



# Smithtown Central School District

## Tackan Elementary School

99 Midwood Avenue, Nesconset NY 11767

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**Matthew J. Furey**  
Principal  
(631) 382-2670

**Mark Secaur, Ed.D**  
Superintendent of schools

August 25, 2023

Hello Tackan Family,

Please take the time to read through this memo for important guidelines regarding operations and procedures at Tackan Elementary School. If you have any questions, please do not hesitate to call our Main Office at 631-382-2675. Questions regarding transportation can best be answered by calling our Transportation Department at 631-382-4100. For questions pertaining to your child's health or attendance, please contact our Health Office at 631-382-2680.

Respectfully,  
Mr. Furey

### **Attendance**

All children are expected to attend school regularly as long as they are in good health. If a child is absent from school it is required by law that the school be notified in writing as to the reason for the child's absence. If your child will be absent from school, please be sure to call our Health Office at 631-382-2680.

### **Visitors**

On all visits to the school, visitors must produce a driver's license or another valid form of photo identification such as a passport or government/military ID. Only invited guests will be permitted to enter the building for classroom, grade level, and building events.

### **Daily Arrival/Dismissal Procedures**

Please see the **Arrival and Dismissal Procedures** document within the school messenger that was emailed to all parents/guardians along with this document. If you have further questions, please contact the main office at Tackan.

If your child will not be taking the bus home this year or will be attending aftercare, please be sure to complete a [Student Dismissal Request Form](#). If your child needs to alter his/her bus stop to accommodate a childcare (babysitting) need, please complete a [Babysitter Stop Request Form](#). These forms can be sent in with your child on the first day of school or submitted to our main office prior to the first day of school.

### **Early Dismissal Procedures**

Please be sure to complete a [Student Dismissal Request Form](#) and send it to school in your child's take home folder. Please come to the front doors of the school, and then to the greeter's desk at the time your child is to be dismissed to you.

**Please note that 3:00pm is the latest that students may be picked up for early dismissal.**

### **Attire**

In order to participate in Physical Education class students must wear athletic sneakers and sweatpants or shorts. Students wearing a dress, sandals, toeless or backless shoes, jewelry, a hat, or any other clothing/accessory that compromises a child's safety will not be allowed to participate. **The same dress requirement will be maintained for students who wish to play on the playground equipment and/or take part in athletic games during recess.**

Many times in elementary classrooms students are asked to sit in carpeted areas of their classroom. With this in mind, please arrange for your child to attend school in comfortable clothing, and dress so that undergarments will not be revealed.

Clothing, jewelry, and footwear should be sensible, safe and not expose any student to danger including the student him/herself. Footwear must be worn at all times for safety reasons.

All attire should be worn in good taste and not be distracting or disruptive to the educational process. Brief garments and transparent clothing are not proper attire for the classroom setting.

The wearing of clothes or any attire that depicts violence of any nature is strictly prohibited.

### **Bus Safety/Information**

Bus information will be sent in a separate mailing from the **Transportation Department (631-382-4100)**. If your child will be riding a bus, please speak to him/her about appropriate bus behavior and safety considerations. When riding a school bus, children are expected to remain seated at all times, wear a seatbelt, and follow the driver's instructions. Please remind your child that school rules apply to all students when they are present on the school grounds and on a school bus. Any form of verbal or physical abuse is strictly prohibited. Any student who violates these guidelines does so at the risk of losing his/her privilege to ride a bus.

As students and bus drivers adapt to the new school year, buses may arrive at their daily stops a few minutes earlier or later than expected during the first few weeks of school. With this in mind, please plan to have your child at his/her bus stop 10 minutes early in the morning and please do not be alarmed if your child does not arrive at his/her afternoon stop at the exact scheduled time.

*If your child does not get off the bus at their afternoon stop, please try to stay calm, contact the school to make us aware that he/she did not get off the bus and remain at the stop. We will contact you with further instructions.*

**Helpful Numbers:** Towne Bus: 631-862-2019; Suffolk Transportation: 631-737-0695 (Vans)

### **Custody**

If there are any issues of custody that pertain to your child please ensure that you provide the school with all pertinent legal documentation necessary to enable us to abide by the court's ruling.

### **Lateness**

Students who enter school after 9:30 a.m. will be marked tardy. If a child is late to school, he/she must be escorted by a parent into the building where the parent will be asked to sign the child in. Please make every effort for your child to be in school on time each day to avoid classroom disruptions.

### **Lunch**

Lunch is available through our cafeteria for all students. Toward the end of each month you will receive a lunch menu for the upcoming month. Due to the many adjustments that our Kindergarten students will experience in the beginning of the year, ***it is recommended that all Kindergarten students be sent to school with a bagged lunch for the first few weeks.*** This will help our Kindergarten students to enjoy a more relaxed lunch experience, as carrying a lunch tray can be a bit challenging at first.

A prepaid lunch program is available for your convenience. The current lunch price is **\$3.00**; milk only is \$.60. You can pay for your child's lunch ahead of time on a weekly, monthly, or yearly basis. To pay ahead of time, you can either send your child to school with a check made out to "Child Nutrition" or you can use the online [School Cafe Payment System](#).

### **Personal Belongings**

The school will not be held liable for the personal belongings of any student. All electronic devices (cell phones, watches, iPods, laptops, MP3 players, tablet computers, etc...) and toys are **prohibited**. If a student is found to be in possession of an unauthorized electronic device or toy, the school reserves the right to confiscate such items.

Please be sure to **label all personal items** such as backpacks, supply boxes, water bottles, lunch boxes, etc., with our child's first and last name so that if an item is misplaced, it can be returned to its rightful owner.