Family Handbook
2026– 2027
Ogden Elementary School

Mrs. Reina Hall, *Principal* **Mrs. Lauren Biscardi, *Assistant Principal***

Vision Statement

At Ogden Elementary School, our multicultural community thrives in a highly collaborative and supportive environment that embodies a commitment to continuous learning and innovative practice. Fueled by powerful connections among our children, families, and staff, Ogden cultivates critical and creative thinking and diverse perspectives, motivating children to take risks, respectfully challenge each other's thinking, and discover their own unique ability to be responsible citizens who make a positive change in the world.

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 Ms. Spencer with any changes (dspencer@hewlett-woodemere.net).

- Ogden Website: Click Here
- ParentSquare, a digital communication application
- Principal's Newsletter

Contacting the School

Parents are encouraged to contact the school (516) 792-4700 and press the appropriate number to reach the person you are trying to contact.

Principal, Mrs. Hall	rhall@hewlett-woodmere.net
Assistant Principal, Mrs. Biscardi	lbiscardi@hewlett-woodmere.net
Psychologist, Ms. Marie Rose Miley	mrmiley@hewlett-woodmere.net
Social Worker, Mrs. Carrillo	gcarrillo@hewlett-woodmere.net
School Nurse, Mrs. Griffin	pgriffin@hewlett-woodmere.net
Ogden PTA	ptaogdenemail@gmail.com

Arrival Procedures

Early Morning Chorus/Band/Orchestra: 7:40 AM **Bus Arrival at Ogden:** 7:50 AM

Walker Arrival at Ogden:

Students may enter the building at 7:50 a.m. and report to the front gym with their grade. Students eating breakfast will report to the cafeteria. At 8:05 a.m., all students will be sent to their classrooms.

Cars must wait until buses leave the front circle to enter in the morning. This is for the safety of your child. Please never pull around an idle school bus in Ogden's Front Circle. All students enter through the main entrance under Ogden's Front Atrium.

Students will be marked late after 8:10 AM.

Staff members will be at the entrance to supervise students both entering and exiting the building.

Dismissal Procedures

Bus Dismissal at Ogden: 2:20 PM
Walker Dismissal at Ogden: 2:30 PM

Walker Dismissal at Ogden: 2:30 PM

Parents/guardians picking up their child should **park and walk to the designated dismissal area for their child's classroom teacher**. Each class will have an assigned outdoor dismissal location. Please meet your child at this location each day so that dismissal can run safely and smoothly.

Please be courteous to our neighbors and **do not park in front of or block residential driveways** during dismissal.

If your child normally rides the bus but will be picked up on a particular day, please notify the school according to our dismissal change procedures by 1:30 PM.

Breakfast, Lunch, Snack, and Recess

Breakfast/Lunch/Snack

Breakfast will be served in Ogden's Cafeteria from 7:40 AM to 8:05 AM daily. Students who are in chorus, band, or orchestra can get breakfast at 7:40 AM. **BREAKFAST MENU**

Lunch will be served in Ogden's Cafeteria daily (see schedule below). **LUNCH MENU**

- Load money into the My School Bucks system for online payments. If you do not know your Student ID or have questions about payment, please e-mail Ms. Rosenthal at mrosenthal@hewlett-woodmere.net
- Students in grades 2 – 4 will be given time for a daily snack.

Recess

It is a goal to get your child outdoors for recess daily. We allow students to choose what activity they would like to do each day. Students must be appropriately dressed to enjoy their time outside. Students MUST wear proper footwear to use the playground equipment or participate in sporting games. During inclement weather, students will be in the gym.

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 their hands before and after using the restroom.
- Restroom doors will be left open to monitor student safety. Stalls provide privacy.\

Supplies

Please be sure your child has all their school supplies daily. **OES Supply Lists**

Technology

Grades 3 - 5 students will have a 1:1 District-Provided Chromebook Device. These devices must be charged each day. Please review 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 Code of Conduct (Policy #5300)

Students and parents/guardians must sign and return the **OES Code of Conduct Acknowledgment Form**, which will be mailed home with class placement letters.

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 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 and Personal Electronic Device Policy (Policy #5695)
Please review the attached policy. "*The Board of Education recognizes that students may have personal electronic devices that can perform different functions. Such devices include "internet-enabled devices" defined as: any smartphone, tablet, smartwatch or other device capable of connecting to the internet and enabling the user to access content on the internet, including social media applications, but do not include any such device supplied by the district for educational purposes. Other personal electronic devices include devices which are not capable of connecting to the internet and accessing content on the internet, fitness trackers, wired or wireless headphones and earbuds, e-readers, calculators, voice recorders, cameras and music devices. These devices can create significant distractions to the school environment, negatively impact student mental health, contribute to disciplinary infractions, and reduce student engagement. Additionally, in an emergency, the use of personal electronic devices can distract students from following the directions of staff or emergency responders, contribute to the spread of misinformation, create congestion in the emergency response system, and interfere with the District's emergency response protocols.*" ***At the elementary level: Any device that is brought to school must be turned off and kept in the student's backpack.*** **For students out of compliance with this policy, the device will be confiscated and held in the school office until the end of the school day. The first time this happens, the student may retrieve the device, and the parent will be notified. For subsequent instances, the parent must retrieve the device. The District will exercise reasonable care to maintain the security of devices that are held by the District, but cannot guarantee the devices will be secure.**

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.

Ogden's School-Wide Progressive Consequences for Misbehaviors (*dependent upon infraction*)

A. Warning (Oral / Written)
B. Time-out (Lunch time time-out)
C. Conference with staff member (Teacher, Social Worker, Psychologist, Assistant Principal, Principal)
D. Conference with parent at school
E. Loss of privilege(s)
F. Removal from classroom
G. In-School Suspension
H. Out-of-School Suspension

Student violation of the Code of Conduct Policy will be communicated to the classroom teacher and the student's family.

Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. A student's dress, manner of grooming and appearance, including hair style/color, jewelry, makeup and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that abbreviated clothing is not appropriate school attire.
3. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
4. Not include the wearing of hats on the elementary level in the classroom 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, national origin, religion, religious practice, gender, sex, sexual orientation, or disability.
6. Not promote and/or endorse the use of alcohol, tobacco products or illegal drugs and/or encourage other illegal or violent activities.
7. Not incite violence or other illegal acts.

8. Not include items of clothing that designate, by virtue of its color, arrangement, trademark or any other attribute, prohibitive group or gang identification.
9. Include safety wear such as goggles in labs, and appropriate physical education footwear.
10. Not include sunglasses unless they are a medical necessity

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 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 into 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:

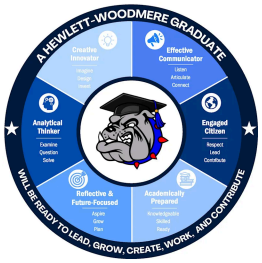
1. District #14 medication forms must be completed by the child's physician and parent.
2. Medication must be in its original container with the prescription label intact.
3. A verbal request from the parent or physician is NOT acceptable. This procedure is for the protection of the student and school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

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.

Hewlett-Woodmere Grading Policy (Policy #4710)

Please review the attached policy. "*The Board of Education recognizes that the classroom teacher is responsible for evaluating students and determining student grades. Grading is considered a positive tool to indicate effort, achievement, and development in each class or subject in which a student is enrolled. The District shall use a uniform grading system to ensure fair and equitable treatment of all students. Teachers shall evaluate students and assign grades according to this policy.*"



Students and parents of grades P-5 will receive a standards-based report card for classroom and special area teachers. This report card is provided at least three times during the school year. Please contact your child's teacher if you have any questions about their progress.

Parent-Teacher Conferences

December 3, 2026: Evening Conferences time 6:00 PM – 9:00 PM

December 4, 2026: Day Conferences from 7:50 AM - 2:40 PM

March 12, 2027: Day Conferences from 7:50 AM - 2:40 PM

Transportation

- Seating to take place with 2nd graders in the front seats, followed by 3rd graders, then 4th graders, and 5th 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)

Grade Level	Minimum Distance from School
2nd & 3rd grades	½ mile
4th & 5th grades	¾ mile

Field Trips Policy (Policy #4531)

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

Party Invitations / Birthday Celebrations

In an effort to provide a fun experience for all students and to limit interruptions to the school day, please follow these guidelines:

- Send in one small snack or treat
- Treats should be at school by 9:00 a.m.
- Be aware of any allergies in the class.
- Celebrations will be done in the classroom.

NOTE: We cannot hand out party invitations unless all students in the class are invited.

SCOPE After School Program / PTA and Ogden After-School Clubs

Registration is online only. Go to: https://scopeonline.ce.eleyo.com/

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