

# Lynbrook High School

## Communication Guide



**[www.lynbrookschoools.org](http://www.lynbrookschoools.org)**

**Main Office: 887-0200**

**Student Attendance Office: 887-0209**

**Nurse: 887-0228**

### **Important Phone Numbers:**

#### **Main Office**

Principal, Mr. J. Rainis	887-0200
Asst. Principal, Mr. M. Sarosy	887-0200
Asst. Principal, Mr. S. Brescia	887-0200

<b>Guidance Office</b>	887-0215
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Chair, Ms L. Mitchell	887-0216
Counselor, Mrs. C. Angelillo	887-0220
Counselor, Mr C. Caramore	887-0219
Counselor, Ms. M. Marr	887-0218
Counselor, Ms. S. Moller	887-0214
Counselor, Mr. J. Spector	887-0217
Psychologist, Mr. J. Richman	887-0229
Psychologist, Ms. D Mann	612-5436
Social Worker, Mrs. R. Bogard	792-5646
Social Worker, Mrs. S. Lancaster	612-5417
Social Worker, Mrs. K. Viggiano	887-0211

#### **Academic Department Chairs**

English, Mrs. R. Migliacci	887-0230
Mathematics, Mrs. A. Varriale	612-5491
Social Studies, Mr. E. Finder	792-5160
Science, Mrs. C. Winans	612-5435
World Languages, Mr. L. Bruno	887-0240

Art/Technology/Family & Consumer Science	
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Mr. V. Lentini	612-5434
Phys. Ed./Health, Mr. R. Kolb	887-0226
Librarian, Mrs. M. Bertolini	887-0231

Information Technology	
Coordinator, Mr. N. MacDermott	612-5447

Director of Phys. Ed., Health, and Athletics:	
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Mr. T. Graham	887-0236
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Director of Pupil Personnel Services:	
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Mrs. A. Mishanie	887-0260
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Director of Music and Visual Arts:	
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Mr. J. Pallotta	887-0262
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*This guide was developed by the High School Compact team to help parents, teachers, students, counselors, and administrators effectively communicate with one another in order to help ensure a quality educational experience for all Lynbrook High School students. We encourage you to keep this guide handy as the school year progresses so that your questions and/or concerns can be quickly addressed.*

### **Looking for Information?**

1. Visit the District and High School Websites
2. E-Mail – First Initial, Last Name followed by @lynbrook.k12.ny.us
3. Phone Messages – see the numbers listed on the front of this pamphlet

### **What you can expect from the LHS staff:**

1. Timely responses from teachers, counselors, and administrators.
2. Professionalism, courtesy, and respect from all staff members.
3. Honest dialogue regarding your child.

### **What is expected of parents/guardians?**

1. Follow the protocols outlined in this guide so that we can address your needs efficiently and effectively.
2. Prior to contacting us, remember that it helps to reflect on any concerns you might have.
3. Encourage your children to take responsibility for their education by having them speak directly with the teacher if they have concerns.
4. Courtesy, respect, and understanding go a long way in helping all parties reach a successful outcome.
5. Do not hesitate to schedule an appointment through the guidance department to meet with your child's teacher.

*Part of the educational mission of LHS is to help students learn how to self-advocate. When your child expresses to you that he or she is having an issue in a class, with a teacher, or with a club advisor or coach, have your child speak with their teacher or advisor/coach about the issue. If the problem persists, the following guidelines have been established to help parents with their concerns.*

### **Whom do I contact for....**

#### **Attendance and Health Concerns:**

- 1<sup>st</sup> Contact: Attendance Office
- 2<sup>nd</sup> Contact: Nurse
- 3<sup>rd</sup> Contact: Guidance Counselor

#### **Academic Concerns:**

- 1<sup>st</sup> Contact: Classroom Teacher
- 2<sup>nd</sup> Contact: Guidance Counselor
- 3<sup>rd</sup> Contact: Chair/Coordinator
- 4<sup>th</sup> Contact: Assistant Principal

#### **Behavioral/Social and Emotional Concerns:**

##### **“My child is being bullied in school by other children.”**

- 1<sup>st</sup> Contact: Classroom Teacher
- 2<sup>nd</sup> Contact: Guidance Counselor
- 3<sup>rd</sup> Contact: Assistant Principal
- 4<sup>th</sup> Contact: Principal

##### **“My child is having a difficult time w/friends,” or “My child seems depressed,” or “My child suddenly hates school.”**

- 1<sup>st</sup> Contact: Guidance Counselor
- 2<sup>nd</sup> Contact: Social Worker/Psychologist
- 3<sup>rd</sup> Contact: Assistant Principal/Principal

#### **Athletic/Extra-Curricular Concerns:**

- 1<sup>st</sup> Contact: Coach/Club Advisor
- 2<sup>nd</sup> Contact: Guidance Counselor
- 3<sup>rd</sup> Contact: Athletic Director
- 4<sup>th</sup> Contact: Principal

## Dignity For All Students Act (DASA)

DASA seeks to provide all students with a safe and supportive school environment free from harassment, bullying and discrimination based on an individual's real or perceived race, weight, national origin, ethnicity, religion, religious practices, mental or physical abilities, sexual orientation, gender and/or gender identity. Incidents of bullying, harassment, threats, intimidation, or discrimination must be reported to school personnel. The DASA coordinators for the high school are Mr. Rainis in the Main Office and Ms. Mitchell in Guidance.

### Reportit.com

**Reportit.com** is a way for students and parents to contact school officials through an anonymous format regarding issues affecting student health, safety, and welfare. If you have a concern about a school or community issue related to our young people, do not hesitate to head to [www.reportit.com](http://www.reportit.com) through the district website. You can then log on with the username Lynbrook and the password Owls.

### Attendance Procedures

All absences, tardiness and early departures must be accounted for. **It is the parent's/ guardian's responsibility to notify the high school Student Attendance Office, (516) 887-0209, before 9:00 a.m. of the school day regarding the student's absence.** It is the parent's/guardian's and the student's responsibility to bring a note, written and signed by the parent/guardian to the Student Attendance Office on the first day of the student's return to school. Notes must contain: the student's full name, dates of absence or tardiness, reason for absence or tardiness, and a telephone number where the parent/guardian can be contacted during the day. If the parent/guardian does not document this information in writing within two days, the absence will be treated as an unexcused absence.

**If a student needs to leave during school hours for an appointment:** students must come to school with a note explaining the reason for leaving school early or a parent/guardian must come into the

building to sign their child out. The student is to report to his/her scheduled class, show the classroom teacher the note, and before leaving the building must sign out of school at the attendance window, leaving the note with the attendance secretary.

**If a student unexpectedly becomes ill or is injured and needs to leave the building:** student must first report to the nurse's office and be cleared by the nurse to leave school.

**Students who are late to school:** student must sign-in at the Student Attendance window and receive a pass to class.

### Securing Personal Belongings

All students should be aware of their personal belongings at all times. Lockers are provided to all students so that personal items can be stored safely and securely.

Students should not share their lockers and should not share their locker combination with others. Leaving backpacks in stairwells, on the floor of the cafeteria, or on locker room benches is not advisable and may lead to the theft of items of value. The high school is not responsible for lost or stolen personal belongings; it is in everyone's best interest to secure personal property in the hall and gym lockers provided by the school.

### Student Drop Off and Visitor Parking

**The parking lot across from the high school on Union Avenue is for faculty use only. Guests should not park in that lot under any circumstances, even if it is "just for a minute". Students and parents who choose to park in areas designated for faculty or for student drop-off risk being blocked in, ticketed or towed.**

There are specific areas for student drop off and pick up in the area of the high school. **The front drop-off areas on Union Avenue are in front of the auditorium doors and opposite the high school, adjacent to the**

**tennis court on the south side of Union Avenue.** Students may then walk to the crosswalk to cross the street to enter the high school. There is also a drop off area at the rear of the high school. **This drop off area is on the north side of Carpenter Avenue. All students must enter the building through the front entrance.**

### The Cafeteria

The LHS cafeteria is our dining and living room and as such, must be kept as clean and orderly as possible. Students are expected to clean up after themselves following breakfast and lunch. Students who fail to do their part to help keep the dining area clean will not be permitted to use the dining facility for extended periods of time at the discretion of the Principal or Assistant Principals.

### LHS Bell Schedule

Period 1	7:30 – 8:10
Period 2	8:14 – 8:54
HR/Announcements	8:54 – 9:00
Period 3	9:04 – 9:44
Period 4	9:48 – 10:28
Period 5 (Lunch)	10:32 – 11:12
Period 6 (Lunch)	11:16 – 11:56
Period 7 (Lunch)	12:00 – 12:40
Period 8 (Lunch)	12:44 – 1:24
Period 9	1:28 – 2:08
Period 10	2:12 – 2:52

### LHS Delayed Bell Schedule

Period 1	9:30 – 9:58
Period 2	10:02 – 10:30
Homeroom	10:30 – 10:36
Period 3	10:40 – 11:08
Period 4	11:12 – 11:40
Period 5 (Lunch)	11:44 – 12:12
Period 6 (Lunch)	12:16 – 12:44
Period 7 (Lunch)	12:48 – 1:16
Period 8 (Lunch)	1:20 – 1:48
Period 9	1:52 – 2:20
Period 10	2:24 – 2:52