

East Quogue Elementary School

Mission Statement

The mission of the East Quogue Elementary School, through shared decision input from parents, community, teachers, and staff members, is to provide a strong, well rounded educational foundation, which will support life long education and allow our students to become responsible citizens, who will possess the abilities to lead happy and rewarding lives in the 21st Century.

Parent
Handbook



“Continuous Progress Towards Academic Excellence”

2012- 2013 School Year

EAST QUOGUE BOARD OF EDUCATION

Patricia Tuzzolo	President
Cynthia McNamara	Vice President
Dianna Gobler	Member
Christopher Hudson	Member
Jessica Stalters	Member

ADMINISTRATORS

Robert J. Long, Jr. Acting Superintendent/Principal

School Hours
8:50 a.m. – 3:15 p.m.

Telephone
(631) 653-5210 – Elementary Main Office
Fax
(631) 653-8644 - Elementary Main Office
Web Address
www.eastquogue.k12.ny.us

Policy Compliance Designee.

PARENTAL PERMISSION

The East Quogue Elementary School may, in certain instances, publish your child's name and/or picture. These instances include, but are not limited to, student and citizen of the month awards, honor roll awards, press releases, district Facebook page, school newsletter, etc. You have the right to deny the school permission to publish your child's name and/or picture.

If you do not wish the school to publish your child's picture, please complete the form below and return it to the main office at the school. The school will make every effort to ensure that your child's name and/or picture do not appear in any school publication or area of the school.

I **do not** give my permission for East Quogue to publish my child's

_____ name and/or picture.
(Name of Child)

Parent/Guardian Signature

EAST QUOGUE BOARD OF EDUCATION

The five members of the Board of Education are elected by residents of the district for three year terms utilizing an at-large election method. Members are responsible for district policy, fiscal management, regulations governing public education, school personnel, and all school property.

These public servant volunteers attend seminars and conferences throughout the year in order to keep up to date on education law, state regulations, and management skills.

BOARD OF EDUCATION MEETINGS

Board of Education regular monthly meetings are held on the third Tuesday of each month at 7:15 p.m. in the Cafetorium. If in doubt, please call the District Clerk at 631-653-5210.

Community input is essential and welcomed. If parents are unable to attend, communication is still possible through the mail. Please send your comments to the Board President, East Quogue Elementary School, 6 Central Avenue, East Quogue, NY 11942.

Other special meetings of the Board will be posted on the school bulletin board, in front of the school, on the school website, or in the Southampton Press.

Problems? Concerns?

If you have a problem or concern with your child's academic or social experience in the East Quogue Elementary School, there is a communication protocol that should be followed.

Parents should speak first with the classroom teacher or support staff. If the situation is still unresolved, or if you are unable to have your concerns addressed to your satisfaction, please contact the Principal by calling the school office at 653-5210.

PTA Sponsored Events

Guest Author Visits	Educational Assemblies
Book Fair	EQS Sweatshirt Sale
Field Day	Annual EQS Open House
Mother's Day Plant Sale	School Pictures
Holiday Lunch	Yearbook
Box Tops for Education	Teacher/Staff Recognition Day

STUDENT DRESS CODE

Students and their parents have the primary responsibility for acceptable student dress and appearance. It is expected, therefore, that students come to school appropriately dressed and groomed. All clothing should be suitable to an educational setting and not be distracting or offensive in tone, language, or symbol, including but not limited to hats/clothing/attire which bear an insignia or expression which is or reasonably could be interpreted to be obscene, libelous, advocating or expressing racial, gender based or religious prejudice or is disruptive. The Superintendent of Schools and other designated administrative personnel shall have the authority to enforce compliance with the above guidelines.

Students who violate the student dress code shall be required to cover or replace the offending item. Any students who refuse to adhere to the dress code may be subject to a range of disciplinary actions pursuant to the Code of Conduct.

WELLNESS

In compliance with the requirements of Section 204 of the Child Nutrition and Women, Infants and Children Reauthorization Act of 2004 (PL 108-265), it shall be the policy of the East Quogue School District to promote student wellness in curricula and support activities.

In support of the policy the Wellness Advisory Committee (WAC), will be comprised of three core initiative teams that will be responsible for the review, discussion, recommendations and implementation of these goals. The WAC will be responsible for evaluating the implementation of current Health & Wellness policy on a bi-annual basis.

The three core initiative teams will be Physical Education; Health Education and Nutrition. These teams shall be comprised of members of the WAC and will assist in development of the school wellness policy.

The District designates the Superintendent of School as Wellness

EAST QUOGUE SCHOOL EDUCATIONAL PROGRAMS

Reading K-6	Music K-6	Band 4-6
Mathematics K-6	Art K-6	Chorus 3-6
Social Studies K-6	Science Lab K-6	Jazz Band 4-6
Health K-6	Computer Labs K-6	
Science K-6	Physical Education K-6	

SPECIAL PROGRAMS

Title I Program Federal funds provide for special reading help for students whose scores indicate that additional help is needed. This grant is awarded and funding depends upon the amount of money available in Washington.

SPECIAL EDUCATION SERVICES

Special Education programs are available to eligible students classified by the Committee on Special Education. If a parent or guardian suspects that their child may have learning difficulties, please contact the school psychologist at 631-653-5210 to request an evaluation to determine the need for special education services.

ATTENDANCE

The East Quogue School recognizes that good attendance is primary for the successful education and social experience of our students. Regular, on-time attendance is expected.

Parents are required to call the school office first thing in the morning at 631-653-5210 if a student will be absent or late. If no call is received, the attendance officer will call home to confirm the student's illness or reason for the lateness.

When a student returns to school, he/she is required to bring in a note stating the reason for the absence or lateness and report to the nurse. ***Written notes signed by the Parent/Guardian are required by the New York State Attendance Law.***

New York State Education Law clearly states that parents are responsible for their child's regular attendance in school. Students who are not sent to school on a regular daily basis are being deprived of the educational benefits available to them.

By law each school district is also held responsible for reporting to Child Protective Services instances of educational neglect pertaining to student absences and lateness.

PARENTS RIGHT TO KNOW

As part of the No Child Left Behind (NCLB) Federal legislation, school districts are required to notify parents that you may request information regarding the professional qualifications of your child's teacher.

Under the NCLB legislation, you are entitled to the following information upon request:

- * Whether the teacher has met State qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction.
- * Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- * The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline or the certification or degree.
- * Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you have any questions regarding this "Parents' Right-To-Know" information, please feel free to call the school at 653-5210.

PESTICIDE NOTIFICATION

New York State Education Law Section 409-H, effective July 1, 2001, requires all public elementary schools to provide written notification to all parents and staff regarding the potential use of pesticides periodically throughout the school year.

The East Quogue School District is required to maintain a list of persons in parental relation, faculty, and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are ***not*** subject to prior notifications:

- * anti-microbial products
- * nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children
- * nonvolatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children
- * silica gels and other nonvolatile ready-to-use pastes, foams, or gels in areas inaccessible to children
- * boric acid and disodium octaborate tetrahydrate
- * the application of EPA designated biopesticides
- * the application of EPA designated exempt materials under 40CFR152.25
- * the use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets.
- * a school remains unoccupied for a continuous 72-hours following an application

In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48 hour prior notification list

CODE OF CONDUCT

On July 24, 2000, New York State Governor Pataki signed into law the Safe Schools against Violence in Education Act (Project Save). This legislation applies to all schools in New York State and is designed to ensure that schools remain safe and responsive to any emergency situation. It seeks to prevent incidents of violence and disruptive behavior in our schools and clearly codifies ways to intervene in unsafe situations using all available resources.

One important provision of Project Save is the requirement that all school districts develop and adopt a code of conduct for all students, teachers, other school personnel, parents and visitors. This code of conduct is in effect on all school property, school buses and at all school functions including field trips and athletic events both home and away.

The code of conduct, adopted by the East Quogue Board of Education, identifies the various roles and responsibilities of students, parents, school personnel and the Board of Education. It provides specifics regarding unacceptable dress and inappropriate behavior on school property for all those who come to school on a daily basis and for those visitors who come less frequently. It identifies consequences, with due process, for improper behavior especially violent behavior and behavior identified as substantially disruptive. The code of conduct also gives teachers the authority, with some administrative oversight, to remove students from class for up to two class periods for disruptive behavior.

The provisions of the code of conduct do not differ significantly from those rules and regulations that have been in effect for many years in the East Quogue School District. It is important, however, to codify the rules and regulations, and share them with all the essential partners in order to continue to provide a safe and orderly school environment where students may receive and school personnel may deliver quality educational services without disruption or interference.

HOMEWORK

If you are told by your child, "I have no homework tonight," please contact the teacher to ascertain the reason. Homework is an essential means of reinforcing what was taught in school and develops study skills that are required for the large homework load that middle school and high school demands. You can check the school's website, www.eastquogue.k12.ny.us, daily for your child's homework.

If your child is having *extreme* difficulty completing homework assignments, this could be an indication of a learning problem, which can be remedied. In that event, please call the classroom teacher to set up a parent conference.

SCHOOL RECORDS

Parents of a student have a right to inspect and review any and all official records, files and data directly related to their children. This includes all material that is incorporated into each student's cumulative record folder, and intended for school use, such as: identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, score on standardized intelligence aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

BOOKS/SCHOOL PROPERTY

School textbooks/workbooks should be covered at all times and well cared for. If any books are neglected or destroyed, parents will be responsible for replacement. Defacing of school desks, school property, etc. may result in a suspension, and parents will bear the cost of repair or replacement. Students will also be held responsible as per decision of the Superintendent.

VISITORS TO EAST QUOGUE SCHOOL

Parents and friends are welcome to the school. ***All visitors are required to register in the front office and obtain a name tag.*** This precaution is for the safety of our students and must be adhered to.

All entrances are locked from 8:50 a.m. – 3:15 p.m. and visitors must enter through the front door. Appointments to meet with teachers should be arranged by calling 631-653-5210. If you have something to deliver to your child, it should be done through the office. ***Teachers will not be interrupted while their classes are in session.***

LUNCH PROGRAM

11:00 a.m. - 11:40 a.m. Kindergarten
11:40 a.m. - 12:20 p.m. 1st & 2nd Grade
12:25 p.m. - 1:05 p.m. 3rd & 4th Grade
1:10 p.m. - 1:50 p.m. 5th & 6th Grade

LUNCH ROOM /RECESS RULES

The following are the rules for your children:

At no time will gum chewing, video games, soda or glass containers be allowed in the lunchroom or out on the recess fields.

Please emphasize with your child the following:

1. Adults will be shown respect at all times.
2. Keep hands, feet and objects to yourself.
3. Follow directions the first time they are given.
4. Stay in assigned seats until directed for lunch purchases.
5. Stay in class order on line.
6. Do not throw food.

In addition, to minimize the confusion that normally accompanies the children coming in from recess, the recess lunch monitors will be bringing the children in class by class.

Please review these rules with your children from time to time.

MEDICATION

If a student is required to take any medication during the school day, a specific and exact written order is required from the doctor. A written request for the school nurse to administer the medication is also requested from the parent/guardian. ***The medicine must be brought to school, by an adult, in the original prescription container.*** The school nurse will hold all medication and dispense it according to instructions received from the doctor and the parent/guardian. Over the counter medications will not be administered unless ordered by a medical doctor. This includes cough drops, cough syrup, etc.

LOSS OF PRIVILEGES

There are many special events and privileges afforded the children at our school. It is our goal to have all children participate in these events and activities. When a continuous disruptive behavior or a severely disruptive behavior occurs, the suspension of a privilege may occur. This may also happen when a student continuously does not meet academic responsibilities. A child would be made aware of the possible loss of privilege and what needs to happen to avoid it. The building administration will be consulted in those cases as this is considered a major infraction and will be taken seriously by the school. Again, the safety of the student and other students will be a priority in our decisions.

EMERGENCY DRILLS

Emergency drills (fire, bus, hazardous weather) are conducted on a regular basis as is required by law. During the year at least twelve fire drills and three bus drills are held. There will also be an emergency evacuation drill.

EMERGENCY SCHOOL CLOSING

Occasionally it becomes necessary to close school because of inclement weather or other emergency situations.

If the superintendent closes school, notice will be announced on the following radio stations:

WRIV 1390 AM	WBAZ 101.7 FM
WALK 97.5 FM	WBEA 104.7 FM
WLNG 92.1 FM	
NEWS 12 L.I. CHANNEL 12	

In addition, information will be posted on the school's website: www.eastquogue.k12.ny.us and you will be notified by telephone through utilization of the Connect Ed system.

Please do not call the school for information, as this will tie up the phone lines.

ACCEPTABLE USE POLICY

As part of your registration packet, your permission is required in order for your child to log on to the Internet. If you have any questions regarding this policy, please contact the secretary in the Main Office.

CHANGES IN DISMISSAL PROCEDURES

Notes will only be accepted up until 11:30 a.m. each day. *(No phone calls to change dismissal routines will be accepted).*

TRANSPORTATION TO PRIVATE SCHOOLS

Requests for transportation to private schools *must be received by the Business Office by April 1 of each year* so that the monies can be included in the budget for the upcoming school year. The district will not pay for transportation to private schools if the request is received after April 1.

GUIDELINES FOR A SAFE SCHOOL

- * drugs and alcohol are prohibited on school grounds by state and federal laws and board policy
- * smoking is prohibited on school grounds
- * skate boards, scooters and rollerblades are banned from school grounds
- * pushing, fighting, vulgar language, spitting, etc. are prohibited and will not be tolerated
- * students are not permitted to possess any object on school grounds that can be used as a weapon, i.e. pocket knives, baseball bats, sharp instruments and matches
- * students must adhere to the bus safety rules and directives from the bus driver at all times or risk losing bus privileges
- * destruction of school property is strictly forbidden and can result in immediate suspension; parents are liable for the cost of repairs to the school.
- * trespassing on school grounds after dark and on weekends when school is closed is strictly forbidden and offenders will be prosecuted.
- * at no time are students allowed on the roof of the school. If a ball happens to get stuck on the roof, the custodian should be notified for retrieval. Offenders will be arrested and prosecuted.
- * vandalism to the school will result in arrest and criminal prosecution; parents will be held responsible for cost of damages.
- * courtesy and respect for teachers and staff members is expected from students at all times.
- * respect for fellow students is expected.

Strict enforcement of school safety rules and policies will be directed by the Principal. Parents will receive immediate notification of any violations. Parents are expected to assume primary responsibility for the children, when requested by the Principal. A hearing before the Superintendent will be scheduled in cases of extreme misbehavior. Repeat offenders can face detention or temporary/permanent suspension.

STUDENT IMMUNIZATION

Under New York State's new Immunization Law, students may not attend school unless they provide acceptable written proof (including dates) of immunization. Section 2164 of the NYS Public Health Law requires that all children receive the following:

- * Five doses of diphtheria toxoid
- * Four doses of oral polio-myelitis vaccine
- * Two doses of live measles vaccine
- * A single dose of live rubella vaccine
- * A single dose of live mumps vaccine
- * Measles, rubella and mumps vaccines may be given singly, or in combined forms
- * Two doses of varicella (chicken pox)

If a child is in the process of receiving immunizations, it should be noted that there is a two month waiting period required between one diphtheria shot and the next, and a two month waiting period required between one polio vaccine and the next. There is a one month waiting period required between the administration of single measles, mumps and rubella vaccines. Consequently, if a child is in the process of receiving immunizations he/she is to be admitted to school. The school nurse will follow up on children who are entered in our schools and in the process of receiving required immunizations.

Children in the process of receiving all immunizations and not having completed them due to the required waiting time intervals, are not to be denied admission to school. Children who do not complete required immunizations within the time period required, will not be permitted to continue attending school after the time period has expired.

No child shall be admitted to school without one of the following:

1. Written proof of adequate immunization.
2. A certificate from a physician stating that the child cannot be vaccinated for medical reasons.
3. A signed statement from the parent/guardian that they are members of a specific recognized religious organization opposed to immunizations against diphtheria, measles, mumps, rubella and polio.

Any parent interested in free immunizations for children may get them at the Riverhead Country Health Center (631-852-1800) or contact the Suffolk County Medical Society, Hauppauge, for the name of the doctor in your area.

Legislation has been passed which establishes that all children born on or after January 1, 1993, and students entering grade 7, will be required to receive hepatitis B vaccine upon entering public, private or parochial kindergarten, elementary, intermediate or secondary school. This legislation also affects children born on or after January 1, 1995 as they enroll in pre-kindergarten programs throughout the state.

SCHOOL INSURANCE

The district purchased an accident insurance plan for the benefit of students and parents. All students are covered for injury during the hours and days school is in session and while attending or participating in school sponsored and supervised activities on or off school premises and whether or not school is in session; - includes summer recreation activities, travel to and from the school – includes religious instruction and necessary travel.

TRANSPORTATION

All students Kindergarten through Grade 6 who reside over 1 mile from the school are entitled to bus privileges.

NO students are allowed to ride a school bus unless they are regular bus riders. Regular bus riders are permitted to take the bus to a friend's house only if the office receives written permission from the parent/guardian with the specific information included.

Bike riders are to walk their bicycles onto school property. Bike racks are provided for the convenience of the students. Helmets are mandated by law for children 14 years of age and under.

TRANSPORTATION TO BABYSITTERS

If a child is a regular bus rider and will be under a babysitter's care before or after kindergarten or after the regular school day dismissal at 3:15 p.m., a written and ***signed*** note from the parent/guardian is required. The note must include the name, address, and phone number of the babysitter. Kindly submit the permission note to your child's teacher.

SAFETY

We all share a major interest in our school building, its playgrounds and our students.

With this in mind, we ask parents and community members to stress to their children, grandchildren, neighbors, etc. the importance of keeping our building safe and maintaining the significance of its status in our community. At no time is anyone permitted to be on the roof of the school building. We have a beautiful playground and a well-maintained field for our students and community members to utilize. As a point of community pride, it would be beneficial to us, if our residents, students and visitors would use these resources for their pleasure and avoid all types of loitering and amusement around the school building itself.

We sincerely appreciate your assistance and urge you to keep in mind that community pride should be the job of all its residents.

BUS LOOP/CAR LOOP GUIDELINES

Bus Loop

All bus riders are dropped off in the bus loop in the morning and proceed to their classrooms through the front door.

All bus riders boarding their buses at dismissal are to proceed to the bus loop via the side door and around to the buses.

Car Loop (Walkers, bike riders & car riders)

All walkers, bike riders and car riders are dropped off in the morning at the Gallery door. The doors are locked by 9:00 a.m. each day. Therefore, parents arriving after that time may go directly to the front door and drop off students.

All walkers, bike riders and car riders at dismissal may proceed to the Gallery door to exit the building. Parents late for picking up car riding students at dismissal should not go to the front door, but stay in the car loop at the Gallery door. No pickup should occur at the front door until all buses have left the building.

In the car loop, whether dropping off or picking up, it is extremely important for all parents to stay in their vehicles as the teachers and aides assist the children. *Please do not park your car anywhere except on Central Avenue. Please make a right turn only when exiting the car loop during school hours.*