



Waverly Park School

Student Handbook

Home of the
Waverly Wonders!

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PRINCIPAL**

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(516) 887-6589

[LYNBROOK SCHOOLS WEBSITE](#)

**[WAVERLY PARK ELEMENTARY
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Main Office: (516) 887-6589/6590

Social Worker, Mrs. Woehr: (516) 612-5432

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Nurse, Mrs. Sarlo: (516) 887-6587



MESSAGE FROM THE PRINCIPAL

Dear Families,

Welcome! I am excited to continue our partnership to build a strong community at Waverly Park Elementary School. Our faculty and staff continue to be committed to fostering a learning community that values high expectations, respect, and kindness, as well as a growth mindset and the belief that our learning is an ongoing process. Each "Waverly Wonder" brings their unique talents and passion to our school community, and we celebrate the individuality of all our children.

Waverly Park Elementary School is committed to providing all students opportunities to succeed academically, socially, and emotionally. A strong education begins with a solid foundation in student engagement and character development. Our team is dedicated to educating the mind, the heart and the hand to achieve whole child wellness.

We are thankful to have you as a part of our Waverly family. At Waverly, we want every student to succeed, and we are committed to working with you to ensure that our students can learn and grow in a safe, supportive, and nurturing environment.

We are confident that with clear expectations, a dedicated team of educators, and strong school-family relationships that your child will thrive during their Waverly experience.

Please know my door is always open.

Warm regards,
Allison Banhazl
Principal

Follow our journey on Twitter and Instagram:

#GiveAHootFor

@WaverlyParkElem





OUR MISSION

We are a community of students, teachers, staff, and families that value a love of learning, intellectual curiosity, academic ambition, and social and emotional wellness for all. It is our mission for the mind, the heart, and the hand to work together to achieve whole child wellness. The Waverly community creates equitable opportunities for all learners. Social emotional learning and strong character education ensure our students develop strong minds and compassionate hearts. We will work with all learners to prepare them to be active citizens and upstanders in our school, our community, and our world. We recognize, honor, and celebrate the diversity of our students, staff, and families.

The Waverly student will be **ALL** that they can be!

OUR CORE VALUES

We Are...

Welcoming

Ambitious

Vibrant

Eager

Resilient

Limitless

Young Leaders



School Hours

Starting the School Year

Please check your student's backpack for important materials on the first day of school. Students will receive a folder with additional resources to guide you through the school year.

Starting The Day - Best Practices for Morning Arrivals

School hours are from 8:30 a.m. until 3:00 p.m. each day. Our doors open for morning supervision at 7:30 a.m. Students may arrive between 7:30 a.m. - 8:30 a.m. at the lobby doors. **Children may not arrive at school before 7:30 a.m.**

PLEASE NOTE: THERE IS NO PARKING IN THE STAFF PARKING LOT.



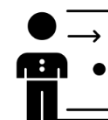
Tips for Drop Off

1. If you are the first car in the line, pull up to the stop sign in the circular driveway.
2. To ensure that all children can be dropped off on time, make sure children exit promptly when you approach the curb.
3. Please observe the orange cones and do not pass on the left.
4. Once your children have left the vehicle, please exit so the next car can proceed with drop off.

***We would appreciate you not getting out of your car in the traffic circle. If you need to assist your children, please park on Waverly Avenue and escort them. ***

Morning Schedules

7:30 a.m. - 8:30 a.m.	Morning drop off and supervision begins. Enter through the front doors only.
8:25 a.m.	First Morning Bell Rings – Students can go to their assigned line-up area *If there is inclement weather, all children report indoors for lineup*.
After 8:40 a.m.	Students are marked late if they arrive after this time.



Ending the Day Best Practices for Dismissal

Grades K-2 are dismissed @ 2:55 p.m. and all other grades @ 3:00 p.m. The doors will be locked after school at 3:00 p.m.

Grades 1 & 2

- Exit through the primary wing by the flagpole

Grades 3,4 & 5

- Exit through the lobby doors



IMPORTANT!

If there is a change in the student's dismissal such as an early pick up or a different person picking up the student, the MAIN OFFICE must be notified by



Keeping our Students Safe

We are committed to providing a safe and secure environment for our students, staff and visitors. We work collaboratively with emergency responders and safety officials (police, fire, emergency medical services and public health) in order to be prepared for (or prevent) and respond to emergencies. We have developed plans and procedures for handling emergency situations should they occur in our schools.



Covid-19 Safety

Waverly Park Elementary is aligned with the Lynbrook Schools protocols for Covid-19 safety. Please refer to the [Lynbrook Schools website](#) for more information.

Dismissal Safety

- Orange cones are placed at the entrance and exit of the driveway before 3:00 p.m.
- Please do not enter if the cones are placed.
- Please do not move the cones.
- The cones will be removed after all school activities have been completed (approximately 4:30 p.m.).
- During this time, please use the curb parking on Waverly.

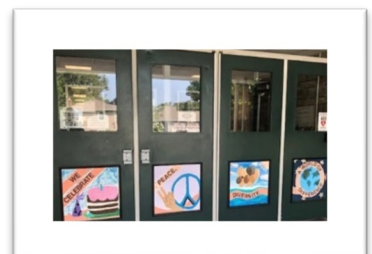


Traffic Safety

- Please keep the crosswalks open and available for students.
- As per NYS Law (S1161), do not make a U-turn within the school zone. If you need to turnaround, please go around the block.
- Parking, standing or stopping is not allowed within 20 feet of a crosswalk or at an intersection.
- Parking, standing or stopping is not allowed within 30 feet of a pedestrian safety zone.
- Parking or standing is not allowed within 30 feet of a stop sign.
- The police patrol and do issue tickets to those who do not observe traffic laws.
- Please do not park in the staff parking area or the circular driveway.

Visitor Safety

- All Visitors must sign in at the front desk.
- For your child's safety, school doors are locked all day.
- No one will be admitted without an appointment.
- It is necessary for visitors to call the office to make an appointment if they wish to see a particular individual before coming to the building.



School Bus Safety



In the event that riders violate the School Bus Safety Rules they may have their transportation privileges suspended.

- Students should strive to be on time.
- Students should board and exit the bus carefully.
- Be courteous to the riders and bus driver.
- Remain seated at all times, with seatbelt securely fastened
- Help keep the bus clean.
- Use appropriate language.
- Keep all personal belongings on their lap/seat.



Lockdown/Lockout Procedures

The safety of our students and staff is always of primary importance to us. As part of our building and District “Emergency Plans,” lockdown and lockout procedures are in place. During both of these emergency procedures, all doors to our building will be locked. Children and staff will remain inside the building. **No visitors or deliveries will be permitted into the building.**



Safety Operating Procedures

To ensure a safe environment, we have the responsibility to abide by the **CODE OF CONDUCT** and demonstrate appropriate behavior at all times, including times during evacuation and lockdown procedures. Students must:

- Walk in an orderly fashion in all hallways and stairways.
- Be aware of potential sites of hazard in the building and avoid access to those areas.
- Do not open exterior doors during the course of the day.
- Know your exit and route for a fire drill/emergency evacuations.
- When exiting the building, respond loudly and clearly to the roll call taken.
- Be aware of all exits in the building and alternate exits in the event of an emergency situation.
- Be quiet and listen for instructions during emergency drills.
- Exhibit caution when crossing main roadways during any evacuation process.
- Maintain the decorum established once evacuated from the building in the event of further direction.
- Follow the directives of the building principal at all times.

Emergency Procedures



Inclement Weather

During inclement weather, students will line up in the hallway inside the building during morning arrival. Our staff will supervise the students until the bell.

Delayed Opening

If necessary, the Lynbrook Public Schools may have a two-hour delayed opening. If this should occur, Waverly Park School will commence their school day at 10:30 a.m.

Additionally, in-district and out-of-district students who receive bus transportation will be picked up two hours later than usual. Parents are advised to watch for the buses as road conditions could cause buses to arrive earlier or later than expected.

Emergency School Closings



The District has installed an electronic telephone notification system called "ParentLink" which automatically informs the school community of any emergency school closings or cancellation of school activities. These messages can be sent via phone, text or email.

Or you can tune in to the following media to learn of emergency school closings:

- NEWS 12
- Newsday
- Lynbrook School Facebook page
- Lynbrook Public Schools Mobile App

In case of an Emergency School Closing there is no postponement in the rotation of days.

Interruption of Cell Phone Service



Should we experience an interruption in cell phone service, the District has established the Emergency Information Site for the Lynbrook Public Schools...

<http://websites.nylearns.org/lynbrookadmin/default.aspx>

Attendance at Waverly

Waverly Registration



The Waverly Park School has an open enrollment policy. School District 20 residents interested in attending Waverly Park should contact Dr. Maureen Berman, Assistant Superintendent for Personnel, Transportation and Student Support Services, at 516-612-1396.

The following is required to be presented at registration:

- **Proof of Age:** Birth Certificate, Certificate of Baptism or Passport
- **Proof of Residence:** Original Deed or Lease and Two (2) Additional Proofs
- **Proof of Health:** Complete Physical and Dental Exam
- **Proof of Immunization:** See Below:

Immunizations must be up-to-date at start of school year as per New York State guidelines. Please check with your physician.

What to do for a lateness or absence



Absences

- Call the Nurse's office at (516) 887-6587 if your child will be absent for the day or an extended period of time.
- When your child returns to school send a note stating the date(s) and reason(s) for absence(s). This is a legal requirement.
- If your child is absent and you have not notified the nurse, the nurse will call your home to verify the child's absence.
- Students who are absent due to extended vacations or in conjunction with a holiday may be marked as an illegal absence. Homework and/or assignments may not be provided.

Arriving Late

- If your child arrives late to school (after 8:40 a.m.) he/she must have a note and must check in at the lobby desk before going to class.

Leaving the Building for Lunch

- If your child is leaving the building at lunchtime notify the classroom teacher in writing.
- If your child does not return to school after lunch notify the office.

Early Release

- If your child is to be released early, a parent must sign him/her out at the lobby desk.

Health Policies **School Nurse**



The school nurse does many things for the students of Waverly Park. She gives first aid to those who get hurt and also helps children who get sick in school. **Only the nurse** can give medicine in school and NYS law requires a note from a physician to distribute medicine within the school. This includes over-the-counter items, which must be supplied by parents, as well as prescriptions. Each year, every student (except Grades 2 and 4) is screened for vision and hearing. Fifth grade girls will also be tested for scoliosis. Children with casts, crutches, orthopedic braces or treated sprains must have a doctor's note. Any restrictions regarding physical education or recess must be stipulated. Additionally, please notify the School Nurse if your child has contacted a contagious disease.

All students in grades 1, 3 and 5 are required to submit proof of a physical exam completed no more than 12 months prior to the first day of school. **To report student absences, please call the Nurse's Office at (516) 887-6587 before the onset of the school day.** If your child develops a fever, please wait 24 hours after the fever has subsided and the administration of any medications before sending him/her back to school.

Lice Procedures

It is the responsibility of the **PARENTS** to check their children regularly and to report any cases of lice to the school nurse as soon as they are detected. Return to school must be cleared by the nurse.

Emergency Information

At the beginning of each year, parents will electronically access the **EMERGENCY INFORMATION/ REUNIFICATION FORM**. Imbedded in this form the parent is asked to provide the name and contact information of three individuals, other than the parent or guardian, who can be reached in case of an emergency. **Please keep the names current by notifying us of any changes during the year, and include any additional numbers.**



Allergy Awareness

We take all allergies, including food allergies, seriously. Recognizing that the risk of accidental exposure to allergens, including food allergies, can be reduced in the school setting, we are committed to working with students, parent(s)/guardian(s), and medical providers to minimize risks and provide a safe educational environment for students with allergies. In order to reduce the risk of exposure for students who have an allergy to peanut/tree nut products, these items should be avoided in the lunchroom. Parents are asked to refrain from sending food items containing peanuts, peanut products, almonds, cashews, walnuts or other tree nuts to school. Parents are encouraged to contact the Nurse at (516) 887-6587 if they have questions pertaining to an allergy that could affect their child's health and safety at school.

Day to Day at Waverly



The 6 Day Cycle Schedule

The Lynbrook School District operates on a 6-Day cycle. At the beginning of each school year, the District calendar is created with the first day of school in September labeled "Day 1" and the cycle continues each day thereafter, Day 2, Day 3, etc. until reaching Day 6. Pre-scheduled holidays and vacations are excluded. Specials are scheduled on specific days, i.e. Art on Day 1, Music on Day 3 and Physical Education on Day 4, thus ensuring that specials are given on a regular basis even if a holiday occurs in a particular week.

NOTE: Due to the pre-scheduling of the District calendar, if, at some time during the school year, an "Emergency Closing" occurs, the cycle continues as if nothing happened. For example, if there is a snow closing on Day 2, when you return to school the following day, the cycle has progressed to Day 3.



Cell Phones and Electronics

Cell phone usage is not permitted in school. Children with cell phones must leave them turned off in their backpacks throughout the school day. Cell phones may be removed from a student if used in school. The Lynbrook Public Schools cell phone policy also mandates that adults may not use cell phones in public areas. In addition, hand-held games, digital watches and any other electronic devices are not permitted in school at any time.

Dress Code



During warm weather:

- Shorts → Please make sure they provide appropriate coverage.
- T-shirt → Please make sure they are an appropriate length, size and do not have inappropriate language. For example, nothing with alcohol, tobacco or drug promotions.
- Allow for appropriate undergarments to be worn
- Flip flops are not permitted.

During cold weather:

- Weather permitting, the children go out to recess at lunch time during the winter.
- Please make sure your child is dressed appropriately for cold weather (example: hat and gloves).

Religious Days of Observance

On a day designated as a Day of Religious Observance, there should be no scheduling of tests, field trips or special events. Teachers will be flexible and sensitive in determining due dates for homework and assignments. Please speak with your classroom teacher if you have any concerns about an upcoming day of observance.



Lunch

Waverly Park children may eat in school, go home for lunch, or be taken out to lunch. PTA occasionally offers the opportunity to purchase special lunches each week. Parent volunteers should sign up with the PTA to assist with special lunches.

Being Respectful at Lunch

- Treat others the way you would like to be treated, be respectful of others.
- Always ask permission before you leave the lunchroom.
- Keep your area clean.
- Use your indoor voice in the lunchroom.
- Do not bring in glass bottles.
- Do not wander around the lunchroom.



Supporting Sustainability

We encourage students to use reusable water bottles and reusable lunch bags. A paper and plastic bottle recycling program is in place to support environmental mindfulness. As well as a compost program that is utilized in our garden program.



Birthdays

We love celebrating our students! If your child would like to celebrate their birthday in school, please make arrangements through the classroom teacher.

To support wellness and health development food is not permitted. Students can choose from the following birthday party options as an alternative to celebrating with food:

- Students may now choose to have a Physical Education birthday party in lieu of a classroom celebration.
- Parents can read a book to the class and donate the book to the classroom library.
- Parents may also bring in an activity allowing the whole class to participate.

Recess



We believe that all children need the opportunity to play and exercise during recess.

- **ANY** injury should be reported to a teacher immediately.
- Respect others, take turns, share and allow others to play.
- Play safely and remain in your assigned outdoor areas.
- Students may use the tennis and basketball courts, at the discretion of the teacher/monitor.
- Once outside, children must have permission to enter the building.
- At 12:50 p.m. all children will sit in their class lines ready to be picked up by their teacher.
- On indoor lunch days, scheduled activities are provided.

Playground Schedule

The playground schedule is determined based on availability, field conditions and supervision.

Class Trips

Permission slips are required for all class trips. All information about the trip will be included. If students **do not** bring in a signed slip on or before the trip, they **will not** be permitted to go on the school trip. Students may be asked to wear their green Waverly Park shirt on field trips.

Bicycles



Children in grades 3, 4 and 5 may ride their bicycles to school. Wearing a helmet is required to support the safety of all students.

Forgotten Items



We strongly encourage students to develop responsibility in keeping track of their belongings. In the event that important items are forgotten, parents may bring the item to the drop-off stand located outside the front doors. Items left on the stand will be retrieved by front desk monitor. Children are permitted to visit the desk before the lunch period to retrieve forgotten items.

Lost & Found

A lost and found box is maintained. If you have lost an item, please check the box as soon as possible. We donate all Lost & Found items to a local charity twice a year.

Waverly Tip:
Belongings that
are labeled can
be easily
returned

Pets

Dogs, cats and other family pets are not permitted on school grounds at any time, especially during arrival and dismissal times.

Academics at Waverly



Homework

Homework is usually given Monday through Thursday. Requests for homework should be made by calling the main office at (516) 887-6589 by **noon**. Homework will be sent to the office for pick-up at 3:00 p.m. If you have any concerns about homework assignments, please contact your Classroom Teacher.

Homework Strategies for Students and Parents:

- Give yourself plenty of time, don't rush.
- Try to find a quiet workspace.
- Work together to prioritize assignments.
- Communicate with each other and your teacher to develop a plan for success.

Extra Help

Extra help is offered twice in a six-day cycle. If you have questions or concerns regarding extra help, please reach out to your Classroom Teacher.



Class Placement

Each year children are placed in classes heterogeneously, mindful of a student's needs and staffing. A parent-input form is provided to include parental information regarding their child's academic/social needs. Notification of your child's class assignment for the coming school year will be mailed to you in August.

Report Cards and Assessments

Each year, parents will receive three report cards which will indicate student progress. The teacher and student will evaluate abilities on a regular basis through ongoing benchmark assessments.

State Assessments will be given to students in grades 3, 4 & 5. Parents are mailed results via U. S. mail. These are state-wide tests that are required to be administered. If you have any questions or concerns regarding report card grades or assessments, please contact your Classroom Teacher.



Supporting Academic Growth at Waverly

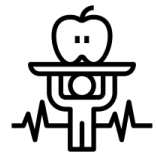
We strive to offer a variety of programs, classes and activities to support student growth and achievement.

Specials

Special academic areas are part of every child's curriculum. Our special academic areas are Art, Music, Library, Science and Physical Education.

Creating a Healthy Lifestyle

Health and Wellness



We encourage students to embrace a healthy and nutritious lifestyle by following the recommendations from [MyPlate.Gov](https://www.myplate.gov) and the U.S. Department of Agriculture. Our annual Health & Wellness Week aims to reinforce good eating habits, mindfulness and hygiene.

Healthy Habits

Maintaining a healthy environment for all students is the responsibility of all of us. We encourage students to protect themselves by learning healthy habits that help to reduce the spread of germs.

- Students who are sick should stay home from school and avoid other students until they are better. Please wait 24 hours after the fever has subsided and the administration of any medications before sending him/her back to school
- Students should develop hand washing habits and routines. Washing with soap and hot water for at least 20 seconds is ideal.
- If students are using hand sanitizer, aim to use one that contains at least 60% alcohol.
- Students should avoid putting hands to their face, mouth, nose and eyes.
- Students should avoid sharing water bottles and snacks.
- Students should practice covering coughs and sneezed with tissues and avoid coughing and sneezing into their hands.



Health Education: Grades K - 5

The Lynbrook School District offers a comprehensive health education program.

Its philosophy is that good health allows for good performances in academic areas and is the catalyst for healthy lifestyles. In grades one through five, health education follows a cyclical approach that correlates to national and state standards. Main content areas include mental and emotional health, family and social health, growth and development, nutrition, personal health and activity, alcohol/tobacco/drugs, communicable and chronic diseases, consumer and community health, environmental health and injury prevention and safety. It is the goal of health education to produce students who have the skills and knowledge necessary to maintain personal health, to demonstrate the ability to live in and maintain a safe and healthy environment, and to understand how to manage personal and community resources.

Students will have PE twice in a 6-day cycle and are expected to participate in every class as part of their grade.

Physical Education



- Students will have PE twice in a 6-day cycle.
- All children should wear loose fitting clothing to class. Jeans should be avoided.
- Sneakers should be worn to participate in class. Sneakers should also provide good support for the foot.
- Jewelry should be removed before participating in class. Please leave all jewelry at home the day of physical education class.
- If your child cannot participate because of an illness or injury, please send them to school with a note to be excused. This note will be good on a daily basis. For extended medical excuses, a doctor's note is required and must be given to the school nurse.

Waverly Programs

Performing Arts Program



Music lessons are available to all children who want to play an instrument starting in the 3rd grade (string instruments starting in 2nd grade).

Lessons are given throughout the day in the band room. It is the child's responsibility to make-up any work missed. Some instruments may be rented through the School District for a fee. Chorus is available to 3rd, 4th and 5th grade students.

Extracurricular Activities

Children may choose from a list of school-sponsored activities available before and after school:

- Intramurals
- Student Council, Grades 3, 4 & 5
- Foreign Language
- School Musical, Graded 4 & 5
- Band, Grades 3, 4 & 5
- Orchestra and/or Chorus
- Girls on the Run

Extended Learning

Voyager - Gifted Program

Lynbrook's Voyager Program is designed to identify and meet the instructional needs of qualifying students in grades 3, 4 & 5. This program is part of the district's continuum of services to students who need services and activities not ordinarily provided by the school in order to more fully develop their academic capabilities. These students will participate in activities to foster collaboration, communication and analysis, and research and presentation skills through project-based activities.



Additional Supports

Resource Room

This is a pull-out or push-in classroom program available to children who have been classified by the Committee on Special Education.



Academic Intervention Services and Response to Intervention Programs

Math Support

This is available to children in grades 2-5 who qualify for support in the development of mathematical concepts and/or skills.



Speech/Language Program

This is a pull-out program available to those children who have been classified by the Committee on Special Education as requiring speech and/or language remediation.

Reading Support

This is a push-in program available to children in Grades 1-5 who qualify for support in their literacy development.

Waverly Communications

Please always check the Waverly Park website for news and updates

https://www.lynbrookschoools.org/schools/waverly_park_elementary

Newsletters are sent via email and can be found here:

https://www.lynbrookschoools.org/schools/waverly_newsletter

Follow Waverly on Twitter and Instagram: @WaverlyParkElem.

Meet Your Teacher Night

Parents have the opportunity to meet their children's teachers, get an overview of curriculum, learn the academic requirements, teacher goals and classroom expectations.

The specific date for Meet Your Teacher Night can be found on the school calendar. Meet the Teacher night is a wonderful way to learn what to expect for the school year. Specific conversations regarding student performance should be discussed at parent-teacher conferences. Most teachers post a sign-up sheet for the conferences during this event.

Parent-Teacher Conferences

Conferences occur in conjunction with the distribution of Report Cards. This is your opportunity to discuss your student's progress in school.

Conference days are held twice during the school year. The first conference is in November/December and includes the option of an evening conference. The second conference is in March and only offers daytime conferences. **Dismissal is at 11:20 a.m. on conference days.**

Parents can reach out to the Classroom Teacher or Main Office at (516) 887-6589 to set up an appointment to speak with the teacher. The specific dates of the conference days are on the school calendar.

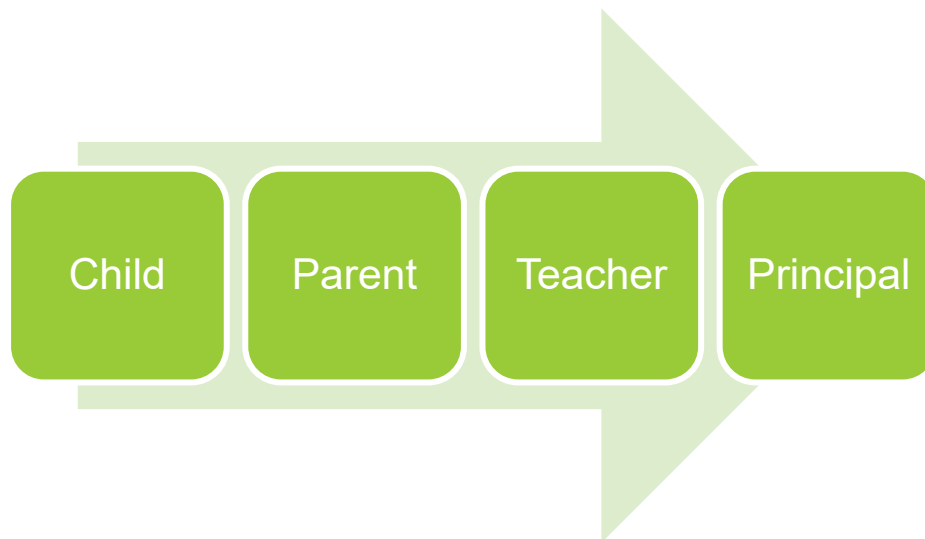
Conferences should be scheduled during school hours. Conference times are specifically scheduled in order to ensure the availability of classroom and special area teachers. We suggest that in addition to conferring with your child's classroom teacher, you also arrange to meet with our special area teachers and support staff.

Parent

Communication

We welcome your involvement with the classroom teacher, but interruptions during class time are not permitted. Parents are requested to telephone ahead for appointments to see a teacher.

Communication Pathway



The Waverly Community



WAVERLY PARK PTA

Together we are a powerful voice for our children! With your help, we can continue to work towards PTA's goal of a quality education and a nurturing environment for every child.

MEMBERSHIP

We encourage everyone to become a member of PTA, come to our monthly meetings and volunteer to participate in our many activities. Our PTA is only as strong as our membership.

Please look for the family membership form in your child's take-home folder in September and online through our closed Facebook group as well as weekly emails. We are looking forward to having you as a valued member of Waverly Park's PTA.

PROGRAMS

PTA offers our children many valuable programs throughout the year. Halloween Festivities, Book Fair, PARP Week and informative and fun assemblies, are just a few. The money raised each year by the Waverly Park PTA is reinvested into the School and used for events and activities that make the lives of our students fun and meaningful.

FUNDRAISING

PTA raises funds to pay for the programs and activities it offers the children at Waverly Park during the year. Activities such as special lunches, spirit wear, holiday boutique, school supplies sales and school pictures, offset the cost of field trips, allows for several assemblies a year and host many other events that are age appropriate and support the curriculum.

PTA COMMUNICATIONS

Weekly email reminders are sent every Sunday night and we utilize our closed and private Facebook page, "Friends of Waverly Park PTA", to post "up to the minute" information. We can also be found on Instagram at, "WPPTA".

OBJECTIVES of PTAs

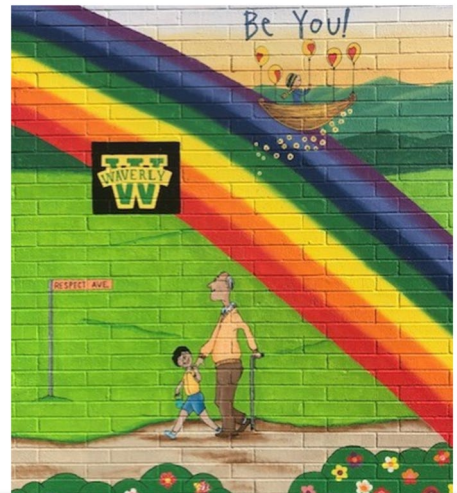
National Parent Teacher Associations are designed to promote the welfare of children and youth in home, school and community through the following measures:

- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To raise the standards of home life.
- To develop between educators and the general public such united efforts as will secure for all children and youth the advantages in physical, mental and social education.

Stay up to date on information by signing up for text alerts through the "Remind App" by texting @c883a9 to 81010.

Culture at Waverly

At Waverly, we cultivate a spirit of kindness, responsibility, bravery and individuality. Each of our unique backgrounds contributes to creating a diverse community that is celebrated through social and academic learning.



Building Student Character at Waverly

Code of Conduct

At Waverly Park, progressive discipline is approached from a positive perspective and places responsibility on the child. Children are motivated to exhibit appropriate behavior, simply because it is the right thing to do.

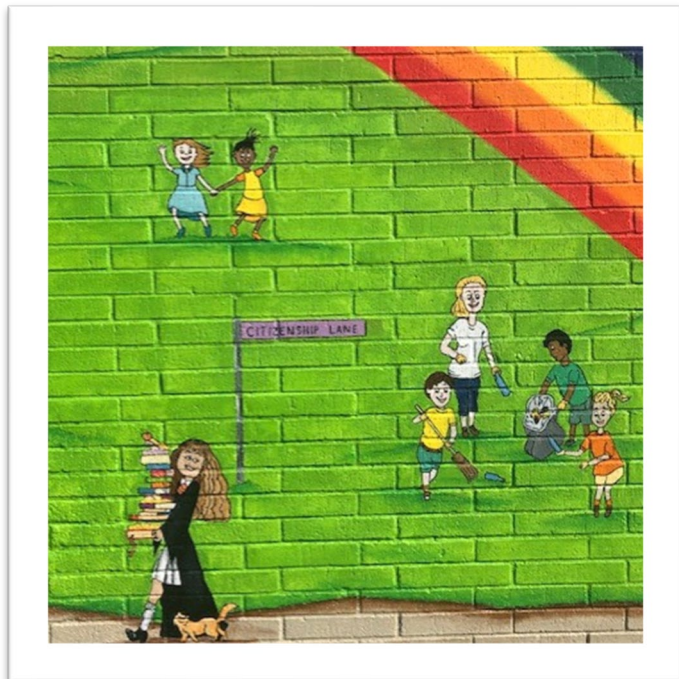
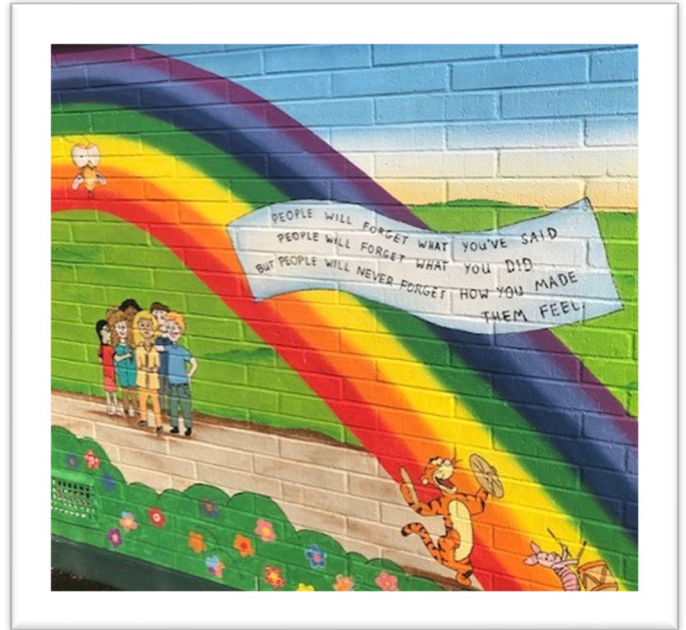
Teachers and administrators collaborate to develop age-appropriate restorative practices when addressing behavior concerns.

Dignity Act

The Dignity Act for All Students (DASA) was signed into law in order to raise awareness and sensitivity to acts of discrimination or harassment. At Waverly, the Social Emotional Learning Program is integrated throughout daily lessons. Additionally, support is given to students experiencing social and emotional stress, preventing them from meeting their fullest potential.

Character Education

As a school, we continuously discuss the importance of creating a positive experience for all students. Waverly Park promotes our overarching social-emotional belief of a positive behavioral approach with our kindness initiative and character counts pillars. Second Step has been implemented school wide. Positive behavior supports are integral in fostering responsible decisions, the ability to communicate effectively, problem solve and to develop conflict resolution strategies. Additionally, social emotional learning is integrated across all subject areas.



Waverly Park - No Place for Hate

Waverly Park has been designated a [No Place for Hate](#) school by the Anti-Defamation League. The No Place for Hate pledge empowers students to be an active participant in building a movement towards positive change. Our school's commitment to the pledge cultivates student leaders and a united school community. A student who experiences or witnesses bias is encouraged to talk with their parents, teacher and principal.

Digital Citizenship

Digital citizenship aims for respectful, informed and responsible use of technology tools and resources. The vision of Waverly is to empower learners of today to be global citizen leaders of tomorrow. Digital citizenship is a shared responsibility between students, guardians, teachers and the Waverly community.

Digital citizenship is about being active citizens who see possibilities instead of problems to create a positive and effective digital footprint.



Students can use technology to:

- Make your community better.
- Engage respectfully online with people who have different beliefs than you.
- Make your voice heard by public leaders.
- Determine the validity of online sources of information.
- Recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world.
- Act and model responsible behavior in ways that are safe, legal and ethical.

Student safety is a paramount concern in developing a digital footprint and using technology as a resource. Students should follow the safety guidelines below:

- Do not give out private information. This is your name, address, telephone number, password, parent's work address/telephone number, the name of your school or picture.
- Never agree to get together with someone that you have met online.
- Email, instant messaging, video chatting and texting are fast and convenient ways to communicate. Do not respond to any inappropriate messages. Inform an adult immediately if anyone makes you feel uncomfortable.
- Cyber bullying is not acceptable. Do not respond to any mean messages. Inform an adult immediately if you are cyber bullied.

- Email, instant messages and text messages are not private. They can be easily forwarded to other people. Do not give out your email address or cell phone number to people you don't know.
- Do not accept everything you read as absolute truth because it was on the Internet. Your teachers will assist you in getting information from reliable websites.
- Do not copy information you find on the Internet. This is plagiarism.
- Strive to be a good online citizen and not do anything that hurts other people.
- We strongly suggest that parents monitor their child's Internet access and keep apprised of social networking sites that their child may have joined. The best way to protect your children online is to talk to them. Be upfront about your values and how they apply in an online context.





CODE OF CONDUCT

LYNBROOK PUBLIC SCHOOLS

Summary

I. Introduction

The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The school disciplinary Code and all penalties shall apply to conduct off school grounds that may endanger the health or safety of pupils within the educational system or adversely affect the educational process.

II. Student Rights and Responsibilities

A. Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law.

B. Student Responsibilities

All district students have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.

III. Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

IV. Prohibited Student Conduct

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Examples of disorderly conduct include, but are not limited to:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are abusive anywhere on school grounds and at school functions.
4. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
5. Engaging in conduct that is violent or threats of violence.
6. Engaging in any misconduct while on a school bus.

7. Engaging in any conduct that endangers the safety, morals, health or welfare of oneself or others. Examples of such conduct include, but are not limited to: discrimination harassment, bullying, cyberbullying and intimidation.

V. Disciplinary Penalties, Procedures and Referrals

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

A. Suspension from Transportation

If a student does not conduct himself/herself properly on a bus, the bus driver or aide is expected to bring such misconduct to the Principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the Principal or the Superintendent or their designees.

B. Teacher Disciplinary Removal of Disruptive Students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques.

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to one day. The removal from class applies to the class of the removing teacher only. The teacher must notify the main office immediately upon removal of a student. The student must be seen by the principal, assistant principal, or support personnel.

*A complete copy of the document is available upon request

A complete copy of the document is available upon request

Notice of FERPA and PPRA

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that school districts, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, school districts may disclose appropriately designated "directory information" without written consent, unless you have advised the school district to the contrary in accordance with school district procedures. The primary purpose of directory information is to allow the school district to include information from your child's education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want the school district to disclose any or all of the types of information designated in Board of Education (BOE) policy and regulation 5500, Student Records, as directory information from your child's education records without your prior written consent, you must notify the school principal in writing by the date in the printed calendar.

Protection of Pupil Rights Amendment (PPRA) defines the rules states and school districts must follow when administering tools like surveys, analysis, and evaluations funded by the US Department of Education to students. It requires parental approval to administer many such tools and ensures that school districts have policies in place regarding how the data collected through these tools can be used. For additional information regarding PPRA, visit <https://studentprivacy.ed.gov/topic/protection-pupil-rights-amendment-ppra>