



Jericho Union Free School District

### Robert Seaman Elementary School – August 2016

Dear Parents:

It is with great excitement, on behalf of the entire Robert Seaman School staff, that I welcome you and your children to what promises to be a productive, successful, and fun school year. We hope you and your family enjoyed an exciting yet relaxing summer.

This letter is prepared to briefly highlight the routines that facilitate the operation of our school. Your child's grade, room, and teacher's name are included in this letter addressed to your youngster. Bus information will be available on the district website in late August. An e-mail will go out to all parents who have submitted email addresses to the school when this information is available.

I look forward to greeting your children on the first day of school, **Tuesday, August 30th**. We are all looking forward to meeting you at **Meet the Teacher Night on September 8th for Grades 3-5 (6:30 PM) and K-2 (7:30 PM)** – we alternate times each year.

Please feel free to contact us with any concerns, suggestions, or questions you may have.

Sincerely yours,  
Ivy A. Sherman  
*Principal*

#### ***Arrival of Children***

In order to provide for the supervision of all children, students are to arrive between 8:15 and 8:25 AM. School hours are from **8:25am-2:55pm**. We are going to hit the ground running on the first day of school. Parents will be able to assist their children with their school supplies on August 29<sup>th</sup>, from 9:00-9:30am for students in grades K-2 and from 9:30-10:00am for students in grades 3 - 5. On school days, students enter the building, beginning at 8:15, and line up outside of their classrooms. There is supervision in the cafeteria beginning at 7:30am, for those who need it.

Students who walk or are driven to school can be dropped off at the cafeteria entrance until 8:30am. After 8:30am, students must enter through the main entrance (front circle).

#### ***Dismissal of Children***

Bus children will use the circular driveway. Car pool youngsters will use the cafeteria (parking lot) exit and may not walk to the car without a parent. Parents who are picking up their children must sign them out in the cafeteria, beginning at 2:40pm. Prior to 2:40, you must go to the main office. **Please note – all students in kindergarten and grade one must be met by an adult when they exit the school bus at the end of the school day or they will be brought back to the school.**

#### ***Visiting the School***

Please use the new main entrance (circular driveway). Ring the bell and we will gladly let you in. **No matter what the nature of the visit to the school, you must sign in at the main office.**

### ***Releasing Children from School***

Our school provides measures for the maximum security of your children. Therefore, no child is released from school to anyone other than you or someone designated **in writing** by you. The child will then be informed to come to the office once the adult escort has arrived and identification has been reviewed. Children will not be released unescorted.

### ***Absence/Lateness of Children***

When a child is absent from school, a robo-call will be sent to your home noting your child's absence. Please call the school prior to 9:30am to report your child's absence (in order to avoid the phone call). A note or letter is legally required from the parent or guardian indicating the reason for absence. The note or letter should accompany the child on the day the child returns to school. Dental, medical, and other appointments should be arranged at times other than during school hours so that children do not miss valuable learning time. **We expect all children to be in school, ready to start the day at 8:25 AM.**

**\*Children are not allowed to attend or participate in an evening event at school if they were absent during the school day due to illness.**

### ***Playdate Arrangements***

**Please be aware that playdate arrangements will be accommodated beginning Monday, September 12th.** Playdate notes (Grades 1-5) must be sent with the children in the morning. Please be sure the note has first and last names of children involved, parent signature, and is not on a sticky note or very small slip of paper (these can easily get lost). **All year, kindergarten play dates will be on a pick-up basis only. Each kindergarten student will be required to have a note regarding the playdate. No kindergarten playdates will be permitted to go on the bus.**

### ***Children's Lunches***

**Lunch hours will be 11:35am-12:30pm for all children in Grades K, 2, and 4, and 12:15-1:10pm for all children in Grades 1, 3, and 5.** The cafeteria will be open starting the first day of school. A complete meal, including milk, costs \$3.00. The cost of milk is \$ .50 for chocolate, regular, or skim. Children pay for their lunches daily or through a prepaid program. Sending your child to school with the exact change is strongly suggested. (Kindergarten youngsters will need a bag lunch the first few weeks of school and will

be able to purchase hot lunch beginning on September 19th.)

### ***Children's Responsibilities***

You can help your child develop effective work habits by seeing that your child comes to school prepared for the day. **Mid-morning drop offs of lunch or forgotten items interfere with instruction.** Lunch or lunch money/snack, sneakers, textbooks, homework, supplies, notebooks, musical instruments, etc., are all part of the day's preparation. Parents are asked to instruct their children not to bring money (except for lunch or snack) or valuables (cell phones, electronic games, radios, collectibles) to school. A child-friendly checklist can help with this process.

### ***Parent-Teacher Conferences and Report Cards***

The first term report card will be distributed on Tuesday, November 29, 2016 via email and Parent-Teacher Conferences will take place on Thursday, December 1st and Friday, December 2nd.

### ***Technology Program***

We offer a technology-rich learning environment to prepare our students for the future. The elements of this environment include classroom computers, iPads, Chromebooks, a computer lab, a television studio, computer data networks, and video-on-demand. All classrooms contain Windows platform computers, printers, scanners, a SmartBoard, and digital cameras for student use.

### ***Electronic "Paperless" Communication***

**We send all school/PTA information out via e-mail. Please be sure that you keep your e-mail address up-to-date.**

Parents may also wish to e-mail teachers with any questions or concerns (first initial, last [name@jerichoschools.org](mailto:name@jerichoschools.org)). E-mail is not always useful for same day messages such as requests for assignments for an absent student. Many teachers do not check their email until the school day is over, however, all homework is posted on-line, through Canvas, for parents to access.

### ***Field Trips***

The Seaman PTA is pleased to provide your child with a **school T-Shirt to be worn on all school trips**. By wearing our school shirts, our children will be readily identifiable to our chaperones.

### ***Pupil Personnel Support Services***

Seaman School Psychologist, Mrs. Elyssa Crimeni, can be reached at 203-3600 ext. 5286. In addition to individual and group counseling and evaluations, Mrs. Crimeni will be providing in-class support for all grades. Mrs. Anne Frischer, our Special

Education Facilitator, may be reached at 203-3600 ext. 5349. Seaman School Nurse Mrs. Regina Rosenfeld can be reached at 203-3600 ext. 5284.

***Instrumental Music Program  
(Grades Four and Five)***

In addition to our choral program, youngsters in grades four and five may play a musical instrument in either the Band or the Orchestra. Students in Chorus, Band and Orchestra will delight us at the concerts scheduled for winter and spring.

***Character Education***

Seaman is a bucket-filling school where students consistently learn how to empathize and sympathize with others. Our incredible PTA regularly models altruism by facilitating ongoing collections for those in need. The Connected and Respected program reaches students in all grade levels. Students will explore a number of social and emotional competencies including self-awareness, social awareness, self-management, responsible decision making, and relationship skills. The Rainbow Program allows our students to monitor their own behaviors. You will hear more about these programs at Meet the Teacher Night.

**Please note: A State-Mandated Emergency Evacuation Drill (early dismissal) is scheduled for Friday, September 2, 2016. All students will be dismissed at 11:45am.**



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