

PORT JEFFERSON SCHOOL DISTRICT
EDNA LOUISE SPEAR ELEMENTARY SCHOOL
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PORT JEFFERSON, NY 11777
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Jessica Schmettan
Superintendent of Schools

Amy Lavery
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Assistant Principal

August 2025

Dear Edna Louise Spear Families,

We are honored and excited to welcome you and your families back to the Edna Louise Spear Elementary School for the 2025-2026 school year. We hope you had time to rest and enjoy the summer months.

First Day: Tuesday, September 2, 2025

Grades
Pre-K–5

School Begins
9:00 a.m.

School Ends
3:35 p.m.

We would like to share some of the procedures in place in our school to ensure the safety of the students:

Household Information: Parents/Guardians are responsible for updating the household information in the Parent Portal. This information is used regularly by teachers and office staff when they need to contact you.

Communication: The district has transitioned to ParentSquare for communication. Please refer to the ParentSquare flyer for more information.

Arrival and Dismissal: Pre-K and kindergarten students may be dropped off outside the 100 wing and grades 1-5 students to the 200 wing, at the back of the building by the Administration Complex. Parents are encouraged to park in the spots along Scraggy Hill Road. Older students may walk up to the building, via the walkway, independently as long as parents are comfortable with them doing so. Security staff will be outside monitoring the students. Our doors open at 8:57 a.m. Please note, students arriving after 9:05 a.m. will be considered tardy. The doors will close at 9:05 a.m. and any late arrivals must report to the security vestibule. Please do not use the security vestibule until after 9:05 a.m., at which time your child is considered tardy.

Pre-K/K and grades 1-5 students may be picked up at the same spot, the 100 and 200 wings respectively, at the back of the building by the Administration Complex. If you have a Pre-K student, we can arrange for the older student to join the Pre-K student so they are picked up at one location. All individuals picking up a student at dismissal will be required to sign the student out. Please have your photo ID available if needed.

Students arriving by bicycle can utilize the bike rack at the back of the building. Students riding their bicycles without parental supervision must provide a written note indicating permission. All bicycle riders should dismount their bicycles and walk while navigating arrival and dismissal areas to ensure the safety of all students in those areas.

If you plan on picking up your child from school early, you must come to the security vestibule and have your driver's license handy. Your child will only be released to adults listed as their contacts, unless you provide written permission. All changes to regular dismissal plans must be accompanied by a note. Should a necessary change be made to your dismissal plans at the last minute, call the main office.

Food Services: Breakfast and lunch are free for all students. Your child will need an account in My School Bucks. You may visit the school website and follow the "Departments" link to *Food Services*. There you will find the information necessary to set up a lunch account for your child(ren). Parents are still encouraged to fill out an application for free or reduced lunch. The application can be found on our district website. This information helps our district determine if you need assistance with other costs, such as field trips.

Students will stop by the cafeteria to receive their breakfast and will eat in their classrooms. Breakfast will not be available after 9:10 a.m. If your child sits at the tree nut/peanut free lunch table, please note that only nut-free, pre-packaged foods in their original wrapper may be eaten. Foods that are labeled as having been prepared in a facility that also processes nut products are not permitted at this table. For the safety of our students, strict adherence to this policy is required.

Bus Stops: For the first two weeks of school, the children should be at their bus stop at least ten minutes before the designated time. Pre-K and Kindergarten students should come to school with their name tags attached to their backpack. Kindergarteners will receive their name tags during their visit on Monday, August 25 and Pre-K students will receive theirs during their classroom visit on Thursday, August 28. Please indicate your child's name, teacher's name, bus stop and bus letter on his/her tag. Drivers transporting students are required to have a parent or guardian present at the bus stop when dropping off students. Please be aware that the bus driver will contact our District Transportation Office in the event of the absence of an adult and will return your child to school.

Below are some important upcoming dates:

August 25, 9:00 a.m.	Kindergarten Bus Orientation
August 28, 1:00 p.m.	Pre-K Meet and Greet
September 2	First Day of School
September 17, 6:00 p.m.	PTA Meeting
September 17, 6:30 p.m.	PK-2 Back-to-School Night
September 18, 6:30 p.m.	3-5 Back-to-School Night
September 25 & 26	School Photos

We look forward to working closely with you to continue our tradition of excellence here in Port Jefferson. Together, we will continue our commitment to providing the best possible education for our students. We look forward to all that this year has in store for our school community. Get ready for fun, exciting opportunities, and lots of learning! Our staff is available for the remainder of the summer from 8 a.m. to 2 p.m., should you have any questions.

Sincerely,

Amy Laverty
Principal

Brianne Antenucci
Assistant Principal