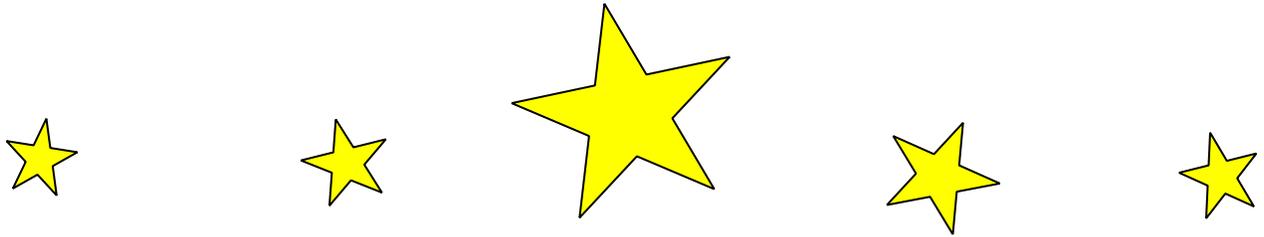


# SUNQUAM'S



# STUDENT/PARENT



# HANDBOOK

2017-2018

Sunquam Elementary School  
515 Sweet Hollow Road  
Melville, New York 11747

# Sunquam Mission Statement

It is our mission at Sunquam Elementary to provide a developmentally appropriate education, within a safe, caring and orderly environment. Our child-centered staff and forward thinking administration actively build upon children's natural curiosity to create a strong educational foundation. We strive to provide for the unique academic, physical, social and emotional needs of our diverse population by fostering a love of learning, awareness of self and others, and a sense of accomplishment. We accept this responsibility in partnership with families, our community and the State of New York.



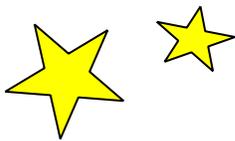
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## GENERAL SCHOOL INFORMATION



### LET'S WORK TOGETHER!

Sunquam is a family of students, teachers, staff and parents. As a family we are proud of our school and all that it represents. With this in mind, it is our hope that all members of the Sunquam family will keep our school a safe and happy place in which to learn. Please join us in maintaining the beauty of our school inside and out and protecting its property. In this manner, we can grow and learn together.

## **SUNQUAM SCHOOL BASED MANAGEMENT TEAM**

In order to meet the requirements of the State Compact for learning, the Half Hollow Hills Board of Education adopted a plan in February, 1993 for the participation by parents and teachers with administrators in school-based planning and shared decision making. The purpose of each school's team shall be to improve the educational performance of all students through the discussion of issues and the implementation of educational programs.

### **PTA STATEMENT**

The Sunquam PTA is a partnership between the school and the community promoting the social, emotional and academic growth of the Sunquam children. With this fundamental goal in mind, the Sunquam PTA welcomes all parents, educators and community members to participate and become active members.

Our children's education is a responsibility shared by the school and the family. The Sunquam PTA is committed to providing programs that enhance curriculum, student learning and family life in the community by utilizing the talents and skills of our members. Sunquam PTA is proud to celebrate the diversity of its members and share in its commitment to the educational success of our children.

For information on the many opportunities for involvement, please feel free to call the co-presidents or any PTA officer. We look forward to hearing from you.

### **CHARACTER EDUCATION**

The Character Education Committee is dedicated to ensuring each student's perception of Sunquam Elementary as a supportive environment in which he or she can thrive both academically and socially. Having identified key social principles as necessary components of long-term success, the focus of our endeavor has been to:

- Facilitate an atmosphere of mutual respect and warmth conducive to scholastic achievement
- Boost individual self-esteem,
- Instill in each student the tools for social success, and
- Draw from a connection with parents to build upon the character education started at home.

The Sunquam Starship Connection program is oriented towards reinforcing the concepts of character development in our school's individual "shining stars" while inspiring a sense of

belonging within the larger context of Sunquam’s dazzling “constellation.” Project Wisdom is one minute of daily character building instruction and motivation. The program builds character by teaching students to take responsibility for their choices and actions, builds self-esteem by motivating them to be the best they can be, and builds a greater sense of community in school by inspiring students to honor one another’s differences and contribute to the world around them. Every morning after the Pledge of Allegiance, a thought-provoking message is read over the PA system. The messages offer universal wisdom from around the globe and across the ages.

### **BOARD OF EDUCATION MEETINGS**

Meetings are open to all district residents and are usually held twice a month. Dates and meeting locations are listed on the school calendar.

### **MEET THE TEACHER NIGHT**

Meet the Teacher Night is usually held in September. Parents will have the opportunity to meet all of their children’s teachers and review the curriculum and activities that will take place during the school year.

### **PARENT/TEACHER CONFERENCES:**

Parent/teacher conferences are held shortly after the first marking period. At Meet the Teacher Night you will have the opportunity to sign up for a day or evening conference. At this scheduled meeting, parents will be able to discuss their child’s progress and voice any questions or concerns they may have. Parent-teacher conferences are mutually beneficial to all concerned. They allow you to play an important part in your child’s education. Additional conferences can be scheduled during the school year if necessary.

### **EXTRA LEARNING**

Sometimes students need to spend some “extra” time with a teacher to relearn, reinforce or extend information. When this happens, teachers will make an appointment for you to bring your child in early, before school begins, or to keep your child after school. Please consult the late bus schedule for your child’s late bus number at the end of the handbook.

### **SERVICES**

In addition to classroom and special area teachers in art, music, physical education, and library, Sunquam is served by:

- Reading Specialists
- Math Specialist
- Psychologist
- Registered Nurse
- Physical therapist
- Occupational Therapist
- Speech & Language Specialist
- Instructor of High Aptitude Students
- Vision/Hearing Impaired Instructor
- English as a Second Language Instructor (ESL)
- Resource Room Instructor
- Health Educators
- Special Integrated Instructor
- Social Worker

### **Services for Children with Special Needs**

Children are individuals who progress at their own rate. The district provides special classes or services for students requiring additional assistance. Parents have the right to have their child evaluated and, if necessary, placed in an appropriate school setting. Testing is done only with parent approval, and parents receive a full explanation of all testing results.



### **Before-School and After-School Childcare**

Before-school and after-school childcare is available at Sunquam each day. Beginning at 7:15 AM, a trained professional is on hand to receive children and care for them until the school day begins. After-school childcare is also available, through the REACH program, which is housed at Sunquam. There is a fee for each of these services. For information regarding these programs, call Jill Coy at 549-9417.

### **TELEPHONE NUMBERS TO REMEMBER**

Main office

592-3750



Assistant Principal	592-3767
Nurse/Attendance	592-3751/592-3756
Psychologist	592-3757

### SCHOOL HOURS

School begins at 9:10 AM and ends at 3:20 PM. To ensure their safety we request that no students be on the school grounds prior to 9:10 AM unless requested to attend an activity or extra help.

### VISITORS TO THE BUILDING

In order to have a safe environment for our students, as well as others, the following should take place when visiting the building:

1. Park only in the parking area, not along the drop off area.
2. Entry should only be through the front door of the building.
3. All visitors are required to sign in immediately upon arrival and sign out upon leaving the building. You may be asked to provide photo identification. You must wear a Sunquam visitor badge while you are visiting our school.

### SCHOOL CLOSINGS/DELAYED OPENINGS

Whenever some emergency necessitates the closing of school, radio stations that service our community will make such announcements during their regular programs in the morning. The radio stations that will carry news regarding emergency closings are as follows:

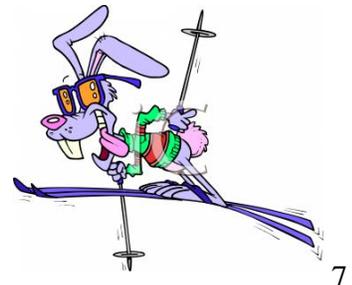
**WCTO/FM 94.3 WGBB/AM 1240 WALK/AM 1370  
WGSM/AM 740 WHLI/AM 1100 WBAB/FM 102.3  
WLIX/AM 540 WGLI/AM 1290**

A delayed opening is used when the appropriate set of circumstances is present. This simply means that a school scheduled to open at 9:10 AM would not open until 11:10 AM. An abbreviated school day schedule is used and the District avoids losing an attendance day.

Early dismissal procedures involve the transportation of **all** students by bus. At the beginning of the school year your child will receive an early/emergency dismissal card. It is critical that you return this to your child's teacher and instruct your child where they are to go in the event of early dismissal.

The sequence for early dismissal will be as follows:

1. High schools
2. Middle schools
3. Elementary school



Early dismissal announcements can be heard on the same radio stations designated for emergency closing/delayed opening.

### **STUDENT ABSENCES**

The Half Hollow Hills School District shares everyone's concern and awareness of the ever-increasing incidents of "missing children." When a child is absent, parents are expected to call the attendance office (592-3756) anytime prior to 9:30 AM. Please state the child's name, teacher and the reason for his/her absence. If your child does not arrive at school by 9:30 AM the attendance office will call you at home.

When a student is absent from school, he/she is required to bring in a written note from his/her parent/guardian indicating the reason for the absence. The note should include the date of the absence and signature of the parent/guardian.

We also want you to know that while we realize the value of a family vacation, it is illegal to take your child on vacation while school is in session. It is very difficult to replace the interaction and instruction that takes place on a daily basis and teachers can not predict exactly what will be covered. Children should be in school, except for illness or emergencies, when school is in session.

If you are planning to go on vacation during the school year and someone else will be taking care of your child, please send this to us in writing. Please leave a signed permission slip for that person to pick up your youngster should he or she become ill.

### **EMERGENCY HEALTH CARD**

This health card, which your child will bring home to you on the first day of school, will enable us to contact you or a neighbor in the event your child becomes ill or is injured at school. Please complete it accurately and return it to school promptly. This information **MUST** be updated as changes occur. Your cooperation is necessary to ensure the well being of your child.

### **CALLING BY PARENTS**

Our office is often asked to deliver personal messages to students during the school day. To maintain an uninterrupted learning environment, please restrict requests for messages for extreme emergencies only.

### **STUDENT USE OF THE TELEPHONE**

In our efforts to foster responsibility, we greatly discourage calls home for various forgotten items or last minute social arrangements.

## HEALTH INFORMATION

Students should be kept home when ill. Temperature should be normal for 24 hours before returning to school.

### Physical Examinations

New York State Law requires children to have a physical examination. It is recommended that every child have an annual examination. Children required to have an exam may have it done privately or by the school physician. If your child has been seen by the family doctor, a form must be filled out and given to the school nurse. The form may be obtained in the school nurse's office. Flyers describing the Child Health Plus health plan for kids are available in the Nurse's Office. The plan covers basic preventive medical services and emergency room care. For more information call 1-800-698-4KIDS.

### Immunizations

According to New York State Public Health Law #2164, "No child shall be admitted to public school without documented proof of required immunizations, signed by the doctor."

## **IMMUNIZATION AGAINST HEPATITIS B IS NOW REQUIRED FOR THE ENTERING KINDERGARTEN CLASS. THREE DOSES ARE REQUIRED.**

Measles - 2 doses of measles vaccine  
Mumps - 1 dose after 1<sup>st</sup> birthday  
Rubella - 1 dose after 1<sup>st</sup> birthday  
DPT - 3 or more full doses  
Polio - 3 or more TOPV, 4 or more IPV  
Varicella (chicken pox) 1 dose after 1<sup>st</sup> birthday



If your child has had any of the diseases indicated below follows:

- Measles/Mumps: A Physician's Written Statement
- Rubella: Serological evidence. The lab report must be submitted.

*Records must show dates of all immunizations with authorized signature.*

### Medication

In order for any medication (including OVER THE COUNTER) to be given at school, the school nurse must be given the following:

- 1) A written notification from the family doctor stating diagnosis, the contents of the prescription and dosage.
- 2) A written request from the parent asking that the medication be given.
- 3) A well-labeled prescription bottle with the child's name, date and the doctor's name on it.

## **STUDENTS MAY NOT CARRY ANY MEDICATION WITH THEM.**

- *Head Lice – Pediculosis*
  - It is advisable to check your child at home for head lice.
  
  - School policy recommends: If found at school, the school will contact the parent or guardian. The child will be excluded from school until effective shampooing and nit removal is completed. The school nurse will check all children before they are readmitted.
- *Scoliosis*
  - Effective February 1, 1979, New York State Education Law requires all children between 8 and 16 years of age receive a school screening examination to find children with possible curvature of the spine (“scoliosis”).
  
  - The procedure for screening is simple. Nurse-Teachers and RNs who have been specially trained will look at the child's back, standing and bent forward. For this examination, boys and girls will be screened separately.
  
  - The chances of a child having scoliosis are very small, but we have a responsibility to find those few cases early. If a child has a possible problem, parents will be contacted promptly.
- *Ticks*
  - If a tick is discovered on a student, the school nurse will notify the parent so that appropriate follow-up can be made.

### **RULES FOR DISMISSAL**

Regular dismissal begins at 3:20 PM for all students in K-5.



*For building security, no one is permitted to enter the building without signing in at the hall monitor's desk.*

Parents/designee who wish to pick up their children are requested to send a note in the morning stating that their child be dismissed to the pick up area at 3:20 PM. The date, time and reason for leaving should be included.

*Please Note:* The back pick-up doors will not be opened until 3:05 PM. If you arrive at school for an unscheduled pick-up you will have to wait until bus dismissal is complete and for us to then take your child off his/her bus and send him/her to the pick up area. This may mean that you will have to wait until approximately 3:30 PM for your child to be sent to the back pickup door. **Unscheduled pick-ups are strongly discouraged.** They slow down the dismissal process and cause buses to be delayed. When possible, medical and dental appointments should be made after 3:20 PM. Parent/designee must sign the release log before a student will be released.

**CHILDREN WILL BE DISMISSED ONLY UNDER THE SUPERVISION OF A PARENT/DESIGNEE. THANK YOU FOR HELPING US KEEP OUR CHILDREN SAFE!**

### **EARLY ARRIVALS**

Students should not arrive before 9:10 AM, unless requested by a teacher or they are participating in the REACH/CYA or School Breakfast Program. This is for your child's safety, as there is no supervision prior to 9:10 AM. Children will be allowed to enter the building at 9:10 AM.

### **BUS STUDENTS**

Students must take their assigned bus to and from school. Please consult the bus schedule at the end of this handbook to determine your child's assigned bus.

### **BUS SAFETY CONDUCT**

Good student behavior on school buses is essential to the safety of all passengers on the bus. If the driver is distracted while the bus is in motion, it could lead to an accident. It is necessary, therefore, that all students on the bus follow the rules of conduct and obey the driver's instructions immediately and respectfully. Parents are responsible for their child's behavior on the bus. Parents must ensure that their child understands and follows the rules for riding the school bus. Misbehavior by even one student creates an unsafe environment for all therefore, the following rules will be strictly enforced.

#### **The 10 School Bus Rules**

- 1) **Wait at your designated location in an orderly manner and be on time.**
- 2) **Go directly to your assigned seat when you board the bus.**
- 3) **Keep the aisles clear.**
- 4) **Keep hands and arms inside the bus and to yourself.**
- 5) **Stay in your assigned seat and remain seated at all times.**
- 6) **Obey the driver as you would a teacher. Keep the noise level down and remember to be kind with your words.**

- 7) **No eating or drinking permitted.**
- 8) **Do not throw any object on the bus, at the bus or out of the bus.**
- 9) **Leave the bus in an orderly manner.**
- 10) **Cross at least 10 feet in front of the bus and only after the bus driver has given the signal that it is safe to cross the street.**

Normally, for minor offenses the elementary student will be given a verbal warning for the first offense. If a student fails to respond to a verbal warning, the parent will be phoned, if behaviors continue, a *written warning* will be sent home. Repeated offenses will lead to **suspension of bus privileges.**

Severe infractions which include, damage to school property, theft and fighting, will result in **immediate suspension of bus privileges.** Buses may be video-taped to monitor behavior from time to time. All students and parents are required to sign a bus safety contract in September.

Appropriate bus behavior management is a team effort embracing the students, parents, school and transportation personnel. We need to work together to ensure our children's safety. It's all about a safe ride for students to and from school every day.

*NOTE: Suspension or revocation of bus privileges does not relieve the parent of the responsibility to ensure the student attends school.*

## **CAFETERIA**

- *School Breakfast Program*
  - All students may participate in our School Breakfast Program. You will be notified when the program will begin.
- *Arrivals to the Cafeteria*
  - As buses arrive, beginning at 8:50 AM, only those students who are partaking in the Breakfast Program will be released. **ALL OTHER STUDENTS WILL REMAIN ON THE BUS.**
  - Those children arriving by car **WHO ARE PARTICIPATING** will enter the building beginning at 8:50 AM.
  - Children attending Extra Help sessions and members of the CYA Breakfast Club may also participate beginning at 9:00 AM.
  - Children **MUST** walk directly and quietly to the cafeteria. Children will quickly get on line to purchase breakfast. Cafeteria behavior rules apply including cooperative clean up. Although children may sit with family members or friends, children are encouraged to complete their meals quickly so they can return to their classroom on time.

*Costs*

The cost for the breakfast program is 75 cents. Those eligible for reduced or free lunch are also eligible for free or reduced breakfast. The cost is 25 cents for reduced breakfast (prepaid tickets are available).



## **LUNCH PROGRAM**

- Hot lunch program prices are as follows:
- Elementary School Lunch \$ 1.75
- Reduced Price Lunch .25
- Prepaid lunch (20 lunches) 35.00
- Prepaid lunch (5 meals) 8.75

(Should you have any questions or need information, please call the Food Services Director at 592-3021.)

### *Free and Reduced Breakfast or Hot Lunch Requests*

- Applications for the Free and Reduced Lunch Program can be made at any time during the school year. If there has been any loss of income due to unemployment, reduced work hours or family emergency, please contact Mrs. Conway, our school nurse.
- When you receive your application form, please return it promptly to the school nurse if you qualify. These forms must be completed and on file in order for the school to grant free or reduced meals.

## **Cafeteria Rules**

The Sunquam lunchroom should be treated in the same fashion as a child's kitchen or dining room at home. To provide all students with a positive lunch time atmosphere, we ask that students:

- walk at all times in the cafeteria
- remain seated while eating their lunch
- speak quietly at all times in the cafeteria
- clean up after themselves
- always show respect to everyone in the cafeteria

### *Cafeteria Discipline*

All teachers will be notified if inappropriate behavior takes place in the lunchroom or at recess. In the event that inappropriate behavior continues, students will lose lunch room/playground privileges.

## **Outdoor Recess**

The lunch period will consist of a 25-minute period during which students will eat in the cafeteria. An additional 20-minute period will be provided for student's supervised play.

### *Playground Rules*

- Only children wearing sneakers with tied shoelaces are permitted to climb on equipment.
- Rubber Flip Flop shoes are not permitted to be worn on school grounds.
- Always go down slide, 1 person at a time sitting and feet first.
- You may climb through any holes on any equipment. Never jump off of any equipment. Always climb down to the ground.
- Be cautious of any black top areas. Avoid all puddles, mud or wet grass.
- Check with lunch monitors before going to bathroom or nurse and always take a buddy.
- All equipment is to be shared and put back neatly.

## **HOMEWORK**



### *Homework Responsibility*

The faculty of Sunquam is firmly committed to a homework policy that enhances and extends the school learning experience. The purpose of homework is fourfold:

- 1) To help develop good study skills;
- 2) To reinforce skills learned each day in school;
- 3) To provide for extended learning experiences beyond the classroom;
- 4) To establish a daily contact with parents who will be constantly aware of the child's academic work, both successes and needs.

### *Student's Responsibility*

- 1) It is the student's responsibility to know their homework assignments and to turn assignments in on time.
- 2) The student should make sure he/she understands what to do before leaving class.
- 3) The student should attempt to complete the assignments on his/her own.
- 4) The completed assignments, if written, should be neat.
- 5) Study assignments should also be considered as homework.
- 6) For safety and security reasons, students may not return to the classroom after dismissal for any forgotten items.

### *Parent's Responsibility*

- 1) It is the responsibility of parents to see to it that the child knows what is expected and completes daily and long-term assignments.
- 2) The child should be encouraged by parents to do his/her best.
- 3) Please do not correct your child's homework. The teacher will review assignments to assess where additional instruction is needed.
- 4) The teacher should be contacted immediately if the child is experiencing unnecessary difficulty with assignments.
- 5) If your child will be observing a religious holiday, please inform the teacher so that the appropriate homework allowance may be made.

### **ASSIGNMENTS MISSED DUE TO A LEGAL ABSENCE**

Missed assignments due to a legal absence will be available for students who are absent more than three consecutive days. Tests missed will be made up at the discretion of the teacher. Family vacations during the school calendar are not condoned. If a child is to be absent for more than three days due to a family vacation, it is recommended that a journal of the trip be kept in addition to 15 minutes of reading in grades K-2 and 25 minutes in grades 3-5.

### **REPORT CARDS**

Report cards are distributed three times a year, during December, March, and June for grades K through 5. Parents can review the report cards at any time on the Infinite Campus Parent Portal.

### **SCHOOL PROPERTY AND TEXTBOOKS**

- 1) Proper care of school property is to be stressed at all times. Each textbook must be covered by the student and kept covered throughout the year.
- 2) Students will be fined for the cost of any books that are abused.
- 3) Textbooks must be paid for in full prior to receipt of the final report card.

### **LIBRARY**

The Sunquam Elementary Library is designed to provide library instruction, assist in research and to nurture a love of books and reading. There are several family-oriented reading incentive programs held throughout the year. Informational notices are sent home.

All students come weekly for instruction and to select a book that may be taken home. They are responsible for returning books on time. Students failing to return books on time can reserve books to be held until the overdue book is returned.

Parents are asked to help students be aware of the importance of book care and timely return of materials. Overdue notices are sent out when materials are more than two weeks late. June report cards are held back until lost or damaged library books are returned or paid for.

### **FIELD TRIPS**

Field trips are an integral part of the instructional program. To alleviate placing teachers, students and parents in an awkward position, only parents who have been assigned as trip chaperones can attend field trips. *Please see our Chaperones Guidelines on our school website.*

**Written parental approval is mandatory for all trips.** Medical forms must be completed prior to the first field trip each year.

For safety reasons, ALL students MUST travel with the class to and from the field trip site. No exceptions can be made. When a school trip ends after the usual school hours, it is the responsibility of parents to pick up the children promptly.

The cafeteria can prepare a bag lunch for your child when the class goes on all-day field trip. The lunch includes a sandwich; a 12 oz. can of juice and a fresh fruit. The cost is the same as in-school lunch.

### **MONEY AND VALUABLES AT SCHOOL**

Whenever money is sent to school, it should be sent in an envelope with the child's name, teacher's name, class and purpose written on the outside. Please emphasize to your children that money should be given to your child's classroom teacher at the beginning of the school day. Please do not send in expensive toys, games or equipment, as the school cannot be held responsible for lost or stolen items. These items include cell phones trading cards, all video games, ipods, Webkinz, Kooky Pens, etc. If these items are found in school, they will be taken and returned to a parent or guardian.

### **INVITATIONS TO PARTIES**

Invitations to parties outside school cannot be distributed by either the children or the teachers on school unless there is an invitation for every child in the class. This prevents hurt feelings on the part of those children not invited. Please, also understand that the teachers, and office staff, as well as class mothers are not permitted to share students' addresses and telephone numbers.

### **CLASSROOM PARTIES**

You will be made aware of grade level classroom party guidelines at the beginning of each school year.

### **KINDERGARTEN REGISTRATION**

Parents will register children at Sunquam the January prior to Kindergarten entrance. Children may be registered only if their fifth birthday occurs on or before December 31.

Registration requirements are as follows:

- 1) Proof of residency, i.e. mortgage contract, tax bill, deed, rental lease, etc. (driver's license not accepted).
- 2) A copy of two (2) utility bills.
- 3) Birth certificate (original copy).
- 4) Parental guardianship (copies of court papers), if applicable.
- 5) Immunization record signed by a physician.

### **KINDERGARTEN SCREENING**

Kindergarten screening will take place in April at Sunquam Elementary School. Appointments are made during Kindergarten Registration.

Principal  
Karen Littell

Assistant Principal  
Moira Haltigan

**PTA Officers 2017-2018**

President	Jennifer Grossi	516-840-6207
Vice President	Jaime Zipper	646-334-9364
Vice President	Katie Ehrlich	646-515-9065
Treasurer	Farah Masood	516-459-1167
Recording Secretary	Nicole Giacomponello	516-242-8019
Corresponding Secretary	Harriet Paraskevopoulos	516-205-3637
Delegate to Council	Carrie Grochow	516-695-5657
Delegate to Council	Wendy Sherman	631-680-5706
Alt. Delegate	Nicole Scheiner	631-707-2395
Alt. Delegate	Pharah Kirschenbaum	516-286-8468
Past President	Melissa Kay	917-968-8646
Past President	Carrie Lupion	646-263-8106

**BOARD OF EDUCATION**

Mr. Eric Geringswald, President  
Mrs. Betty DeSabato, Vice President  
Mrs. Diana Acampora  
Ms. Stephanie Gurin  
Mr. David Kaston  
Mr. Adam Kleinberg  
Dr. Paul Peller

**OFFICE OF THE SUPERINTENDENT**

Dr. Patrick Harrigan  
*Superintendent of Schools*  
Dr. Jeffery Woodbury  
*Assistant Superintendent of Districtwide Administration*  
Mrs. Mary Rettaliata  
*Assistant Superintendent for Elementary Education*  
Mrs. Anne Marie Marrone Caliendo  
*Assistant Superintendent for Finance and Facilities*  
Mr. John O'Farrell  
*Assistant Superintendent for Secondary Education*