



Heather Sosnovsky, *Principal*  
Reina Hall, *Assistant Principal*

HEWLETT ELEMENTARY SCHOOL  
1570 Broadway  
Hewlett, New York 11557-1406  
Telephone: 516-792-4501  
Fax: 516-792-4452

## Hewlett Elementary School Family Handbook 2024 – 2025

### 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.

### Communication with Families

We will communicate with you via email/text messages/phone calls/mailings. Be sure your contact information is up to date. Contact Mrs. Yenna with any changes ([Dyenna@hewlett-woodmere.net](mailto:Dyenna@hewlett-woodmere.net) )

- Hewlett Elementary School Website: [Click Here](#) - HES Happenings has all flyers/invitations
- Grades 2 and 3 will use the SeeSaw Platform
- Grades 4 and 5 will use the Schoology Platform
- Monthly Principal's Newsletter

### Contacting the School

Parents are encouraged to contact the school (516) 792-4500 and press the appropriate number to reach the person you are trying to contact.

- Principal, Mrs. Heather Sosnovsky [Hsosnovsky@hewlett-woodmere.net](mailto:Hsosnovsky@hewlett-woodmere.net)
- Assistant Principal, Mrs. Reina Hall [Rhall@hewlett-woodmere.net](mailto:Rhall@hewlett-woodmere.net)
- Psychologist, Ms. Stephanie Bezalel [Sbezalel@hewlett-woodmere.net](mailto:Sbezalel@hewlett-woodmere.net)
- Social Worker, Mrs. Dena Watkins [Dwatkins@hewlett-woodmere.net](mailto:Dwatkins@hewlett-woodmere.net)



School Nurse, Ms. Elizabeth Mullen

[Emullen@hewlett-woodmere.net](mailto:Emullen@hewlett-woodmere.net)



HES PTA

[hespta1929@gmail.com](mailto:hespta1929@gmail.com)

### Arrival Procedures

**Early Morning Chorus/Band/Orchestra:** 7:40 AM

**Bus Arrival at HES:** 7:50 AM

**Walker Arrival at HES:** 7:50 AM

All students enter the building at 7:50 AM using the entrance on Herkimer Street. Students go directly to the gym or downstairs to breakfast. Students remain in the gym until 8:05 AM. Instruction begins at 8:20 AM. Students will be marked late after 8:20 AM. Students who arrive after 8:20 AM must enter through the main entrance on Broadway. If a student is late, 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. Lateness will be recorded on a student's report card and become part of the permanent record. Staff members will be at the entrance to supervise students both entering the building.

### Dismissal Procedures

Bus Dismissal at HES: 2:20 PM

Walker Dismissal at HES: 2:30 PM

Second and Fourth grade students who are walkers will be dismissed from the Herkimer Courtyard exit located at the back of the school by the bus loop. Third and Fifth grade students who are walkers will be dismissed from the exit near the Library Courtyard. Designated third, fourth, and fifth grade walkers may exit the Broadway exit.

### Breakfast, Lunch, Recess, and Snack

#### Lunch

Breakfast will be served in the HES Cafeteria from 7:50 AM - 8:10 AM daily. Students who are in chorus, band, or orchestra can get breakfast at 7:50 AM [BREAKFAST MENU](#)

Lunch will be served in the HES Cafeteria daily (see schedule below). [LUNCH MENU](#)

- Load money into the [RevTrek system](#) for online payments. If you do not know your Student ID, or have questions about payment, please e-mail Ms. Rosenthal [mrosenthal@hewlett-woodmere.net](mailto:mrosenthal@hewlett-woodmere.net)

#### Lunch Times:

11:45 A.M. – 12:35 P.M. – Grades 3 and 5

12:40 P.M. – 1:30 P.M. – Grades 2 and 4

#### Recess

It is a goal to get your child outdoors for recess on a daily basis. We allow students to choose what activity they would like to do each day. It is important that students are properly dressed in order to enjoy their time outside. Students **MUST** wear proper sneakers in order to use the playground equipment or participate in sporting games. During inclement weather, students will enjoy indoor recess in a variety of locations.

## Restroom Use

- Students will sign out of the classroom when using the restroom. No more than three students will be allowed at a time in the restroom.
- Students are required to wash hands before and after using the restroom.
- Restroom doors will be left open for monitoring student safety. Stalls provide privacy.

## Supplies

Please be sure your child has all of their school supplies daily.

## Technology

Grades 3 - 5 students will have a 1:1 District-Provided Chromebook Device. These devices must be charged each day. Please review the **The Learning and Technology Letter** sent out by the District. This letter contains all links to assist you in understanding technology usage in the District as well as the required forms all families are required to fill out prior to the distribution and use of any devices.

**Your child will not receive their device if all forms are not completed.**

Grade 2 students will have Chromebook Carts to use during the school day.

## Hewlett-Woodmere Acceptable Use Policy ([Policy #4526](#))

It is our District's philosophy that access to technological resources is an integral part of the curriculum and the instructional process. There is an inherent responsibility on the part of users to conduct themselves in an appropriate and considerate manner. All new students and parents will be given these regulations which outline the Acceptable Use Policy (AUP). Students and parents must sign the acceptable use agreement in order for their child to use the computer network and internet at school.

**Any inappropriate use of emails or other electronic communications at school or at a non-school site may be subject to disciplinary action.**

Misuse of computer/electronic communications/personal devices, including but not limited to, any unauthorized use of cell phones, iPADS, IPODS, cameras, PDAs, or other portable devices, computers, software, or internet/intranet account; accessing inappropriate Websites or social networking sites; that could pose disruption to the school community; or any other violation of the District's Acceptable Use Policy (#4526) will have consequences.

## Hewlett-Woodmere Student Personal Electronic Device Policy ([Policy #5695](#))

Please review the attached policy. *"The Board of Education recognizes that there are personal electronic devices that have educational applications such as calculators, voice recorders, digital cameras, music listening devices. Multipurpose devices may now incorporate these and a wide range of other functions in **smartphones, smartwatches, and tablets**. These devices shall be allowed to be used in classrooms or other instructional settings **only** when they are included as part of a lesson or other instructional activity and operated under the direction of a staff member."*

If students are found using smartphones/smartwatch during the school day, we will follow a progressive discipline approach as outlined below:

- 1st offense: Verbal warning to power off the device and put it away.
- 2nd offense: Call to parent/guardian and confiscation of item until the end of the day.
- 3rd offense: Confiscation of item and return of item following parent and student conference.
- Final offense: Revocation of privilege to bring item to school.

([Code of Conduct #5300](#))

## Health and Safety

**Visitors:** All visitors to the building will be required to check in with the security guard and present identification. Please set up an appointment when planning to meet with any member.

**Sanitizing the Building:** Custodians will sanitize the school building on a nightly basis with a 3 in 1 spray that cleans, disinfects, and sanitizes. Cleaning and disinfection will include all high-touch surfaces: classroom desks, chairs, tables, door handles, light switches, restrooms, etc. Lunch Aides will spray down tables and wipe them clean after lunch. Students and staff are not allowed to bring in their own products in order to comply with the Hazards Communication Standards set forth by NYS.

**Water Fountains:** Students may fill their bottles at our filtered water stations to be consumed at lunch or during physical education. Teachers will have disposable cups for students who may want water during the day. Students can ask teachers to take a break and go in the hallway to have a cup of water.

## Administration of Medication by School Nurse

New York State Law will not permit medication to be administered to a child in school *unless* the following procedures are fulfilled:

1. District #14 medication form must be completed by the child's physician and parent.
2. Medication must be in its original container with the prescription label intact.
3. A verbal request from the parent or physician is NOT acceptable. This procedure is for the protection of the student and school district.
4. Medication must be delivered directly to the Health Office by the parent.



## 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.

## Student Bullying Prevention and Intervention Policy ([Policy #0115](#))

The HWPS Board of Education condemns and strictly prohibits all forms of harassment, hazing, and bullying on school grounds, school buses, at all activities, programs and events including those that take place at locations outside the District, including via the Internet. Students who have been bullied, parents whose children have been bullied or other students who observe bullying behavior should

inform a teacher or another adult in the school. An administrator in each school is designated to investigate any complaints which will be treated confidentially, to the extent possible. Any act of retaliation against a person who opposes or reports bullying behavior is prohibited and illegal. Any individual who violates the district policy by engaging in bullying or participated in any type of retaliation is subject to disciplinary action, up to and including permanent suspension from school. See Policy #0115 on the District Website for more detailed information on student bullying.

### **Hewlett's School-Wide Consequences for Misbehaviors (dependent upon infraction)**

1. Warning (Oral / Written)
2. Time-out (Lunch time time-out)
3. Written assignment of a Behavior Journal: A written description by the student describing his/her misbehavior and alternative actions that would have been more appropriate) and, if appropriate, a written apology letter
4. Loss of privilege(s)
5. Conference with staff member (Teacher, Assistant Principal, Social Worker, Psychologist, Principal)
6. Phone call to parent or conference with parent at school
7. Removal from classroom
8. In-School Suspension
9. Out-of-School Suspension

### **Hewlett-Woodmere Code of Conduct ([Policy #5300](#))**

#### **Student Dress Code**

**A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:**

1. Not interfere with the educational process.
2. Be safe, appropriate and not disruptive.
3. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
4. Not include the wearing of hats during school, except for a medical or religious purpose.
5. Not include items that are lewd, obscene, discriminatory, violent, and libelous or denigrate others based on a person's actual or perceived race, color, weight, ethnic group, religion, religious practice, gender, sexual orientation, or disability.
6. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
7. Not include items of clothing that designate prohibitive group or gang identification.
8. Include safety wear such as goggles in labs, and appropriate physical education footwear.
9. Not include sunglasses unless a medical necessity.

### **Hewlett-Woodmere Attendance Policy ([Policy #5100](#))**

Daily school attendance and arriving on time are requisites for a successful school year. Please ensure your child arrives on time each day and barring illness that they are present and ready for learning.

#### **Parent-Teacher Conferences**

December 5, 2024: Evening Conferences time 6:00 PM – 9:00 PM  
December 6, 2024: Day Conferences from 7:50 AM - 2:40 PM  
March 28, 2025: Day Conferences from 7:50 AM - 2:40 PM  
April 1, 2025: After-school Conferences from 2:40 PM - 3:40 PM

## **Transportation**

- Seating to take place with 2<sup>nd</sup> graders in the front seats, followed by 3<sup>rd</sup> graders, then 4<sup>th</sup> graders, and 5<sup>th</sup> graders in the back of the bus.
- Students may be assigned seats from administration, if needed due to misbehavior.
- Appropriate practices for riding on the bus will be communicated before-hand during bus drills and reinforced in the classroom.
- Staff to check in students during bus dismissal to confirm students are seated.
- Complaints from the bus driver about students who refuse to comply with the appropriate behavior may be suspended from the bus as per the Student Code of Conduct (Policy #5300)

### **Guidelines for Bus Transportation (set by NYS) ([Policy #8410](#))**

<u>Grade Level</u>	<u>Minimum Distance from School</u>
2 <sup>nd</sup> & 3 <sup>rd</sup> grades	½ mile
4 <sup>th</sup> & 5 <sup>th</sup> grades	¾ mile

## **Field Trips Policy ([Policy #4531](#))**

Field trips are scheduled that enhance the educational experience of your child. More information will follow from your child's teacher.

## **Party Invitations / Birthday Celebrations**

We cannot hand out party invitations unless all students in the class are invited. You may send in peanut-free treats to celebrate your child's birthday. They will be eaten during lunch with the lunch aide OR with your classroom teacher.

## **SCOPE After School Program / PTA and HES After-School Clubs**

Registration is on-line only. Go to: <https://scopeonline.ce.eleyo.com/>

Keep your eye out for all PTA and school-offered after-school clubs. Sign up for these clubs is now done electronically.