



Hawthorne Elementary School
225 Memorial Drive
Hawthorne, NY 10532

Parent Guide 2017-18

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PHILOSOPHY

Hawthorne Elementary School is a “Place of Great Beginnings.” We are 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 strong mastery of basic skills and to the development of social responsibility. We recognize and celebrate the special 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.
- Nurture the development of a positive, realistic self-concept.
- Guide each youngster in forming and sustaining friendships.
- 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.

THE HISTORY OF HAWTHORNE ELEMENTARY SCHOOL

The building we know as Hawthorne Elementary School was built in 1930 to accommodate all Hawthorne children in grades K-8. The first principal was Amos Struble. It became apparent in the years following World War II that additional space was needed due to the tremendous growth in population. The School Board proposed a bond to construct the addition. It was approved in 1950 and construction was completed in 1952.

The latter part of the decade saw the construction of the Columbus School and the centralization of the Hawthorne, Thornwood and Reynolds School Districts. As a result, Hawthorne Elementary was assigned responsibility for instruction in grades K-5 only. As enrollment increased over the next twenty years, Hawthorne Elementary School's grade configurations changed. By 1979, Hawthorne Elementary became a K-2 school and Thornwood Elementary closed. In 1994, the second grade was moved to Columbus School and Hawthorne School assumed responsibility for all the K-1 children in the Mount Pleasant Central School District.

In 2002, Hawthorne expanded to a beautiful campus with connecting corridors that allow natural light to enter. In September 2005 we proudly opened as a K-2 school.

SCHOOL HOURS

School hours are 8:15 a.m. to 2:55 p.m. If a child arrives at school later than 8:10 a.m., please escort him/her to the desk at the Memorial Drive entrance to sign in.

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, a Student Information Validation form will be sent home or posted on the Parent Portal. Parents are asked to verify the information for each child. It is very important for us to have the names and numbers of emergency contact persons. Kindly list only local emergency contact persons on these forms.

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.

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

VISITORS

It is extremely important that all visitors sign in at the lobby desk on Memorial Drive when visiting, volunteering, or attending school functions during school hours. Please be sure to have photo identification or you may be denied access to the school. We appreciate your cooperation.

Your child's safety is very important to us and we must know who is in the building at all times.

DROPPING OFF, PICKING UP AND PARKING

- We ask that parents dropping off their children do so at the Brighton Avenue entrance where staff are available to greet the children. We ask that parents who regularly pick up their children, do so on Brighton Avenue where your child will be dismissed. Prior to July 3rd, please complete the Brighton form 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.

- The Memorial Drive entrance must be kept clear for buses during arrival and dismissal. Thank you for your understanding and if you have any questions, please feel free to contact us.
- Memorial Drive is used only for buses and for those staff members with assigned spots. It is imperative that Memorial Drive and the traffic circle remain clear of cars at all times. If you must pick up your child on Memorial Drive, please adhere to the aforementioned parking rules.
- If you visit 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 are assigned to staff. ***Parking in the traffic circle is prohibited because it is a fire lane.***
- Our school policy is to have all students remain in school until dismissal time at 2:55 p.m. If you must pick up your child during school hours, please send a note to your child's teacher that day so that he/she is not put on the bus. Go directly to the front desk and use the sign-out book. No child will be released to anyone other than a parent (or designated person on the emergency card) unless we have received prior written notification.

BUS INFORMATION & SAFETY RULES

The Hawthorne bus schedules are posted on the Parent Portal and bus tags are mailed to parents shortly before the first day of school. All students should have their bus tag tied onto their backpack. All students are picked up at the assigned cross streets near their homes.

At the end of their 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.

BUS SAFETY

Our primary goal is that our students travel safely to and from Hawthorne every day. The enclosed information outlines procedures for bus travel and for notifying the school in the event that your transportation routine changes.

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.
- If you will be picking up your child at Brighton, either for all or part of the time, please fill out the attached Brighton form. This form is due in the main office by July 3rd.
- If your child will attend the Easter Seals Inspire Program, a child care provider, or another after school activity, please send a letter to the main office by July 3rd.
- If there is a daily change in your child's bus routine, please send in a bus note with your child.

BUS SAFETY AND FREQUENTLY ASKED QUESTIONS

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 the following with your child:

- 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.

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 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.

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

Please complete a bus note, including your child's full name, classroom teacher, bus #, and specific instructions for your child (for ex: 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 you would like to authorize an alternate adult(s) to receive your child at the bus stop, we will need written permission. Please send in the note with your child. Notes can also be faxed to the office by 11:00 am at 769-8527. You must call the school to confirm that the fax was received.

No changes in bus routine will occur without written permission. Please do not send emails to the classroom teachers or call the office to request changes.

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 detailing the specific days and location to the Hawthorne Elementary School office no later than July 3rd. Please adhere to the July 3rd date to ensure that the

information is processed in time for the opening of school.

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 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 a period of time. Contact the Transportation Department at District Office with any concerns regarding bus routes 769-5500.

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

- Be at your assigned bus stop five minutes before the designated pick-up times so you will be ready when the bus arrives.
- 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.
- Obey the bus driver who is in charge at all times and will report misbehavior to the school principal.
- Be courteous to the drivers and other passengers. Disruption on the bus can cause accidents.
- Eating or drinking is not permitted on the bus.
- Keep hands, head 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.

BUS SUSPENSION

Riding the bus to school is a privilege. In order 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 students who receive 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.

HEALTH OFFICE

HEALTH EXAMS

NYS law requires that students who will be in Kindergarten or Second Grade for the 2017/18 school year have a Physical Exam Form on file in the Health Office. The exam must be done within the 12 month period prior to the beginning of the new school year, and dated from September 1, 2016 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 prior to October 1, 2017. 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 entry to school.

You may download a Physical Exam form (Health Appraisal) from the district's website. Your child's physician may substitute his/her own form. Your medical provider may fax a physical form to 914-769-1719 or 914-769-8527, attention "Nurse," or you may send a copy in with your child. Please disregard this request if you have already submitted your child's Physical Exam form.

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

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 Katherine DeBiase, our school nurse.

School Nurse: Katherine DeBiase, RN

Phone #: 914-769-8535

Fax: 914-769-1719

alt. 914-769-8527

Email: kdebiase@mtplcsd.org

VISION AND HEARING SCREENING

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

MEDICATION

The State Education Law and Nursing Practice Act prohibit 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.

The school nurse will answer any specific questions you may have.

ABSENCES, TARDINESS, ILLNESS

ABSENCES

Parents are responsible under 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 observations are the only legal reasons for absence from school.

A written excuse is required by New York State Law each time a child is absent or late. The note should be sent with the child when he or she returns to school or on the day he/she is tardy. The note should include the reason for the absence or lateness, the dates and signature of the parent or guardian.

Parents are required to call the school nurse, Mrs. DeBiase (769-8535), each morning, on the day your child is absent. If your child is absent and no call is made, the school will attempt to call the parent. This is done for the safety and protection of your child. If the child is absent more than three days, class assignments can be requested by the parent.

ILLNESS

Parents are urged to keep children with communicable diseases at home. While this may be a problem for some working parents, the spread of contagious illness in the elementary grades has become epidemic in itself.

Please call the School Nurse, Katherine DeBiase at 769-8535, each day of your child's absence and give the reason for the absence and the name of your child's teacher. If we do not hear from a parent, the school will call your home, cell, and/or place of business to confirm the absence.

In case of a medical emergency, the school must be able to contact a responsible adult. Please make sure the Emergency Contact information on file in the Health Office are up to date and accurate; (i.e., change in work number, change in address, etc.).

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. Your support and cooperation in developing a route that ensures your child's prompt arrival at school is appreciated. 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 lobby desk.

Please schedule medical or dental appointments after school or on scheduled days off from school. Unless it is an emergency, students should not leave early or come in late to school and

miss the instructional program.

LEAVING EARLY

Children are expected to attend school for the entire school day. In the event of an emergency situation, a child is to be dismissed from school early, the parents (or a person authorized by the parent in writing) must pick up the child at the lobby desk, and sign the sign-out book. Again, this is for the protection of the child.

COMMUNICATION

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

- E-mail and Phone Calls For all non-urgent matters, please send an email to school staff. We will respond within 24 hours. For all immediate concerns, please contact the office at 769-8536.
- One Call Now is an email and telephone system that we use to communicate important information to parents. If you are not receiving updates from One Call Now, please contact the main office at 769-8536.
- 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.
- School News can be accessed electronically at www.hes.mtplcsd.org. You will find news and information, including our Friday Flyer in the Quick Links section, "Parent News."
- Back-to-School Night occurs in September. This evening meeting provides an opportunity for parents to visit their child's classroom, meet his/her 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 for all students. In addition to these scheduled conferences, you may meet with your child's teacher at any time. You may initiate a conference by contacting your child's teacher and making an appointment. Always inform the teacher if something happens which might affect your child. In this way, we can work together to provide for your child's well-being.

- Report cards are posted to the Parent Portal three (3) times per year in December, March-April and June. Progress reports are sent home for students receiving Response To Intervention (RTI) or other related services.
- Kindergarten registration is held by appointment during the month of March. Several days are designated for registration; please check the school calendar for the dates. An orientation for parents is held in early Spring to learn about the Kindergarten program.
- Celebrations of Learning take place in the Spring at Hawthorne Elementary. During this special evening event families visit the school to celebrate and applaud the achievements and progress of our students. Please refer to the school calendar for dates.

WHEN TO WRITE A NOTE

The school needs written parental notification or written permission in the following situations:

- Following an absence
- When a child is tardy
- When a child is to be dismissed early
- When someone else will pick your child up from school
- When a child needs to ride a different bus or get off at a different stop
- When you want to request a meeting with the teacher
- When you need to advise the teacher of family emergencies
- When a child should receive medication in school
(a physician's note stating medication dosage and frequency of administration is also required)
- When a child needs to be excused from gym class or recess - if this will be for an extended period of time, please contact the school nurse

PARENT PORTAL

Parent Portal Sign-Up and Login Instructions

Visit of Hawthorne Elementary Web page (<http://hes.mtplcsd.org/>). Click on the Parent Resources tab. Then select Parent Portal and Parent Portal Log In.

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 Lauren Gaudinier, Database Specialist at 914-769-5500 x5110 or lgaudinier@mtplcsd.org

STEP 1: Create Your Account To access the Parent Portal, please go to the following website: <https://esdparentportal.lhric.org> Click "Online Registration." Enter the required fields marked with a red asterisk. Write down your username and password and store it in a secure place. This information will not be sent to you in your confirmation email.

Click "Create Account Information." Enter your (parent) information on this screen in the required fields marked with a red asterisk. Then click "Create Personal Information". Enter information for your child. Click "Add Student to the above list." Repeat these steps to add another child, if applicable. When you are done adding students, click "Finish Registration."

STEP 2: Log in to the Parent Portal once your account has been approved by the system administrator, you will receive the following email from noreply@eschooldata.com: Congratulations NAME, Your eSchoolData Parent Portal application request has been approved by your school administrator. You will need to activate your account by logging into the Parent Portal by clicking the link. Click the link contained in the email. You will be brought back to the Parent Portal login screen. Enter the username and password you set up in your online registration in Step 1. Then click "Login."

Read the Terms of Use. Click "I Agree." You will see your last login on the left. Your child(ren) will be listed on the right. Announcements and Documents (if any) will be posted on this screen. To view a student's information, click their student ID number, in blue. You will be brought to the Profile page. This screen displays calendar events at the district and school level. 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.

SAFETY AND DRESS CODE GUIDELINES

Students should wear/bring sneakers to school every day. Our students participate 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 that can be used by 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 our automated telephone communication system. Information is also attainable on radio stations WFAS 1230 (AM), WFAS 103.9 (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 school will be open at 9:50 a.m. Supervision cannot be provided at school any earlier. For the safety of your child, please do not drop off your child prior to this time.

If there is an early dismissal due to weather or any other emergency condition, you will be notified by the automated telephone communication system. Each family needs to develop an emergency plan for their child to follow in the event of an emergency or if you will not be at home when your child is dismissed.

SUPPLIES

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

LOST AND FOUND

Our Lost and Found Box is located by 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.**

LUNCH & SNACK

LUNCH

Hot and cold lunches are available for all students 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.

We have a nut free table in our cafeteria. Students with nut allergies will be asked to sit at this table with a friend who has a nut free snack.

Our school district utilizes the POS (Point of Sale) computerized software system. Each student is assigned a PIN number to be used when making a purchase. Parents have the option of prepaying into their child's account with a credit card via the internet at www.mypaymentsplus.com or by check.

Please refer to our school website: <http://hes.mtplcsd.org>
(Click on the Quick Links section "Food Services")

If paying by check, checks should be made out to the Mount Pleasant School District and should note the student's PIN. Cash is also accepted.

SNACK

Snack time is set aside in most classrooms. 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 some classrooms are nut free due to student allergies. Please adhere to specific snack guidelines for your child's classroom.**

RECESS

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

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

(<http://www.accuweather.com/en/us/hawthorne-ny/10532/hourly-weather-forecast/2102982>)

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 take some time to discuss cold weather safety with your child. Please instruct your child to tell an adult if they are cold, 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 Mrs. DeBiase.

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.

HOMEWORK

Homework reinforces, enriches and expands upon classroom learning and helps our students to develop independent work habits. Parents' interest and appreciation will reinforce their child's positive attitude toward the value of homework.

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 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.

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

For the safety and security of all of our students, class parents must send a list of parents who will be attending class parties to the classroom teacher and our greeter, Ms. Lucille, at least 3 days prior to the scheduled party.

BIRTHDAY PARTIES AND INVITATIONS

Please do not send birthday invitations or notes to other families to 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 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 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.

PTA SPONSORED EVENTS, SERVICES AND PROGRAMS

The Elementary PTA strives to maintain open communication among parents, teachers, staff and administration. It works to enhance the educational experiences of all our children. Please check your District calendar for dates and times of PTA meetings.

PTA meetings are held to inform members not only of activities, but also important School Board decisions and state legislation affecting school children.

**We urge you to join the PTA and
actively participate!**