



Jericho Union Free School District

Robert Seaman Elementary School – August 2018

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 filled with new adventures. We hope you and your family enjoyed an exhilarating yet relaxing summer, and are rejuvenated and ready to begin this year's journey.

The purpose of this letter is to briefly highlight the routines that facilitate the operation of our school. An e-mail will go out to all parents when class and bus information are available.

I look forward to greeting your children on the first day of school, **Wednesday, August 29th**. We are all looking forward to meeting you at **Meet the Teacher Night** on **September 6th** 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, Ed.D.
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**. **Parents will be able to assist their children with their school supply drop-off on August 28th, from 1:45-2:15pm for students in grades K-2, and from 2:00-2:30pm for students in grades 3 - 5**. This is an opportunity to say a quick hello to your child's teacher.

We are going to hit the ground running on the first day of school, August 29th. Parents will not be allowed to escort their child to class. 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 to drop off their child(ren) earlier.

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), check in at the main office window and receive a late pass. All students who enter after 8:30am, are considered late.

Dismissal of Children

Students who ride the bus will be escorted through the main entrance (the front circle) to meet their bus. Car pool youngsters will use the cafeteria exit and may not walk to the car without a parent. Parents will meet their child(ren) outside the cafeteria exit. Parents will be required to sign their children out, beginning at 2:45. Prior to 2:45, you must go to the main office to sign your child out. **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 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 and show identification.**

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 any 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 17th. 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 – the student(s) going on the playdate and the student who is having the playdate at their home. 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 can pay for their lunches daily or through a prepaid program. Information regarding the prepaid program (called point-of-sale) is located on the Jericho website (www.jerichoschools.org). Sending your child to school with the exact change is strongly suggested. (Kindergarten students will need a bag lunch the first few weeks of school and will be able to purchase hot lunch beginning on September 17th.)

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, December 4, 2018, via email and Parent-Teacher Conferences will take place on Thursday, December 6th and Friday, December 7th.

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 library-based television studio, computer data networks, and video-on-demand. All classrooms contain Windows platform computers, iPads, printers, scanners, and a SmartBoard.

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. Please allow me to apologize now for the amount of emails you will receive.

Parents may also wish to e-mail teachers with any questions or concerns (first initial, last [name@jerichoschools.org](mailto:____@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 online, 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. Patricia Ferraro, our Special Education Facilitator, may be reached at 203-3600 ext. 5349. Seaman School Nurse Mrs. Vicky Britvan can be reached at 203-3600 ext. 5284.

Instrumental Music Program (Grades 4 and 5)

In addition to our choral program, students 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 Tuesday, September 18, 2018. All students will be dismissed at 2:40pm.



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