

Hawthorne Elementary School

Mt. Pleasant Central School District

225 Memorial Drive
Hawthorne, NY 10532
Telephone: (914) 769-8536
Fax: (914) 769-8527

Ms. Anne Stern
Principal
Email: astern@mtplcsd.org

Ms. Theresa Outhouse
Assistant Principal
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Important Dates for Parents of Incoming Kindergarten Students

Thank you for joining us at Hawthorne Elementary for Kindergarten Registration during the week of March 5th. We are excited to begin this journey together. Over the next few months, you will have the opportunity to return to Hawthorne with your child for some very important happenings. Please see important dates below.

April 25th and April 26th from 3:30-4:45 p.m. Kindergarten Parent and Student Orientation

Please see the enclosed information regarding your assigned visit date.

March 27th-28th, May 7th-14th Kindergarten Screening for Students

You should have received an appointment when you registered. Please contact Lauren Gaudinier at 914-769-5500 x5110, if you need to schedule a screening appointment.

July 2nd Transportation Forms Due at Hawthorne Elementary School

If your child is riding the bus to and from school every day, you do not need to submit anything. If your child is being picked up at Brighton, attending an after school program, including Inspire, or going to a location other than your home bus stop, we will need your written authorization.

August 22nd-24th Parent Portal Opens

You will be able to log in and access information regarding scheduled bus times and your child's class placement. You will receive an email with the specific date and time during the week of August 19th.

August 30th Meet and Greet at Hawthorne Elementary School

This is an opportunity for your child to meet his/her teacher and visit the classroom. You will receive an email with the specific time.

September 4th First Day of School

Kindergarten begins at 9:00 a.m. If you are driving your child to school, Brighton drop-off will begin at 8:45 a.m. **Please note, the 9:00 a.m. start time is only for the first day of school.** Our regular daily start time is 8:15 a.m. Buses arrive beginning at 8:00 a.m. Brighton drop off is from 7:45 a.m. until 8:10 a.m.

Important Information Regarding Kindergarten Screening March 27th-28th, May 7th-14th by Appointment

- Prior to arriving, please read through the materials and emails that are sent home. Please speak with your child about his/her visit to Hawthorne Elementary School. Please let your child know that you will be visiting Hawthorne Elementary School to talk with a teacher and play some games.
- On the day of your appointment, please enter Hawthorne Elementary School at the *Memorial Drive* entrance. Please sign in with Ms. Lucille. Please be prepared to show photo identification. Once you are signed in, please proceed to the Multi-Purpose Room.
- When you arrive at the Multi-Purpose Room, please check in at the table. A teacher will come to meet your child to begin the screening.
- We will be using the *Developmental Indicators for the Assessment of Learning* to get more information about your child's development in terms of concepts, motor, and language. Each section will take 10-15 minutes to complete. The screening will take about 40-45 minutes. Your child will work with a team of 3 teachers.
- While your child is being screened, we will ask you to complete a Parent Questionnaire. The questionnaire asks you about your child's self-help and social and emotional skills.
- After the assessment, we will ask you to give a Teacher Questionnaire to your child's preschool teacher. Please mail the completed questionnaire back to Hawthorne Elementary School by **June 1, 2018**.

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Hawthorne, NY 10532

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IMPORTANT TRANSPORTATION INFORMATION

Dear Parents and Guardians,

The enclosed information outlines procedures for bus travel and for notifying the school in the event that your transportation routine changes. Bus route information will be posted on the Parent Portal in late August. A bus tag will be mailed home to you and will be arriving prior to the first day of school. **Please make sure your child wears this tag on his/her book bag daily.**

If there are any changes in your child's transportation routine, you must notify us in writing.

- If your child will be riding the bus to and from school on a daily basis, no action is necessary.
- Morning drop-off begins at **7:45 a.m. at the Brighton Avenue entrance** and ends at **8:10 a.m.** Students will be supervised in the Multi-Purpose Room. **If you arrive after 8:10 a.m., please do not drop your child off on Brighton.** Proceed to the main entrance on Memorial Drive and sign your child in with Mrs. Lucille Catalano.
- Afternoon pick-up begins at **2:55 p.m. at the Brighton Avenue entrance.** If you will be picking up your child at Brighton, please fill out the Brighton form, attach a copy of the required I.D. **Please mail or drop off the form to our main office prior to July 2nd.**
- If your child will attend the Easter Seals Inspire Program, a child care provider, or another after school activity, **please mail or drop off a letter to our main office prior to July 2nd.** Project Inspire is an extended day program offered by Easter Seals. You may sign up prior to the start of school by contacting Lisa Welker or Alicia Wilson at (914) 328-1645 or e-mail: projectinspire@eastersealsny.org. The early morning Inspire session begins at 7:00 a.m. in the cafeteria. Please drop your child off at the side door near the cafeteria entrance.
- If there is a daily change in your child's bus routine, please send in a bus note with your child.

Thank you in advance for your cooperation to ensure that our students travel safely to and from Hawthorne every day.

Sincerely,

Anne Stern
Principal

Theresa Outhouse
Assistant Principal

Hawthorne Elementary School

225 Memorial Drive

Hawthorne, NY 10532

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BRIGHTON FORM, DUE JULY 2, 2018

Dear Parents and Guardians,

Welcome to Hawthorne Elementary School. We are very pleased to be a part of your child's educational journey and look forward to a terrific year. Safety is a priority and we need your cooperation to ensure student safety during dismissal. If you are planning to pick up your child at Brighton during dismissal:

Please complete the form below and list any other adults who are authorized to pick up your child. Please attach a copy of a current photo ID for yourself, and any other individuals who are authorized to pick up your child. We will keep this letter with your signatures and identification at our safety desk where we will use it to confirm your identity when you sign your child out on Brighton Avenue. Dismissal at the Brighton Avenue exit is at 2:55 p.m.

If you are picking up your child at dismissal, you must enter through the Brighton entrance to sign your child out. The Memorial Drive entrance must be kept clear for buses during dismissal. Thank you for your understanding and if you have any questions, please feel free to contact us.

Sincerely,

Anne Stern

Child's full name _____ Grade Level _____

I plan to pick up my child on Brighton Avenue at 2:55 p.m. on the following days: _____

I understand that I will sign in on Brighton Avenue where this form containing my signature and identification will be kept on file.

Adults Authorized to Pick Up My Child:

_____	_____
Name	Signature
_____	_____
Name	Signature
_____	_____
Parent Name	Parent Signature Date _____

BUS SAFETY AND FREQUENTLY ASKED QUESTIONS

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 the following with your child:

- **Never run to the bus**
- **After boarding the bus, find a seat as quickly as possible**
- **Remain quiet on the bus and remain seated while the bus is in motion**
- **Follow the directions of the bus driver**
- **3 students are allowed in a seat. Please let a student sit next to you if there is room in your seat.**
- **Kindergarten students sit in the front rows of the bus. Grade 1 students sit in the middle rows and Grade 2 students sit in the back rows.**

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 times can vary by 5-10 minutes before or after the scheduled time, especially at the beginning of the school year.

If you, or the person responsible for getting your child off the bus is not at the stop for p.m. drop off, your child should 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.

2. What if there is a change in my child's daily transportation routine?

No changes in routine will occur without written permission. You may do this one of two ways:

- 1. Send a signed note to school with your child.**
- 2. Fax a note with your signature to 769-8527 by 11:00 a.m. You must call the office to confirm that the fax was received.**

We cannot accept emails or calls to the office to request changes.

The note must include your child's full name, classroom teacher, bus #, and specific instructions for your child. If your child is going home with someone else, include the other student's first and last name, bus # and teacher name. Please sign and date the note and include your contact information so that we can follow up if we have any questions.

If someone other than a parent or guardian will receive your child at the bus stop, please provide written notification of the person's name and phone number. Please send in the note with your child. Notes can also be faxed to the office by 11:00 a.m. at 769-8527. You must call the school to confirm that the fax was received.

3. **What if my child has a long-term change in bus routine? For example, what if my child will ride the bus for part of the week and attend an after school activity or program regularly for the rest of the week?**

Please submit a letter to our office, detailing the specific days and locations, 2 weeks prior to the change.

4. **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 office with any concerns regarding student conduct and safety.

Please be aware that if there is a concern that a child is behaving 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. In certain cases, bus transportation may be suspended for a period of time.

Please contact the Transportation Department in the District Office with any concerns regarding bus routes and schedules.

Hawthorne Elementary Code of Conduct 2018-19

**Hawthorne Elementary School
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Hawthorne New York 10532
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Web site: hes.mtplcsd.org**

**Anne Stern
Principal**

**Theresa Outhouse
Assistant Principal**

Social and Emotional Development

Social and emotional learning is an important part of our focus at Hawthorne. As our students learn to navigate their own emotions and function in social situations, our approach is supportive and nurturing.

Our Approach

Our entire school staff works to help students develop social skills, strategies, and coping mechanisms, to foster a strong sense of self, and the capacity to relate to others. This is done through modeling, direct instruction, reading, role playing, class meetings, and repeated practice of appropriate behaviors.

This practice occurs throughout the school day. It is done both proactively, and in response to specific situations. After a situation occurs, it is most effectively addressed in a timely manner.



NYS Guidelines for SEL p.9

We try to help students to develop problem solving skills and resolve issues as quickly as possible and practical by giving students the opportunity to explain their perspective. Often, issues are the result of misunderstandings and miscommunications. We work together to develop alternate courses of action and make plans for what to say and do next time.

At times, students need more specific, ongoing goal setting and supports. This is often done in consultation with parents, teachers, our school psychologist or guidance counselor, and a building administrator.

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.

<i>Student Responsibilities</i>	<i>Student Rights</i>
<p><i>In my education...</i></p> <p>I have a responsibility to come to school each day prepared to learn.</p> <p>This means that I will:</p> <p>Enter class on time and prepared to learn. Give my best effort every day. Listen carefully and follow directions. Ask for help when I need it. I use my words to explain my thinking and express my emotions.</p>	<p><i>In my education...</i></p> <p>I have the right to learn in school.</p>
<p><i>In my environment...</i></p> <p>I have a responsibility to help keep the school safe for everyone.</p> <p>This means I will:</p> <p>Respect personal and school property. Follow school and class rules. Keep my hands, feet, and possessions to myself. Not bring anything to school that could hurt others. Report things that are unsafe to an adult. Not touch the property of others without asking first. Take care of my supplies, my classroom, and my school environment.</p>	<p><i>In my environment...</i></p> <p>I have the right to be safe in school.</p> <p>This means no one, including me will:</p> <p>Hurt or touch me in a way that makes me upset.</p>
<p><i>In respecting myself and others...</i></p> <p>I have a responsibility to respect myself and others.</p> <p>This means that I will:</p> <p>Treat others the way I want to be treated. Not tease others, laugh at others, or hurt others' feelings. Help others. Take turns. Be courteous, respectful, and honest.</p>	<p><i>In respecting myself and others...</i></p> <p>I have a right to be happy, to be myself, and to be treated with respect in this school.</p> <p>No one will be allowed to laugh at me or hurt my feelings on purpose.</p> <p>No one will treat me unfairly because of: the color of my skin, the way I look, the way I speak, my religious beliefs, my country of origin, or the way I learn.</p>
<p><i>In expressing myself...</i></p> <p>I have a responsibility to listen to others and follow directions.</p> <p>This means that I will:</p> <p>Express my feelings and thoughts respectfully. Use appropriate language. Listen carefully when others are speaking. Respect the ideas and actions of others. Tell an adult if someone is threatening or harming me or another person.</p>	<p><i>In expressing myself...</i></p> <p>I have the right to hear and be heard.</p>

Dress appropriately (No pictures or words about tobacco, alcohol or drugs, guns, knives, or other weapons, curse words, inappropriate language or behavior).	
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Rules of Conduct

The rules apply to each student on school property, in the school building, on an athletic playing field, on the playground, on the school bus, and at school-sponsored functions and school-sponsored extracurricular events and activities.

NYS Education Law, Article 2 (effective July 1, 2012)

It is hereby declared to be the policy of New York State to afford all students in public schools an environment free of discrimination and harassment. No student shall be subjected to harassment, discrimination, or bullying by employees or students. No student shall be subjected to discrimination based on their:

- actual or perceived race
- color
- weight
- national origin
- ethnic group
- religion
- religious practice
- disability
- sexual orientation
- gender

In addition, students at Hawthorne are expected to:

- Respect all the members of the school community.
- Keep their hands and feet to themselves.
- Travel safely in the school building.
- Use kind words and appropriate language.
- Obey the classroom rules.
- Take care of school property.
- Respect the property of others.
- Refrain from taking pictures and video of other students.
- Not bring matches, lighters or fireworks to school, or on school buses.
- Never bring to school any gun, knife of any kind or any other item that can be used as a weapon.

Please note: We advise that you do not send your child to school with delicate, valuable items, such as jewelry and electronic devices. We cannot be responsible for damage to or loss of these items.

Responding to Student Conduct

The principal, assistant principal, or another adult acting at the principal's request, shall determine the appropriate response to any case of student misbehavior or violation of any school rules and regulations.

Each student has the right to present his or her view of the problem when the principal is determining the facts and deciding the course of action. Parents will be contacted to discuss the incident, and develop a plan to address the situation and prevent future incidents.

What Happens When a Student Violates the Code of Conduct?

Student Conference: Discuss what happened. Apologize. Plan for an alternative behavior next time. Practice the alternative behavior.

Logical Consequences: At all times, we try to implement logical consequences that address specific behaviors. For instance, if a student intentionally damages or destroys property, he/she will be responsible for replacing the property.

Short Term Time Out: This strategy may be used to provide a student time to reflect on his/her actions and practice appropriate behaviors.

Removal from Extracurricular Privileges: A student may sit out for part of Fun Friday or another special event.

Suspension from School: If a student repeatedly violates the school rules, he/she may be removed from daily classroom/school activities within an alternate location at school or at home. A student may also be suspended if he/she hurts or threatens another child, or acts in a way that is noncompliant and puts himself/herself or a classmate in danger.

Expulsion: This is reserved for the most serious offenses and would include a Superintendent's Hearing.

PARENT AND STUDENT ACKNOWLEDGEMENT SHEET

Acknowledgement of Parental and Student Responsibility

Each parent or guardian of a student shall sign and return this statement, which acknowledges the receipt of the Hawthorne Elementary Code of Conduct. Hawthorne Elementary School will maintain records of these signed statements.

I have read and acknowledged receipt of the enclosed Code of Conduct. I have also discussed Student Rights and Responsibilities with my child.

Student's Name

Teacher's Name

Parent's/Guardian's Name

Parent's /Guardian's Signature

Date

Please sign and return this page to Hawthorne Elementary School.