

# DEAUVILLE GARDENS EAST ELEMENTARY SCHOOL

Copiague, New York

## STUDENT INFORMATION 2023-2024

**School begins on:** Wednesday, September 6, 2023

**School hours are:** Grades K-5 9:05am – 3:05pm (doors open at 8:45am)

**School phone:** 631-842-3320

### Transportation/Arrival and Dismissal Procedures

#### Bus Information

All parents of students eligible for busing will receive a letter from the District Transportation Department with students' bus stops and times. If your child goes to a sitter at a different bus stop, **a child care form must be filled out and approved by the Transportation Department before it can go into effect.** This can take up to one week to process the paperwork. This request form must be completed on a yearly basis.

Students will be assigned a bus (each bus is assigned a color) and bus stop. In the AM, students will need to be at their assigned stop for pick up. In the PM, students will be dropped off at their bus stops. Kindergarten students will need to be taken off the bus by an adult. Students **are not** permitted to take a different bus home, than the one they were assigned. Should your child be delayed in getting home, please try to have someone remain at the bus stop, while you contact the school. **Please remember that the bus routes will experience delays the first few days of school, while the drivers and students become familiar with the route and procedures.**

**All parents are reminded to not drive through or park in our bus circle between 8:20-9:20am and 2:20-4:10pm. It is an extremely dangerous practice.** Please utilize Waldo St. North parking lot when dropping your child off or picking your child up from school. If you have business in the building, you must enter through the main entrance and go directly to the receptionist. All visitors will be required to sign in and receive a visitor's pass. **Photo identification will be required for everyone, including parents picking up their child/children.** These procedures are necessary for the safety of our children, the security of the building and to ensure proper supervision at all times.

#### Walker Information

Our walker procedures are in place to ensure a safe and efficient arrival/dismissal for our students who walk to and from school. We need your cooperation and supervision of your children during these times. All students can enter through the main doors, or through the South wing. South doors will be locked at 9:05am each morning, which is the official start of the school day. Late arriving students will be required to enter through the main entrance and will need a late pass to proceed to their classrooms.

For walker dismissal, kindergarten and first grade students will be dismissed through the South doors at 3:00pm. Kindergarten and first grade students will be handed off to adults. Second through fifth grade students will exit the East doors, near the playground at 3:05pm. Please make arrangements for where to meet your second through fifth grade students and what to do, if/when they do not see you, or if you are late. At least one security guard will be in the vicinity for safety and supervision.

**Security/Safety Procedures**

1. Upon entering the building, all visitors are to report to the receptionist window. Visitors will sign in and obtain a pass which must be worn while visiting. **Proof of identification is necessary** when you are visiting anywhere in the building.
2. Upon leaving the building, all visitors are to sign out and return the visitor's pass.
3. The main entrance is the only accessible entrance to the building. All other doors will be locked.
4. Teachers and staff can only meet with visitors (in-person and/or virtually) when they are not supervising children. These times are: before school, after school and when their class is participating in a special subject (appointment needed).
5. Parent conferences can be arranged for any day the teacher is available. Please either contact the teacher or call the main office.
6. Driving through or parking in the bus circle at any time is a serious safety hazard for all our children. During arrival and dismissal, you should use our North parking lot or Waldo Street. When using the lot, do not park illegally. It may block lines of sight and create dangerous situations for students/parents walking to/from school.
7. Except in emergency situations, students should not be permitted to be signed out of school early. **We ask that students not be signed out within the last 30 minutes of the school day.** This procedure only adds to the responsibilities of maintaining a safe environment for our students. Should this become a recurring need, the Principal should be notified as to the reason why, as this impacts the student's attendance and education.

**Personal Belongings/Lost and Found**

In an effort to reduce the amount of items that may be lost by your child, you are strongly encouraged to **label your child's articles of clothing, backpacks, lunch bags/boxes, musical instrument cases, etc.**