLASS PARENTS

Two parents are selected from each class to work with the PTA and the classroom teacher in planning parties, chaperoning field trips, and coordinating parent volunteers for PTA events.

CLASS PARTIES

Class parents must send a list of parents who will be attending class parties to the classroom teacher and the office, at least 3 days before the scheduled party.

BIRTHDAY PARTIES AND INVITATIONS

Please do not send birthday invitations or notes to other families to the school for distribution.

CLASS TRIPS

Field trips are an important part of our educational program and are a direct outgrowth of our curriculum. We feel attendance on class trips is important as part of our grade

[Table of Contents](#)

level curriculum. Notification of class trip details will be sent home with your child along with a parental consent form. Your written permission is needed for your child to be able to participate in each field trip.

A transportation and entry fee may be required. If the cost of a trip poses a financial burden, please contact your child's teacher or the school office for assistance so that your child will be able to participate in these activities.

Two class parents usually accompany students and the teacher on field trips. If additional supervision is required, the class parents will contact other parents in the class for assistance.

PARENT TEACHER ASSOCIATION EVENTS, SERVICES, AND PROGRAMS

The [Elementary PTA](#) strives to maintain open communication among parents, teachers, staff, and administration. Our amazing PTA works to enhance the educational experiences of all our children. Our PTA has many opportunities for you to become active in the school community. These opportunities are not limited to school hours. You can volunteer for one event or task, or more, depending on your availability.

We urge you to join the PTA and actively participate!

[Table of Contents](#)