Washington......Important Things to Know!

1. **Arrival** - School begins at 9:20 a.m. Please do not drop children before 9:10 a.m. There are no arrangements to supervise children prior to this. Students who eat breakfast at school will be allowed to go to the cafeteria beginning at 9:10 a.m. Students who ride a bus will be escorted from their bus to the cafeteria.

2. **Parking** is not permitted in the bus circle while school is in session. Please do not drive through the bus circle during arrival or dismissal or whenever there are buses in the circle. Parents visiting during school hours are asked to park in the parking lot or on the street where parking is permitted. Please note the No Parking signs on the street in front of the building. Parking in these areas not only risks tickets from the police department but makes arrival and dismissal unsafe for your children, yourselves, and interferes with the safe and quick arrival and departure of school buses. Don’t walk through the bus circle, especially when buses are in the circle. Please use the sidewalks.

3. **Dismissal** – Children who are picked up at dismissal will be called down to the cafeteria at 3:30 p.m. Parents or authorized adults must be prepared to show their photo ID and then sign children out with the dismissal teacher and aides! We must assure student’s safety by knowing that they are leaving with the proper person. Bus dismissal begins at 3:35 p.m.. Children are called to their assigned bus rooms and then escorted to their bus by their bus teacher.

4. The **school attendance number** is 673-2143. Please call the school when your child is absent. A 24-hour answering machine will take the message. An absence will be listed as an illegal absence if we do not hear from you by phone or note. For all other school business please call 673-2090.

5. It is best for children to be in school for a **full day**. When children come to school late or leave early they miss important parts of their school experience. We want to encourage you to make every effort to enable your child to arrive at school on time and stay until dismissal. Any child coming to school late must be brought inside and signed in at the main desk. If you must pick your child up before the end of the school day, you must sign him/her out at the main desk. Please avoid picking your child up between 2:30 p.m. and 2:55 p.m. This is a very busy time of day in the Main Office, as well as in the classroom. A parent wishing to have another adult pick a child up at school must prearranged this with the request accompanied by written consent clearly identifying the authorized adult. Picture identification will be requested at the time the child is picked up. This is for the safety of your children.

6. When **visiting** during school hours visitors must sign in at the main desk. Visitors will be asked to show photo ID. All school visitors must wear a visitor’s pass while in the building. We encourage parents to visit our school, but visitations to classrooms and conferences with teachers must be prearranged. Feel free to write notes to teachers or call to request a conference.

7. **Children's birthdays** are special events. Please be sure to check with your child's teacher in regards to birthdays. Do **NOT** send cupcakes or food of any type in for birthday celebrations.

8. Each class will have **class parents** who will help teachers as needed. The PTA assigns class parents at the beginning of the school year. Interested parents are encouraged to volunteer for this, as well as other class and school activities.
9. Please check your child's back pack each day for announcements, notes, and homework. Checking every day is a good practice.

10. Homework - Homework may be assigned on a daily basis. We strive to ensure that homework is related to the daily activities and curriculum and is developmentally appropriate for your child.

11. Report Cards are completed quarterly by teachers. The first one is shared with parents at the November conference. Please make sure that you sign up for a conference appointment time at Meet the Teacher Night. The other report cards will be sent home with the children in January, April, and June.

12. Children should come with an appropriate snack. Breakfast and lunch may be purchased in our school cafeteria. Breakfast costs $1.55 and lunch costs $2.30. Multiple meal cards can be purchased through the cafeteria.

13. Please be sure to keep your child's Health Emergency Card up to date! Please hand it in as soon as possible in the beginning of the year. It is also important to let us know of any changes. This enables us to reach you or a designated alternate in case your child becomes ill or is injured during the school day. In an emergency situation in which we are unable to reach a parent, your child will be transported, by ambulance, to the Emergency Room of Huntington Hospital accompanied by a school representative. You will be instructed to go directly to the Emergency Room.

14. Medication Administration - In the event your child should require medication during school hours, New York State Law and the Huntington School District require: A) A medication administration form must be completed and signed by parent and completed and signed by a doctor. B) The date, directions, and doctor's name and phone number must be clearly printed on the form. C) The doctor-prescribed or over-the-counter medication must be brought to the school nurse by the parent in the original pharmacy container, fully labeled and dated. D) A new form must be fill out for each change of medication or dose and renewed each school year. E) STUDENTS ARE NEVER ALLOWED TO CARRY MEDICATION OF ANY KIND OR TAKE MEDICATION WITHOUT OFFICIAL WRITTEN DIRECTIONS FROM THE DOCTOR AND PARENT. F) STUDENTS CAN NEVER TAKE MEDICATION WITHOUT SUPERVISION!

15. Behavior - Our school is committed to providing a safe school environment, where students are entitled to receive quality educational services without disruption or interference. Every effort will be made to develop in the students the concept of self-responsibility for their behavior and a desire to treat each other with respect. Please refer to the district’s Code of Conduct for further information.

16. Bus Behavior - Proper behavior on school buses is required. The cooperation of both the parent and student is necessary in maintaining the proper conduct at bus stops as well as on the bus. Please refer to the 2014-15 Transportation Guide & General Information bulletin that was sent to your home late this summer.

17. Kindergartners must be met at the bus stop by a parent or other adult authorized by the parents. If no authorized adult is at the bus stop, the drivers have been directed to bring the student back to the school. To avoid this situation, which can be distressing for young children, please be at the bus stop on time to meet your child.

18. Bus Passes - If you wish your child to take a different bus home to join a formal activity or visit a classmate, please write a note to the school stating the bus number, the other student's name, and the bus stop. The office will issue a bus pass to your child that
will enable him/her to board a different bus for that day and inform the driver of the change. Passes are issued only if space is available on that day.

19. If transportation problems arise after school hours, please call the district transportation office at 673-2032.

20. The following items should be left at home and not brought to school: Any type of toy in general; specifically any electronic device (DS, iPOD, cell phone, etc.), trading cards, and Heely’s (sneakers with wheels). Children do NOT need to bring balls for recess. Recess equipment will be provided.