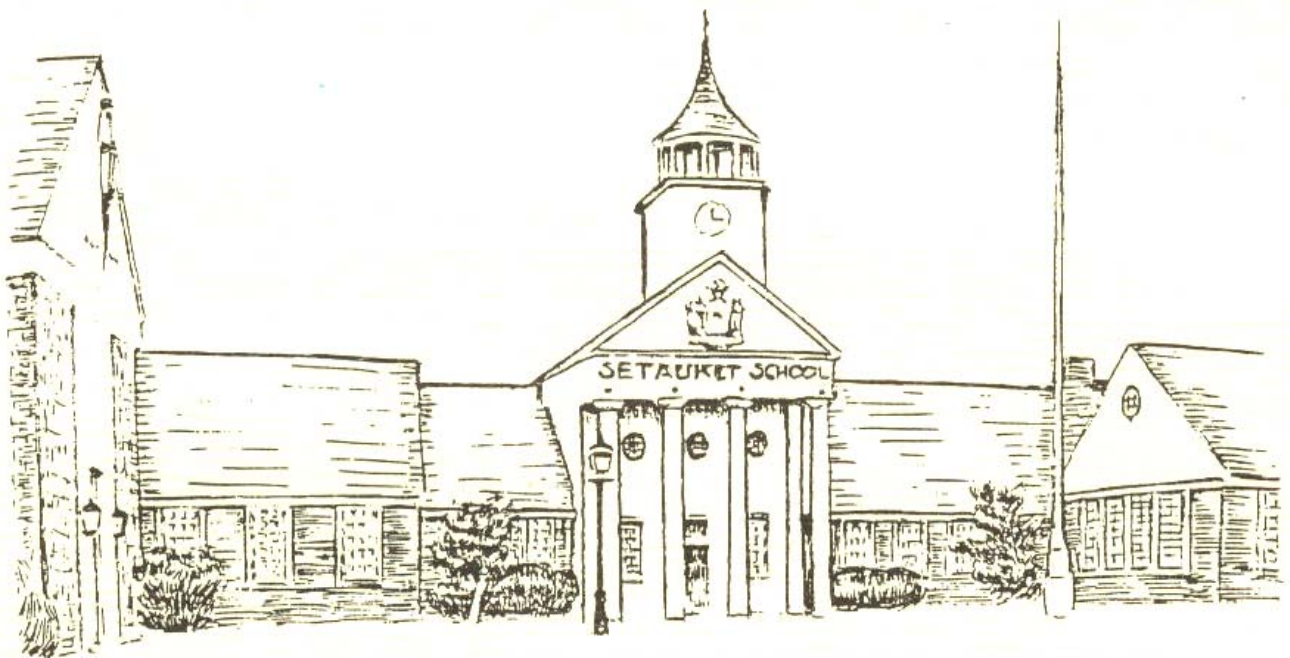


# *SETAUKET ELEMENTARY SCHOOL*

## *Parent Resource Guide*



**134 MAIN STREET  
EAST SETAUKET, NEW YORK 11733  
(631) 730-4600**

**Anne M. Rullan, Ed.D.**  
Principal

**Kathryn White**  
Assistant Principal

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## Welcome to Setauket Elementary School!

We hope that our Parent Resource Guide will be helpful to answer your questions and needs. For questions not answered in this handbook, you will find a list of phone numbers below that will assist you. We hope that you find your child(ren)'s time at Setauket to be a rewarding and enjoyable experience.

### Important Telephone Numbers



Three Village District Office  
Main Switchboard \_\_\_\_\_ 730 - 4000

District Transportation \_\_\_\_\_ 730 - 4450

Emergency and Weather Related Information \_\_\_\_\_ 730 - 4050

Setauket Main Office  
Mrs. Ward, Mrs. Weissman, Mrs. Whalen \_\_\_\_\_ 730 - 4600

Health Office  
Mrs. Bove \_\_\_\_\_ 730 - 4610

School Psychologist  
Ms. Lambert \_\_\_\_\_ 730 - 4623

Social Worker  
Mrs. Roberts \_\_\_\_\_ 730 - 4615

SACC (School-Age Child Care)  
Mrs. Rebori \_\_\_\_\_ 730 - 4641

PTA Co-Presidents  
Tracy Kraus-Bratone                      Contact at [www.setauketpta.com](http://www.setauketpta.com)  
Danielle Dunn

Emergency information can be accessed at our website: [www.threevillagecsd.org](http://www.threevillagecsd.org)

## **ATTENDANCE AND HEALTH OFFICE**

Attendance in school is extremely important for academic success. Missing even short periods of time during the day may significantly impact a student's ability to do well. Though we recognize that there may be times when students must arrive to school late or leave early, we ask that, in the best educational interest of your child, he or she leaves school only when ill or in the case of a family emergency.



Please call the health office in the event your child is going to be absent from school. For your convenience, an answering machine is on before and after school hours (730-4610). On the day your child returns to school please send a note explaining the reason for the absence.

Please be aware that vacations are not legal absences. ***We actively discourage families from taking vacations when school is in session.*** Teachers will not send schoolbooks or assignments for children to work on during vacation.

Here are a few guidelines for keeping your child home from school:

- \*Chest pains, shortness of breath, stomach pains or severe pain
- \*Fever or has had a fever within the past 24 hours (Children may not remain in school with a fever of 100.4 or above. Parents will be asked to pick a child up if this occurs.)
- \*Heavy nasal discharge
- \*Unexplained rashes
- \*Weeping or encrusted lesions
- \*Diarrhea or vomiting

**Physicals**-Second and Fourth grade student's in addition to all new incoming and kindergarten student's are required to hand in Physical (Health Appraisal and BMI) forms within 30 days of the start of school. If not handed in the student will be seen by the school Physician. The Health Appraisal forms can be downloaded from the district website, follow the link to Setauket School and to forms.

**Medications**-Medications for school must be dropped off and picked up by the last day of school by an adult, if not picked up they will be discarded. The Authorization form can be downloaded from the district website, follow the link to Setauket School and to forms.

**Change in Health Status**-Please notify the Health Office if there is a change of health status for your child. This includes improvement of health conditions, new allergies or allergies that no longer exist. Changes of medication are also helpful.

**Physician note**-A note from a Physician is required if a student is to be excluded from Physical Education for more than one week, a clearance date must be given by the Physician for when the student may resume activities.

### **MISSED WORK POLICY (Due to legal absences from school)**

- Children may receive homework when absent for **two or more days**.
- A parent or guardian may call after two days of absence and make a request for homework.
- The classroom teacher will prepare the work and leave it at the Greeter's Desk (located in the lobby at the bus circle entrance) at the end of the following day. This will give teachers enough time to receive the request, fill it and bring it to the Greeter's Desk.
- Children will have as much time as they were absent to complete the work. For example, if a child is absent for three days, he/she will have three school days to make up the work.
- Vacations during school time are not legal absences. Homework, schoolwork and textbooks will not be provided for such an absence.
- Please remember that homework is often determined during the course of the school day and may not be the same for every student in class. Therefore, teachers will not be asked to assign homework ahead of time for any reason.

### **HOMEWORK: HOME AND SCHOOL WORKING TOGETHER**

1. Parents should be available to assist a child with homework. The proper role is of a consultant, not a completer. Parents who participate in the actual doing of homework inadvertently cause their children to become dependent upon their continued presence and help where homework is concerned.
2. Demonstrate that homework is a priority in the family by designating a regular time for study so that a habit develops. If there are no homework assignments to complete, encourage your child(ren) to use this time for pleasure reading.
3. Parents should provide the support and supervision necessary to see that their child(ren) organizes and completes homework neatly for return on the due date.
4. Avoid family arguments or power struggles over homework.



If conflicts occur, please send a note to the teacher with the unfinished work. Let the teacher know if the task took too much time or was too difficult, etc.

5. Arrange a quiet environment for homework that is a private, personal area, rather than a "public" area like a kitchen or family room where there may be interruptions or distractions.
6. Teach independence by encouraging your child(ren) to persevere and complete the assignment.
7. Encourage your child(ren) to report progress to you on long-term assignments. Help him/her to divide the project into manageable segments. Leaving an assignment to the day before causes stress and teaches a child it is acceptable to wait until the last minute.
8. Encourage reading for pleasure. Read to your child and provide a time every day for pleasure reading.
9. Homework assignments are designed to reinforce or enrich lessons learned in school. Teachers frequently determine homework assignments on the day they are issued. Teachers do not create homework assignments in advance for children who miss school for vacations.
10. To help children to become more responsible, please refrain from bringing your child(ren) back to school after school hours to obtain forgotten items. Custodians are instructed to not allow children into the classrooms after the school day.

## **ARRIVAL AND DISMISSAL**

### **ARRIVAL AND DISMISSAL TIMES\*\***

Arrival - 9:15 AM    Dismissal - 3:30 PM

Whenever possible please have your child(ren) ride the school bus. Mornings and afternoons are very hectic and parking spaces are limited. The fewer vehicles present, the safer it will be for everyone.

### **ARRIVAL**

Students are expected to arrive to school on-time. Tardiness impacts a child's learning process and puts him/her at a great educational and social disadvantage. The beginning minutes of the morning set the tone for the class and often include important instructions for the day. Tardiness impacts a child's self-esteem and their organizational habits. Additionally, tardiness greatly impacts the rest of the class, as the teacher has to stop what he or she is doing to give instructions to the

latecomers. Using district transportation would greatly alleviate this very serious problem.

**Please note that there is no one to supervise children who are dropped off at school before the arrival times listed above.** For safety reasons, please refrain from bringing children to school before 9:05 AM unless they are attending Band, Chorus or Orchestra rehearsals or prescheduled extra help.

### **Arrival for Music Students**

Students in early morning rehearsal groups for Band, Chorus or Orchestra will be given a schedule by October. Parents transporting children for music rehearsals should do so at 8:25 a.m. Supervision of students is not available prior to these specified times, therefore, students may not wait at the Greeter's entrance for school to start. We are very concerned about the safe supervision of our students. If you find it necessary to drop off your child(ren) before the designated times, please either enroll him or her in the district's SACC program or kindly make other arrangements for childcare.

### **DISMISSAL**

Once students are lined up for dismissal, they cannot return to the classroom for any reason. We guide children toward organizational skills and want them to take responsibility for themselves. The last minutes of the day focus upon an explanation of homework assignments, organization of materials, tests and expectations for the following day.

If a parent or guardian is picking up a child at dismissal, we strongly request that they pick up their child at dismissal time, not before, as it is disruptive to the classroom routine. Please make every attempt to schedule all appointments after school hours. Parents must write a note to their child's teacher and send it to school with their child that morning.

Please park in the south parking lot. Parking in the bus circle or Student Drop-off Area is not permitted. Students are required to be signed out by authorized adults only. Please note that authorized adults must be 18 years or older and must be prepared to show photo identification. We cannot release a child to anyone but their legal parent/guardian or persons listed on the emergency contact card UNLESS we have a note from the parent/guardian stating the full name of the person given permission. Faxed notes or telephone calls will not be accepted. Children will not be dismissed to walk unattended to the top parking lot.

Stressing the importance of promptness and staying until the class is dismissed models the proper expectations for your child, helps develop a sense of responsibility and sends a message of respect for the entire instructional day.

### **EARLY DISMISSAL**

If there is a special circumstance and parents must pick up their child earlier than dismissal, they are asked to write a note to their child's teacher and send it to school with their child that morning. Children will be called to meet their parents **after** they arrive at the Greeter's Desk and the child is signed out for the day. No child will be permitted to wait in the lobby for a parent or guardian to arrive.

We cannot provide after-school supervision for your child. If after-school childcare is necessary beyond the aforementioned hours, please investigate enrolling your child(ren) in our SACC (School-Age Child Care) Program or arrange for private after-school care.

### **PLEASE NOTE**

School buses can only transport children between school and that child's **designated** bus stop. Please note that the use of school buses to transport your child(ren) to any other location for non-school related activities, including bus stops, or alternate bus stops is not permitted.

The only exception to a change in your child(ren)'s bus route will be for a permanent every day change for the entire school year to a caretaker in your school's attendance area. Submit your request in writing to your building principal along with a letter from your caretaker. Your caretaker's information must also be included on the "Emergency Contact Card".

**Please remember these rules are in place for the safety of all of our children.**



## SCHOOL CLOSINGS

Local radio stations (97.5 WALK FM, 103.9 WRCN FM, 106.1 FM WBLI, 88 NEWS RADIO WCBS, 1370 AM WALK) and CHANNEL 12 News will announce delayed openings and school closings due to inclement weather. There is also a phone line dedicated to weather related situations. Please call 730-4050, rather than the school, when there is the possibility of delayed openings, school closings, or early dismissal due to inclement weather. You can also access our district website at [www.threevillagecsd.org](http://www.threevillagecsd.org) Please be aware that delayed openings DO affect the starting time of the elementary school day.



## DELAYED OPENING PROCEDURES

If weather predictions indicate that early morning storm conditions will clear shortly, a 2-hour delayed opening will be conducted district-wide. All schools will open 2 hours later than the regular time. On those days, Setauket will open at 11:05 AM. All students should be at their bus stop exactly two hours later than their regular pick up time. The morning SACC program will be cancelled as well as all before-school programs. Children arriving to school by car or foot should not arrive to school prior to 11:05 AM as supervision cannot be provided. Dismissals for all schools will be at the normal time.

## EMERGENCY EARLY DISMISSAL and SCHOOL CLOSINGS

In the event of an emergency early dismissal, the early dismissal time is determined by the Transportation Director. All students will be placed on their assigned school bus **EVEN IF** they do not typically use bus transportation.

All parents should have an alternate plan in place in case of early school closings. Children should know this plan in advance. There are limited phone lines and clerical staff at the school and during these emergencies we cannot assure parents that last minute directions can be communicated. Please make sure your child knows what to do in the event of an early dismissal. Please update emergency phone numbers as needed! NOW is the time to form a plan with your child(ren)!

Please note that bus transportation is the safest way of transporting children during weather related early dismissals. You should refrain from picking up your child(ren) at school. It should be noted that due to inclement weather, it may take your child's bus longer to arrive at your child's bus stop due to poor road conditions. In that event, please give the driver some extra time to ensure your child's safety.

There is no SACC on early dismissal days. Please make sure you make alternate plans for your child.

## **CONNECT-ED**

Three Village School District has provided for an emergency contact system called Connect-Ed. Parents will receive an automated telephone call for emergency early dismissal, delayed openings, and school closings. Please review your household information on Infinite Campus (icampus) for accuracy.

## **CONTACTING STUDENTS DURING SCHOOL HOURS**

### **EMERGENCY PHONE CALLS**

If you need to communicate with your child(ren) for a legitimate *emergency*, please call the office staff at 730-4600 and they will gladly convey a message. **Students will not be called out of class for a phone call or to pick up a forgotten item.** This is a disruption to your child(ren) and the class.



### **STUDENT PHONE CALLS**

Students will not be allowed to call home during the school day for reasons that are not health related. It is essential that students develop a sense of responsibility. This includes remembering to bring homework, instruments, books, and other necessary items to school. Therefore, calls home asking parents to bring these items in will not be allowed.

## **SCHOOL SAFETY - VISITORS**

The safety and well-being of students and staff is our utmost concern. We hope you feel welcome to Setauket Elementary School and appreciate your help to ensure a safe environment for our students and staff.

All visitors must enter the building via the bus circle entrance of our school. All visitors are required to sign in at the Greeter's Desk and should be prepared to show identification. Visitors will be given a Visitor's Pass if they have a confirmed appointment with a staff member. Visitors may not proceed in school corridors without an appointment and a pass. The Visitor's pass must be worn prominently for the duration of the visit. **(Please note that it should never be assumed that any visitor will be granted an immediate meeting with any school personnel without a prior appointment.)**

Parents who deliver an item to school should leave the item at the Greeter's Desk. **Parents will not be permitted to deliver items to the classrooms unless prior arrangements to do so have been made.**

When exiting the school, visitors must sign out at the bus circle Greeter's Desk and to return their Visitor's Pass. These measures are in place to ensure school safety. We thank you in advance for your cooperation.

## **PARENTAL INVOLVEMENT**

### ***PARENT TEACHER ASSOCIATION (PTA)***

We encourage all parents to join and be active participants with the PTA. Meetings are held in the cafeteria and are usually held either Thursday mornings or evenings. Please refer to the district calendar for exact dates. Enrollment takes place every fall. At Open House, a table is set up in the main lobby for you to register as a member. If you have any questions you may contact the PTA Co-Presidents.

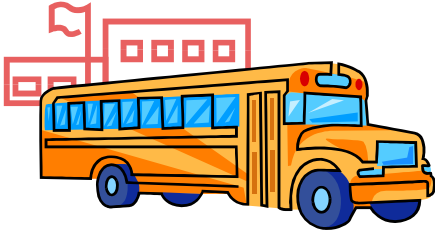
### ***PARENT VOLUNTEERS***

Some classes may have parent helpers to assist teachers with class activities, events, parties, making phone calls and/or obtaining supplies.

- Parent visits and volunteers may be solicited by each classroom teacher.
- Sometimes parents may be asked to read to the class or to help facilitate an activity. As a result, the parents need to be focused on the task at hand. Parents are therefore reminded **not** to bring siblings into the classroom. **Siblings should not be "signed out" to attend these activities.** Please check with your child's teacher as activities approach to arrange for appropriate child care, if necessary.



## FIELD TRIPS



Our field trips are designed to enrich curriculum. The safety of our students is our number one concern. The main purpose of a chaperone is to closely monitor the student(s) assigned to them by the classroom teacher. As chaperones must be able to monitor the children assigned to their care, siblings are not permitted to join any school field trips.

### Guidelines for Chaperones

1. Chaperones will travel with the class to and from the field trip on the bus provided. Part of a chaperone's responsibilities includes bus supervision.
2. All chaperones will be assigned to supervise a child or small group of students. Supervision must be direct at all times.
3. When students need to use the restroom on a field trip, they **MUST** be accompanied by a same-gender chaperone or teacher.
4. It is the responsibility of chaperones to ensure that students remain with the group.
5. At the earliest possible time, chaperones must develop a plan and inform students what they should do if they get lost or separated from the group.
6. If a chaperone must leave the students for a short period of time, another chaperone must be asked to assume supervision responsibilities.
7. Chaperones are expected to oversee any purchases made by students during the trip.
8. In accordance with district policy, there will be no smoking or consumption of alcoholic beverages during school related activities. This policy applies to the time you depart from school to the return of the trip at the end of the day. Additionally, chaperones should refrain from making and taking cellular phone calls for the duration of the field trip.

We appreciate your willingness to volunteer to help supervise the field trip(s). It is a job that demands effort and attention.



## **FOOD SERVICE**

A monthly menu is published by the Child Nutrition Services Office and distributed through the classrooms to all children. The lunch is nutritious and does offer choices for children. The monthly menu provides parents with nutritional information. Prepaid lunches are available - 20, 90, and 150 meals may be purchased. Checks may be sent directly to the cafeteria in the school. Please call the Nutrition Services office at 730-4505 for credit card purchases or for information about free or reduced priced lunches.

## **WELLNESS POLICY**

The Three Village School District is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity.

### **Use of Food in the Classroom**

The celebration of birthdays, seasons and holidays with special privileges, songs, games, etc., is encouraged as an alternative to food-based celebrations. It is the policy of the Three Village CSD that food shall not be used in the classroom as an incentive or reward in the classroom.

### **Cultural Celebrations/Events**

It is the policy of the Three Village CSD to allow cultural foods as part of a celebration of ethnic diversity.

## **ADDITIONAL POLICIES AND PROCEDURES**

### **Skateboards, Skate Sneakers and Lacrosse Sticks**

Skateboards are not permitted on school property for any reason. Additionally be advised that skateboarding on school property by any individual is strictly prohibited. Skate sneakers are not permitted to be used on school property. Lacrosse sticks cannot be permitted at lunch or recess.

### **Chewing Gum and Hats**

Gum chewing is not permitted. Children should refrain from wearing hats during the school day.

### **Weapons and Dangerous Devices**

Any item perceived to be a weapon is expressly forbidden on school grounds. According to our Code of Conduct, the administration reserves the right to discipline a child disobeying this important policy. Laser pointers may not be brought to school. Please refer to the district calendar for further information.

### **Trading Cards, Electronics and Valuable Items**

Children should refrain from bringing trading cards, electronics, valuable items and collectibles to school. Our experience shows us that we cannot monitor their use in school. The school is not responsible for loss of these items if this policy is not followed. Should your child bring any of these items to school the administration reserves the right to hold that item until such time that a parent or guardian can come to school to retrieve that item.

### **Release of Student Records**

While it is not at all common for elementary age children to have requests for release of information made by military recruiters we must inform you that the district calendar outlines the requirements of the district should a request for release of information occur. Parents wishing to "opt-out" must notify the Assistant Superintendent for Educational Services in writing to advise her of their wishes.

## **BICYCLING/WALKING TO SCHOOL**

Students in Grades 4, 5 and 6 are permitted to ride a bicycle and/or walk to school only after a written permission has been signed by the parent. Permission is granted by the school. This could take a couple of days and it should not be assumed that permission will be granted on the day the note is sent to school. A bicycle sticker has been attached to a safety helmet and the student has agreed to the following rules:

### **Safety Rules**

1. Wear an ANSI-approved safety helmet when riding to or from school.
2. Obey traffic signs, signals and pavement markings.
3. Ride on the right-hand side of the road and with the traffic or walk on the left-hand side of the road and against the traffic.
4. Stop and check the traffic before entering the street.
5. Give cars and pedestrians the right of way.
6. Walk bicycle when on school grounds.
7. Leave bicycle locked in the rack at the front of the building.
8. Carry books and other belongings in a backpack or basket.
9. Do not ride/walk home after dark.
10. Ride/walk in a single file when riding/walking on the road with friends.
11. Never ride with a passenger on your bicycle.
12. Stay with the teacher on bus duty until you are dismissed by that teacher.

- **Bicycling/walking contracts, available in the Main Office, must be signed and returned to the Main Office.**

The school administration reserves the right to review each request individually for both walkers and bicyclists. **As of June 1, 1994, state law REQUIRES that children 14 years of age and under must wear helmets while riding a bicycle.** Students without helmets will not be given a school bicycle pass. Bicycles must be kept in the racks provided and cannot be removed during the school day. All bicycles must be locked for security reasons. Every effort will be made by the school personnel to ensure the safekeeping of students' bicycles. The school, however, cannot be held responsible for theft or damage.

## **DRESS CODE:**

The Board of Education requires students to attend school in appropriate attire that meets health and safety standards and does not interfere with the learning process. The Board also requires students to wear appropriate protective gear in certain classes and activities (i.e., physical education, science lab). Clothing, jewelry, and other attire which display an expression, innuendo or insignia that is obscene, advocates prejudice or violence, promotes the use of or advertises drugs or alcohol, or is disruptive, are forbidden. Setauket School students are expected to wear clothing that is in good taste. Revealing or short shirts, tube tops, halter tops and "rib ticklers" are inappropriate school attire and should not be worn to school. Additionally, short shorts and short skirts should not be worn to school. The building principal and other designated staff members shall have the authority to require a student to change clothes should it be deemed inappropriate according to this policy. This could mean that a parent or other adult would be requested to bring appropriate clothing to school.

## **SEXUAL HARASSMENT**

The Three Village Central School District is committed to providing a work and learning environment that is free of discrimination, including sexual harassment.

- Sexual harassment consists of unwelcome and inappropriate sexual advances.
- Sexual harassment may be verbal, nonverbal, or physical in nature.
- Sexual harassment makes the recipient uncomfortable and unable to do his or her work properly.
- These behaviors are generally pervasive and frequent.
- Sexual harassment should always be reported. Please report such incidents at school to one of the following people: Building Principal or Assistant Principal, a teacher, the Health teacher, a child's parent or guardian.

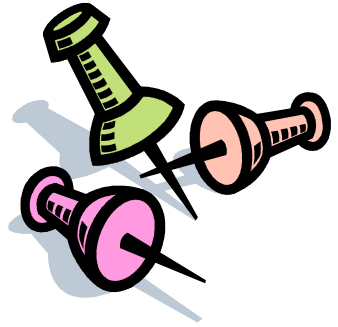
Sexual harassment is addressed formally under the Board policy- Sexual Harassment of Students (#5020.1). The policy manual is available for parents to read in the main office. This policy is based on federal law.



## **RESOURCES**

### **CENTRAL REGISTRATION**

Central Registration for students in the Three Village CSD is at the North Country Center, Suffolk Avenue, Stony Brook, NY. The registrar's office is open from 8:30 - 11:30 and 1:00 to 3:00 p.m., Monday through Friday, September to June, except holidays. If you change an address or phone number, call the Registrar at 730-4555. Divorced or separated parents living apart from their child may request to be added to the district mailing list. Please call both the school and the registrar to initiate that process.



### **SCHOOL-AGE CHILD CARE (SACC)**

If you need childcare before or after school hours, contact Catherine Taldone at 730-4520 about the SACC program.

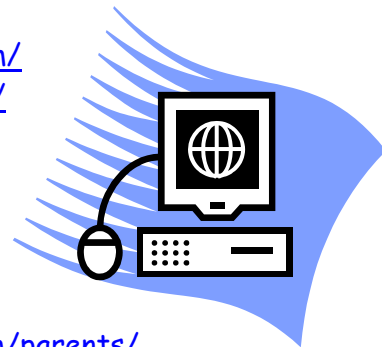
### **INTERNET SITES:**

#### **A Sample of Safe Sites for Kids to Explore**

- KidsCom: <http://www.kidscom.com/index1.html>
- Berit's Best Sites for Kids: <http://www.beritsbest.com/>
- Kids Web: <http://www.npac.syr.edu/textbook/kidsweb/>
- Nye Labs: <http://www.nyelabs.com/>
- Yahooligans: <http://www.yahooligans.com/>
- Cyberkids: <http://www.cyberkids.com>

#### **Parent Internet Resources**

- Smart Parent: <http://www.smartparent.com>
- Yahooligans Parents' Guide: <http://www.yahooligans.com/parents/>
- PTA: <http://www.pta.org>
- NY State PTA: <http://www.nypta.com>



The Three Village Central School District hereby notifies eligible students, parents, employees, and the general public that it offers educational opportunities, including special and vocational education, without regard to race, religion, sex, color, marital status, national origin, and disability; and offers employment opportunities without regard to race, religion, sex, color marital status, national origin, and disability. Inquiries about this policy should be directed to:

Title IX and Section 504 Coordinator  
Assistant Superintendent of Human Resources  
Three Village Central School District  
North Country Building  
100 Suffolk Ave.  
Stony Brook, New York 11790  
(631) 730-4530