

SNUG HARBOR COMMUNITY SCHOOL

INFORMATION FOR PARENTS

Daniel Gilbert, *Principal*
Lori Cahill, *Acting Assistant Principal*

School Address: 333 Palmer Street
Telephone: 617-984-8763
Fax: 617-984-2861
Principal's Email: dgilbert@quincy.k12.ma.us

SCHOOL DIRECTORY

Office

Principal	Mr. Daniel Gilbert
Assistant Principal	Mr. Lori Cahill
Secretary	Mrs. Angie Priscella
Office Aide	Mrs. Jeanne Furlong

Support Services

School Nurses	Ms. Rita Bailey
	Ms. Donna Dean
Guidance	Ms. Chris Karaska
	Ms. Amy Carey-Shinney
Psychologist	Ms. Jessica Sikora
Speech & Language	Ms. Cynthia Camino

Teachers

Kindergarten	Ms. Trish Sullivan	Room 21
	Ms. Tricia Hickey	Room 19
Transitional Learning Center	Ms. Julie Flynn	Room 18
Grade 1	Miss Pat Smith	Room 3
	Mrs. Linda Savage	Room 2
Grade 2	Mrs. Mary Ellen Casey	Room 1
	Mrs. Denise Ready	Room 7
Grade 3	Mrs. Pat Callahan	Room 4
	Ms. Andrea Wilson	Room 12
Grade 4	Mrs. Susan Egan	Room 10
	Mrs. Stacie O'Callaghan	Room 11
Grade 5	Mrs. Joyce Wells	Room 13
	Mr. Dave Hohmann	Room 14
Special Education	Ms. Jean Bouton	Room 17
	Ms. Kristen Rampino	Room 9
Resource Room	Ms. Karen Conneely	Room 8
	Ms. Jessica Pastan	Conference Room
ELL	Ms. Sharon Massaadi	Room 27
	Ms. Mary Ann Lencki	Room 6
Literacy Specialist/ Coordinator	Ms. Ann Collins	Room 15
Math Interventionist	Ms. Mary Bloomer	Room 15

Specialists

Physical Education	Mr. Paul Conti	Gym
Art & Music	Mr. Kenneth Walsh	Room 20
Media Services/ Skills Support	Mrs. Peggy O'Neill	Media Center
Band	Mr. Mike DeMarko	Lower Level

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School Calendar

A copy of the school calendar is attached. Please keep this calendar for future reference as it lists school vacations and holidays.

School Hours

School begins at 8:15 each morning for students in kindergarten through grade five. Dismissal is at 2:30 on Monday, Wednesday, Thursday, and Friday, and at 11:55 on Tuesday.

Supervision is not provided on the playground until 8:00 a.m. If students wish to have breakfast, they may come to the lunchroom beginning at 7:50. Otherwise, students should not arrive before 8:00.

When the weather is inclement, students should arrive closer to 8:15. If students are coming for breakfast, you should allow at least 10 minutes for breakfast.

School Cancellation

In case of inclement weather or other emergency necessitating a delayed opening or cancellation of school, information and notices will be broadcast on the following stations:

Television	Channels 4, 5, & 7
Quincy Cable	Channels 3 & 52
Radio	WBZ, WEEI

School cancellation and delayed opening announcements will be made through the Honeywell Instant Alert system.

Please ***do not*** call the school to see if school has been canceled.

Student Absences, Late Arrivals, & Dismissals

Please call the school if your child is going to be absent. A note should be sent to the child's teacher on the day the child returns to school. If a child is absent for more than five days or if the child is absent due to a contagious illness, we request a doctor's note before the child returns to school.

Students who are tardy should report to the front office upon entering school. If you are going to dismiss your child early, please come to the front office to sign your child out. If someone other than a parent or guardian will be picking the child up, please inform us in advance. We will require identification from that person before releasing the child.

Testing

Students at various grade levels take standardized tests such as the MCAS and the Stanford 10 Achievement Test. Letters are sent home to parents prior to the testing period.

Day Care

Many students go to day care centers after school and are picked up by vans at the school. For safety purposes we take attendance and make sure that each child is accounted for before we release the vans. If your child will not be going to day care on a particular day you must notify the school before 1:30. If we do not hear from you, your child will be placed on the day care van.

Visitors

All visitors are asked to enter the building through the front door and report to the front office. Visitors must sign in and out and wear a visitor badge while in the building. Although this may be inconvenient, please understand that it is necessary for the protection of all children.

We also ask that parents not accompany their children to the classroom in the morning. Having visitors in the hallways can be disruptive as teachers are trying to organize their classes and prepare students for a day of learning. Our “homeroom” period is very brief and even a small disruption of a couple of minutes can delay the start of the academic schedule. We appreciate you understanding and cooperation in this regard.

Messages

Although we are happy to deliver emergency messages to students, we cannot deliver other messages to students during the school day. Delivering a message to a student during the day interrupts the classroom and disrupts the lesson. This interferes with learning for all children. For the same reason we are unable to deliver a lunch or snack to a student during class time. Please make sure your child leaves in the morning with all necessary materials and please make sure your child understands any after school arrangements before leaving in the morning.

Emergency Contact Cards

All parents must fill out an emergency contact card. It is important that we have the name of someone we may contact in the event of an emergency and we are unable to contact you. Please supply all information requested on the contact card.

School Breakfast & Lunch

Breakfast is served in the school lunchroom beginning at 7:50. For security purposes, parents are not allowed in the lunchroom while breakfast is being served. Lunches are served during the school day in accordance with the guidelines of the National School Lunch Program. Menus are

distributed each month and are published in the local newspapers. If your child has special dietary requirements, please consult the school menus.

Due to the large number of students at Snug Harbor who have food allergies, we ask that you not send in any lunches that contain peanuts or peanut products. Please understand that for some children exposure to peanuts can be extremely dangerous and even life threatening.

Snacks and Special Treats

Most classrooms have a very brief morning snack period. We encourage parents to send in a healthy snack with their child for this purpose. Again, due to the number of students who have food allergies, we ask that you not send in any snacks containing peanuts or peanut products.

Also, due to new federal guidelines on the distribution of “junk food” in school we ask that you not send in any food treats for your child to share with classmates. We understand that many parents like to send in a special treat to celebrate a special occasion, such as a child’s birthday, but we would prefer that you send in a non-food treat. One suggestion would be to send in a small packet containing items such as a pencil, an eraser, and some stickers. If you wish to send something in, please check with your child’s teacher first.

Homework

Homework is assigned in accordance with the guidelines established by the Quincy Public Schools. At the beginning of the year teachers at each grade level send out information about the homework that is to be assigned. Homework is an important part of our academic program and consistent failure to complete homework will be reflected in a student’s grade. If a student has a legitimate reason for not completing a homework assignment, please send a note to the teacher.

Report Cards, Conferences, & Warning Notices

Report cards are distributed in November, March, and June and conferences are held in November and March. Appointment notices for conferences will be sent out several days prior to the scheduled conference. Warning notices are sent out on students who are in danger of failing several weeks before the report card is issued.

You may schedule an appointment to meet with your child’s teacher at any time. We do ask, however, that you call to schedule an appointment rather than just “drop in” to see the teacher. Classroom schedules are very tight and an unscheduled conference can disrupt the classroom routine and interfere with the education of all children. We also ask that you do not detain the teacher in the morning when the class is entering the building to discuss your child’s progress. For the safety of all children, the teacher must be with the class when they enter the building and proceed to the classroom. If you must give information to the teacher in the morning, please either give the teacher a note or call the office to leave a message.

Parking

Parking in the circle in front of the school and in the parking lot behind the school is reserved for staff only. A number of spaces in the lower parking lot (on the left side of the front of the building) is also reserved for staff. Parking in these spaces is by permit. Any unauthorized cars parked in reserved spaces will be towed at the owner's expense.

There are a number of parking spaces in the lower parking lot that are reserved for visitors. Please use these spaces when visiting the school.

Special Events

A number of special events are scheduled throughout the year such as concerts, publication parties, etc. Notices will be sent home to invite parents to these events. It is very important to all children to have their parents attend these events. Please make every effort to join us for these events in your children's lives.

Parent Teacher Organization

Our Parent Teacher Organization (PTO) meets monthly. We vary the meeting schedule to accommodate the schedules of parent participants. We urge you to become actively involved in your PTO. Each year the PTO conducts a number of fund raising events that help to supplement the school's budget. Funds raised by the PTO purchase student-oriented materials, such as Weekly Readers, provide field trips, and bring artistic performances to the school. Please support your PTO by helping out with these activities whenever you can.