



HAUPPAUGE PUBLIC SCHOOLS

Forest Brook Elementary School

299 Lilac Lane
P.O. Box 6006
Hauppauge, New York 11788

MICHAEL CAULIN
Principal

August 2023

Dear Forest Brook Families,

Welcome to the 2023-2024 school year at Forest Brook Elementary School! A new school year presents opportunities for various beginnings: new teachers, new classes, new friends and the introduction to a new curriculum. I sincerely hope you had time to relax and enjoy all that summer has to offer.

We have been busy preparing for the upcoming school year. The following information will be shared under the *For Parents* tab on our website on Tuesday, August 29th:

- ❖ PTA Welcome Letter
- ❖ Arrival & Dismissal Information
- ❖ Code of Conduct Summary
- ❖ Free & Reduced Lunch Application
- ❖ SCOPE Information
- ❖ 6 Day Cycle Calendar

School hours for the 2023-2024 school year are from 8:30 a.m. to 3:00 p.m.

Your child's teacher placement will be made available on Monday, August 28th at 3pm via the Parent Portal. Please look for a welcome letter and general supply list from your teacher on the Forest Brook website.

In the past, many parents and students have come up to the school to visit classrooms prior to the start of school. If you wish to show your child where their room is you can do so on **Thursday, August 31st from 9:00 a.m. to 11:00 a.m.** Classroom doors will be locked. Parents may, however, leave school supplies outside the classroom in the hallway. The custodians will bring the supplies into the classroom that afternoon. Please refrain from coming to the school before August 31st as these days are needed for preparing classrooms and waxing hallways; building access will be limited to maintenance staff.

Please take a moment to make sure you have access to the Parent Portal. Transportation information will be available on the Parent Portal at the end of the month. Bus neighborhood pickup will be provided for children in accordance with the bus route schedule provided by the Transportation Department. Children who walk to school should arrive between 8:15 a.m. and 8:30 a.m. and report to the gymnasium.

Absence Procedures

Please call the nurse's office when your child is absent. The phone number is 631-761-8835. As required by the New York State Education Department, you are required to send in a note regarding the reason for your child's absence when your child returns to school. In order for your child to be legally absent from school on a religious holiday, written notification must be submitted to the classroom teacher. Whenever possible, all appointments for dental, medical, etc. should be made after school hours.

Open School Night

Our annual Open School Night is scheduled for Thursday, September 7th at the following times:

Kindergarten & Grade 1 6:00 pm - 6:45 pm

Grade 2 & Grade 3 6:45 pm - 7:30 pm

Grade 4 & Grade 5 7:30 pm - 8:15 pm

Open School Night is an opportunity for you to meet your child's teacher(s) and visit their classroom. This evening is planned for adults only.

Please know that we will continue to work hard to communicate with our families in a timely fashion. Parent Square will be utilized as our main form of communication. In addition, please make sure you have an Infinite Campus Parent Portal account established as your child's schedule and all report cards will be posted via the portal. Please also follow our school Twitter account (@michaelcaulin20). I will use this account to showcase the great efforts of students and staff throughout the school year.

We look forward to another fantastic school year at Forest Brook! Thank you all for your continued support, and please do not hesitate to contact me with any questions.

Sincerely,

Michael Caulin

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Principal