



# Accompsett Handbook

## 2025-2026



We are eager to welcome you and your children back to Accompsett Elementary School for an exciting and productive year! We look forward to continuing a positive and enriched experience for your children.

### **\*\*New Student Orientation and Kindergarten Welcome\*\***

There will be a school orientation for newly registered students in grades 1 through 5 on **Wednesday, August 28th at 11:00 a.m.**

Additionally, all of our **Kindergarten** students are invited to meet their teachers and see their classrooms on **Wednesday, August 28th at 11:00 a.m.**

Our first day of school is **Tuesday, September 2nd**. This year our school hours will be **9:30 a.m. to 3:35 p.m.** We continue to have a "before and after school child care" program within our building run by the [School Age Child Care Department of Smithtown](#). More information about the program is available by calling 631-360-7517.

### **PTA School Supply Delivery**

If you ordered school supplies in June, the PTA will have all the ordered kits delivered to your child's classroom prior to the first day of school. No need to come and pick it up.

### **Procedure If Buses Are Delayed**

If Transportation notifies us of a bus that's arriving late, we will be using the School Messenger system to inform you in the form of a text message. Some parents have already opted to receive School Messenger texts but many parents have not.

**If you would like to OPT IN to receive School Messenger texts, please follow these steps:**

Please note, to opt into text messaging, your mobile phone number must already be on file in the Parent Portal. If you have not done so, please log on to the Parent Portal and **add your mobile phone number in the Automated Calls section**. Instructions to add phone numbers and to select phone numbers to receive text messages are available on the page.



1. Go to the text messaging app on your phone
2. Create a new message
3. In the area next to **To:** type **67587**
4. Type a **Y** in the message box and hit send. This is not case sensitive.
5. You will receive an automated message back that you have subscribed for SchoolMessenger notifications.

**You will receive a confirmation message that you've opted in to receive texts.**

Additionally, when these types of situations arise, updated information can change unexpectedly and quickly. For this reason, we **strongly encourage students** to stay in school and wait for the bus. Please note that your child will remain supervised and safe at school until transportation can be provided. Thank you for your cooperation.

## School Security/Procedures

- The school building remains in a lock out situation at all times.
- All visitors will be asked for identification and must be approved prior to entering the building.
- We have 2 full-time security guards on the premises at all times. Additionally, there will be an armed guard outside the building.
- Adults are not permitted to go directly to the classroom to drop off or retrieve their children.
- An RSVP is sent out for most large group gatherings.



## Transportation

To accommodate the needs of all our students without compromising safety and efficiency, bus pass procedures continue as they were last year. With our many buses at capacity, bus passes will be issued for emergency purposes ONLY. Requests for babysitter stop changes will be considered only if there is room on the bus. Individual student transportation information will be mailed to you directly from Transportation with projected pick-up and drop-off times. We ask that you have your children take the bus to and from school **beginning the first day of school**. For the first few weeks of school, we suggest that you send your children with a nametag (grades K-2 and new students) including the name of the student and teacher with bus and room numbers. District issued Chromebooks should remain in a backpack or carrying case while on the bus. If you have busing questions, please call Transportation at 382-4100. Later in September you will be receiving a reminder and update about the student-selected seating. ***Please remember to drive slowly and safely and use EXTRA CAUTION when on school grounds.***

## Arrival Procedures

Parents are asked to use the main entrance on Lincoln Street. The main traffic circle will be used for parent drop off and pick up. The smaller traffic circle near the second grade wing will be used for bus arrival and dismissal. **Cars should arrive at the drop-off line no earlier than 9:15am.** Please pull your car ahead as far as possible to the furthest cone to allow other cars to move up. Parents should remain in their cars and students should exit on the passenger side. Teachers will be on duty by 9:15am to assist with the flow of traffic and begin letting students into the building at 9:20am. To ensure student safety, cars should stay in a single file and not pass other cars that are dropping off. If a parent/guardian needs to get out of the car for any reason, they should park in the designated parking lot at the side of the building.

## Dismissal Procedures

We ask that students come to school prepared with their plan for getting home. To make dismissal procedures as smooth as possible, we ask that you discuss arrangements with your child so that he/she knows what to expect. Writing notes and talking with your child will help alleviate uncertainties he/she might have and will allow for buses to leave on time. Making changes during the school day often causes unnecessary stress and anxieties for a child. It is strongly recommended that you maintain consistent dismissal plans with your child. Please make special arrangements with the Main Office if you would like your child to walk or ride a bicycle home. Students who ride their bike are required to lock it up and wear a helmet.

## Greeter Desk

If you need to pick up your child early, please write a note to your child's teacher. The latest pick up time is **3:00**.

## Car Line

Parents are asked to use the main entrance via Lincoln St. to enter/exit the school and park in the main traffic circle. Students dismissed on the car line will exit school through the main entrance. Children being picked up by car will be escorted outside at 3:30. Please do not arrive before 3:00 as UPK will be dismissing during this time. All Car Line students must have a note written to their teacher prior to pickup.

- Attached is a [window sign](#) to help expedite the process. Please fill in your child's name and grade. Display this sign in your passenger side window when a staff member approaches your car.
- Attached is an [Aerial Map](#) for reference

Parent Pick Up

Any parent wishing to park their car and pick up their child can wait on the concrete in front of the second grade wing. Once you have met your child outside of the building, please leave promptly as this will help our dismissal procedures. We ask that your children not play in the courtyard next to this area as it is not safely designated for student use. Please feel free to use the school playground in front of the building.

Emergency Contact & Release of Students to Parent/Guardian Form

Your child will be bringing home an emergency contact form that requires specific information that only you can supply.

- Please be sure to complete a form for each child in your family with accurate and up-to-date information.
- List at least two adults who have your permission to take your child from school. If additional space is needed please use the back of the form.
- **CHILDREN WILL NOT BE RELEASED TO ANY ADULT UNLESS THAT PERSON’S NAME APPEARS ON THIS FORM.**
- Please indicate custodial parent or guardian if necessary. If this is the case, please be sure that proper documentation is on file in the main office.
- Please return all forms to the classroom teacher no later than **Friday, September 13, 2024.**

School Lunch Program

Manage your students’ school payments easily with LINQ Connect. Make one-time or recurring payments, view history, set limits, and more. Download from Google Play or Apple Store today. Visit [linqconnect.com](http://linqconnect.com) to create an account or apply for free/reduced meals.



Emergency Closing

In the event of a school closing or early dismissal the District will be contacting you via the School Messenger phone system to all listed contacts.

Meet the Teacher Night

All Accomsett parents are invited to attend our annual Meet the Teacher Night. You will have the opportunity to meet your child’s teacher and become acquainted with the goals for the school year, the curricula requirements and schedules. This evening is designed for parents and we ask that students not attend. Please be sure to visit special area teachers and support staff in their respective rooms.

Date	Grade	Time
September 11th	Grade K classroom visitation	6:00 pm
	Grade 1 classroom visitation	6:30 pm
	Grade 2 classroom visitation	7:00 pm
September 10th	Grade 3 classroom visitation	6:00 pm
	Grade 4 classroom visitation	6:30 pm
	Grade 5 classroom visitation	7:00 pm

School Attendance

If your child is absent for any reason, please contact the Health Office at 382-4160 and leave a message on the voice mail, which is available 24 hours a day.

An absence note must be sent in with your child with the date(s) and reason for absence when he/she returns to school.

## **School Physicals**

Physicals are required for kindergarten and grades 1,3,5,7,9 and 11. Physicals must be submitted/mailed to the nurses office prior to entering the mentioned grades. If you have any questions, please call 631-382-2104.

## **Personal Items**

Please be sure your child's name appears on personal items such as jackets, bookbags, lunch boxes, boots, sweatshirts, gloves, sneakers, hats, glasses, etc.

**Per District policy cellphones, electronics, video games and other expensive items may not be brought to school.**

## **Accompsett PTA Activities**

We strongly urge you to become a member of the Accompsett PTA and to visit their website <https://aelpta.memberhub.com>

The first PTA meeting is **Tuesday, September 17th 7:00 p.m.**

## **Invitations**

If you plan on having a birthday party or another out of school event, invitations may only be handed out in school if either all of the girls/boys are invited or the whole class is invited. You are free to use the USPS to deliver invitations to a select few.

The school calendar can also be found on our [website](#).