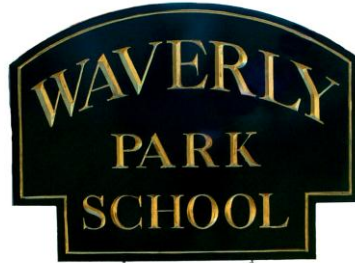


WAVERLY PARK SCHOOL

STUDENT HANDBOOK 2013-2014



320-Waverly Avenue
East Rockaway, New York 11518
516-887-6589
WWW.LYNBROOK.K12.NY.US

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Principal

Melissa Burak, Ed.D
Superintendent of Schools

Dr. Paul Lynch
*Assistant Superintendent for Finance,
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Mr. Gerard I. Beleckas
Assistant Superintendent for Curriculum

Mrs. Maureen T. Berman
*Administrator for Personnel and
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PRINCIPAL'S MESSAGE

It is with great pleasure that I write this introduction to the Waverly Park School. I feel quite fortunate to be the principal of a school where parents, teachers and students are partners in learning.



As you know, there is a direct correlation between student performance and a strong home-school connection. Here at Waverly, we are committed to upholding high academic standards and recognizing the unique gifts and talents of each and every child.

I should like to take this opportunity to personally invite you to become a member of our Waverly Park team. By working together, we can continue to provide our children with a program of high expectations, excitement and excellence. Together we can teach, inspire and impact upon the lives of our most precious commodities – our children, and they upon us.

Sincerely,

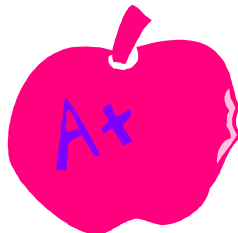
Lucille McAssey
Principal

THE WAVERLY PARK SCHOOL MISSION

It is our hope that every child who attends Waverly Park develops to be the best he/she can be socially, physically, emotionally and academically.

Each child will grow to be confident, responsible and respectful of family, friends and teachers and have a well-defined set of values, ethics and morals.

The Waverly child will be **ALL** that he/she can be!



SCHOOL HOURS

ARRIVAL PROCEDURES

School hours are from 8:30 a.m. until 3:00 p.m. each day. Children may not arrive at school before 7:30 a.m.

If you are the first car in line, please pull up to the stop sign when dropping your children in the circular driveway. Please observe the orange cones and do not pass on the left. **THERE IS NO PARKING IN THE STAFF PARKING LOT.** Please be considerate and leave once your children have left your car – Do not watch your children go into the school. Please let your children know that the adults in the front of the school are there if they need assistance.

When the first morning bell rings at 8:25 a.m., students may go to their designated line-up area. All classes have an assigned line-up area in the morning and after lunch. Once they have reported to their line, their classroom teacher escorts them into the building. In the case of inclement weather, all children report indoors for lineup. **LINE-UP TIMES ARE 8:25 A.M. AND 12:50 P.M. SCHOOL BEGINS AT 8:30 A.M. CHILDREN ARRIVING AFTER THE DESIGNATED TIME WILL BE MARKED LATE AND GIVEN A “TARDY” SLIP.**

Morning Arrival

8:20 a.m. – 8:30 a.m.	Morning Drop-Off Available in the Traffic Circle
8:20 a.m.	Supervision Available on the Blacktop
8:25 a.m.	First Bell - Classes Line-Up
8:30 a.m.	Second Bell - Classes are Escorted into the Building
8:30 a.m.	Playground Gate is Closed for the School Day
After 8:30 a.m.	Children who arrive late must utilize the front door as classes have left the blacktop



DISMISSAL PROCEDURES

All children are dismissed at 3:00 p.m. Children in grades 4 & 5 may only exit through the playground door in the back of the building. Children in grade 1 exit only through primary wing (by the flagpole) and children in grades 2 & 3 exit through the lobby doors. Make arrangements to meet your children in either of these areas at dismissal time. **If there is a change in the dismissal procedure (i.e. time/person picking up student) – a written note must be received by teacher or main office prior to dismissal (for all grades)** The doors will be locked after school at 3:00 p.m. ***After that time, if a child forgot homework material, he/she must call a friend.***

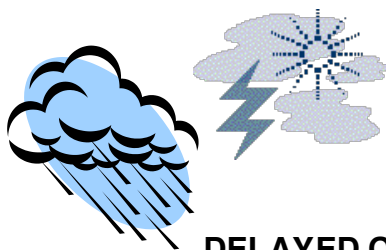
FOR THE SAFETY OF ALL OUR CHILDREN...PLEASE NOTE THE CIRCULAR DRIVE CLOSSES AT 3:00 P.M. ORANGE CONES ARE PLACED AT BOTH THE ENTRANCE AND EXIT AND ARE THERE TO STOP ANY THRU TRAFFIC. IF THE CONES ARE IN PLACE, PLEASE DO NOT ENTER. THE CONES ARE REMOVED WHEN ALL AFTER SCHOOL ACTIVITIES ARE COMPLETED (APPROXIMATELY 4:30 P.M.). DURING THIS TIME, PLEASE PARK AT THE CURB.



ALL VISITORS MUST SIGN IN AT THE FRONT DESK.

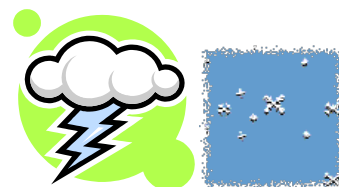
For your child's safety, school doors are locked all day. No one will be admitted without signing in at the hall monitor's desk.

Whenever possible, visitors should call the office to make an appointment if they wish to see a particular individual before coming to the building.



INCLEMENT WEATHER

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



DELAYED OPENING – 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 would be picked up two hours later than they usually are. Parents are advised to watch for the buses as road conditions could cause buses to arrive earlier or later than expected.

INTERRUPTION OF CELL PHONE SERVICE -- Should we experience an interruption in cell phone service, the District has established an alternate means of keeping its residents notified of events: <http://websites.nylearns.org/lynbrookadmin/default.aspx>



TRAFFIC SAFETY

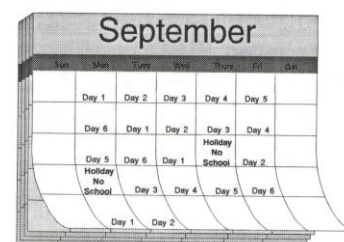


- Please keep the crosswalks open and available for the children.
- Please do not make illegal U-turns, instead go around the block.
- Parking, standing or stopping is not allowed within 20 feet of a crosswalk or at an intersection.
- Parking, standing or stopping is not allowed within 30 feet of a pedestrian safety zone.
- Parking or standing is not allowed within 30 feet of a stop sign.
- The police patrol and do give out tickets to those who do not observe traffic laws.
 - **Please do not enter and/or park in the teachers' parking area.**
 - **Parking in the circular driveway is not permitted at any time.**



THE 6-DAY CYCLE...

The Lynbrook School District operates on a 6-Day cycle week. To newcomers this might sound confusing, but in all actuality, it is quite simple. 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 sometime 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.**



DRESS CODE

SCHOOL – Students should be dressed in casual, neat and comfortable attire. During warm weather:

- Shorts may be worn...but must provide ample coverage. Short shorts are not permitted, nor are they appropriate for school!
- T-shirts may be worn provided they...
 - have appropriate language and sayings on them (nothing with alcohol, tobacco or drug promotions).
 - cover stomach area.
 - are not too tight or revealing / cover a sufficient amount of the upper body.
 - allow for appropriate undergarments to be worn.
 - **No flip flops!**



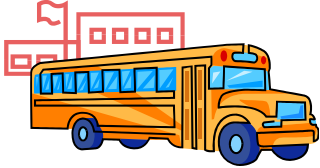
During cold weather:

- Weather permitting, the children go out to recess at lunch time during the winter...please make sure your child is dressed appropriately with hats 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. Homework assignments may be given, but should not be due immediately after a day of religious observance. Teachers will be flexible and sensitive in determining due dates.



SCHOOL BUS SAFETY RULES

- Students should be on time
- Board and exit the school bus in an orderly manner
- 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

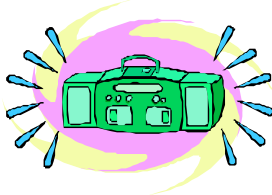


Riders who violate the School Bus Safety Rules may have their transportation privileges suspended.

EMERGENCY SCHOOL CLOSINGS

The District has installed an electronic parental telephone notification system called “Global Connect” which automatically informs the school community of any emergency school closings or cancellation of school activities.

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



- | | |
|-----------|----------|
| ➤ KJOY | 98.3 FM |
| ➤ WALK | 97.5 FM |
| ➤ WCBS | 88 AM |
| ➤ NEWS 12 | CABLE TV |



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



NOTABLE NUMBERS



Office: 887-6589/6590
Nurse: 887-6587 – Mrs. Sarlo
Psychologist: 887-6592 – Ms. Jaffe
Speech: 612-5451 – Mrs. Marr
Custodians: 887-6567 – Mr. Brucia

Office Fax: 887-8262
Social Worker: 612-5432 – Mrs. Woehr
Resource Room: 887-6589 – Mrs. Bluestein
Reading: 887-6589 – Mrs. Viviano-Farry

ADMISSION & REGISTRATION



The Lynbrook School District has an open enrollment policy. School District 20 residents interested in attending Waverly Park should contact Mr. Jonathan Klomp, Administrator for Personnel 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 Immunizations:** See Below:



1. 3 or more doses of diphtheria toxoid
2. 3 or more doses of oral polio vaccine (OPV) or inactivated polio virus (IPV)
3. 1 dose of mumps vaccine given after 12 months of age
4. 1 dose of rubella vaccine given after 12 months of age
5. 2 doses of measles first given after 12 months of age and the second after 15 months of age
6. 3 doses of Hepatitis B vaccine
7. 1 dose of Varicella vaccine



We prefer that you have your child examined by your own doctor prior to registration and have a medical form completed at that time. The completed form should be brought to the Registrar.

ABSENCES & LATENESS



- ✓ Call the Nurse's office 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 arrives late to school (after 8:30 a.m. or 12:50 p.m.) he/she must have a note and must check in at the lobby desk for a "Tardy" slip before going to class.
- ✓ 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.
- ✓ If your child is absent and you have not notified the nurse, the nurse will call your home to verify the child's absence.
- ✓ If your child is to be released early, a parent must sign him/her out at the lobby desk.



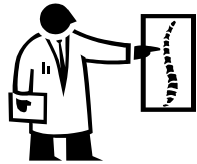
EXTENDING VACATIONS

Students who are absent due to extended vacation days before or after a holiday will be marked as an illegal absence. The practice of extending school vacations is not condoned by the district. No homework or other assignments will be provided.

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 Grade 4th) is screened for vision and hearing. Also, all students are screened for height and weight. Fifth grade students 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.

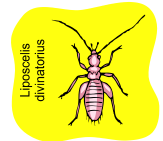


All students in grades 2 and 4 are required to submit proof of a physical exam completed no more than 12 months prior to the first day of school.

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 before sending him/her back to school.



LICE



On the first day of each school year, students will be screened for lice. 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.

EMERGENCIES



At the beginning of each year, parents receive a new **EMERGENCY INFORMATION FORM**. One of the items on the form is a person, other than the parent or guardian, to be reached in case of an emergency. Please keep the name current by notifying us of any changes during the year, and include any additional numbers (e.g. car phone, beeper, part-time work, cell phone, etc.)

LUNCH PROGRAM



Waverly Park children may eat in school, go home for lunch, or be taken out to lunch.



PTA does offer the opportunity to purchase chicken strips, pizza, bagels and pasta. Please check your child's book bag for notices. Parent volunteers must sign up with the PTA to assist with special lunches.



LUNCHROOM RULES AND REGULATIONS

- You are expected to be respectful and remain seated in your assigned seat
- Leaving the lunchroom requires a pass.
- You are responsible for keeping the area clean.
- You should use your indoor voices to socialize at your table.
- For the safety of all children, no glass bottles are permitted.
- You should behave as though you were in your own home and make your parents and school proud.



ECOLOGY

We encourage students to use reusable water bottles and earth friendly lunch bags. A paper and plastic bottle recycling program is in place.

BIRTHDAYS

If your child would like to celebrate his/her birthday in school, please make arrangements through the classroom teacher.



As a result of our school-wide health & wellness initiative, we are now offering a number of birthday party options:

- ❖ 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.
- ❖ Parents are encouraged to bring in a healthy snack in lieu of the conventional cupcake.



PERMISSION SLIPS



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 are required to wear their green Waverly Park t-shirt on all field trips.



BICYCLES



Children in grades 3, 4 and 5 may ride their bicycles to school after they have participated in “Bicycle Safety Day” sponsored by PTA. **WEARING A HELMET IS MANDATORY!!!!!!**



FORGOT SOMETHING?



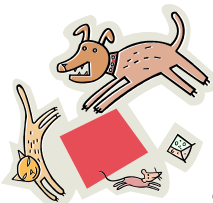
We encourage our students to take responsibility for their own belongings. In the event that important items such as the child's lunch or eyeglasses are forgotten, parents may bring the item to the monitor's desk in the front lobby. Children are permitted to visit the desk before the lunch period to retrieve forgotten items.



LOST & FOUND



A lost and found box is maintained outside of the custodian's office on the first floor. Your best chance of retrieving lost clothing and other items is to check for it immediately! ***All articles that are labeled can be easily returned. The practice of labeling clothing should be done seasonally.*** We donate all Lost & Found items to a local charity twice a year.



PETS

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



HEALTH EDUCATION: GRADES ONE – FIVE

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 life styles. 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 and maintain a safe and healthy environment, and to understand how to manage personal and community resources.

PHYSICAL EDUCATION



- All children must wear loose fitting clothing to class. Jeans are too restrictive and may not be worn.
- Sneakers must be worn to participate in class. Sneakers should provide good support for the foot... **Keds and slip-ons are not appropriate foot-wear for class.**
- ***Jewelry must be removed before participating in class.*** Please leave all jewelry at home the day of physical education class.

HEALTH & WELLNESS



We encourage your children to bring HEALTHY AND NUTRITIOUS FOODS to school. Eating right means choosing from five food groups with an emphasis on consuming less fat and more whole grains, fruits, and vegetables. This guide to daily food choices is recommended by the U.S. Department of Agriculture. Our annual Health & Wellness Week works to reinforce good eating habits.



HEALTHY HABITS

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



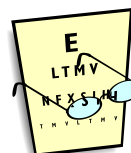
- People who are sick should stay home from work or school and avoid other people until they are better. They should be fever free for 24 hours.



- Teach your children to wash their hands often. Washing with soap and hot water for at least 20 seconds is ideal. That's about as long as it takes to sing the "Happy Birthday" song twice.



- Teach your children the proper use of hand sanitizer. Hand wipes also work well, as long as they contain at least 60% alcohol. Hand wipes must be disposed of properly. Always read and follow label instructions when using hand sanitizer.



- Teach your children to keep their hands away from their face and avoid touching their mouth, nose or eyes.



- Teach your children not to share water bottles with others and keep hands away from shared snacks.



- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of their elbow. Cough or sneeze into your sleeve – not your hands!





HOMEWORK POLICY

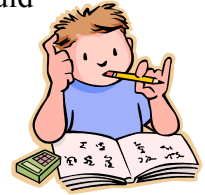


Homework is usually given Monday through Thursday. Requests for homework must be made to the office by 12:00 noon. Homework will be sent to the office for pick-up @ 3:00 p.m.

A supportive parental role in homework is important. The parent(s) should assume the following responsibilities:



- Provide sufficient time for the child to do the assignments
- Provide a quiet work space
- Encourage proper use of the time
- Provide encouragement



NOTE: If your child is taking an excessive amount of time doing homework, please contact the teacher.



CLASS PLACEMENT

Each year children are placed in classes heterogeneously, mindful of student needs and staffing. A parent-input form is provided to include parental information regarding his/her child's academic/social needs.

Notification of your child's class assignment for the coming school year will be mailed to you in August.



ASSESSMENT REPORT CARDS



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 an ongoing portfolio.

State Assessments will be given to students in grades 3, 4 & 5. Parents are mailed a computer printout of the results. These are state-wide tests that are required to be administered.



RUBRIC FOR ACADEMIC PERFORMANCE

- 4 – Exceeding NYS Learning Standards
- 3 – Meeting NYS Learning Standards
- 2 – Approaching NYS Learning Standards
- 1 – Falling Below NYS Learning Standards

- 4 – This student consistently exceeds expectations and has the ability to work independently.***
- 3 – This student frequently meets expectations with minimal assistance.***
- 2 – This student inconsistently meets expectations and requires moderate assistance.***
- 1 – This student rarely meets expectations and requires considerable assistance.***



EXTRA HELP

Extra help is offered three times in a six-day cycle. Teacher availability to help youngsters before or after school is designed for occasional use for the purpose of re-teaching or reviewing material previously taught, or for youngsters who have missed work due to illness.



SPECIALS



Special academic areas that are part of every child's curriculum:

ART

LIBRARY

SCIENCE

MUSIC

PHYSICAL EDUCATION

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 grade 2).

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.



EXTRA-CURRICULAR ACTIVITIES



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

Intramurals, Student Council, School Musical, Band, Orchestra and/or Chorus

ADDITIONAL PROGRAMS

Voyager – Gifted Program

This is a pull-out program designed to challenge the students who demonstrate exceptional abilities. It is a group program offered in grades 3, 4 & 5.



Resource Room – Program

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

Math Support

This is a pull-out program available to children 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 and/or pull-out program available to children who qualify for support in their literacy development.



BACK TO SCHOOL NIGHT



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

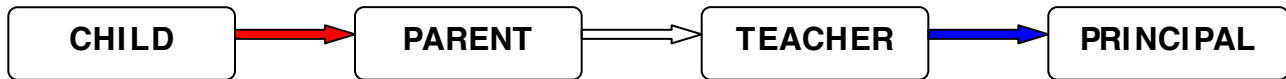
The specific date for Back-to-School Night is written on the school calendar. This is not the time to discuss individual children. Save that for your first conference. Most teachers post a sign-up sheet for the conferences at this time.



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.

CHAIN OF COMMUNICATION



PARENT-TEACHER CONFERENCES



Conferences occur in conjunction with the distribution of the Assessment Form (Report Cards). This is your opportunity to discuss your child's progress in school.



Conference days are held twice during the school year. The first conference is in November and includes the option of an evening conference for working parents. The second conference is in March and **ONLY DAYTIME** conferences are available during the specific time period scheduled by the district.

Parents are not limited to conference days to speak to a teacher. They may call the Office and leave a message for the child's teacher to set up an appointment. **Dismissal is at 11:20 a.m. on conference days**. The specific dates of the conference days are on the school calendar.

WE ASK THAT PARENTS DO NOT REQUEST TO SCHEDULE CONFERENCES BEFORE OR AFTER 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.



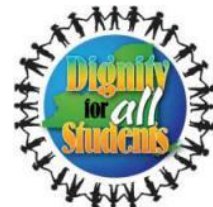
CODE OF DISCIPLINE

At Waverly Park, discipline is approached from a positive perspective and places responsibility on the child. Children are motivated to exhibit appropriate behavior, not by intimidation or threat of punishment, but simply because it is the right thing to do.



At times, consequences including the loss of privileges and detention are at the discretion of the teachers or administrator.

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 Second Step Character Education Program is used to teach children the importance of respecting themselves and others, as well as providing them with the tools to do so. Parents are also encouraged to support this program by participating in Second Step activities with their children.

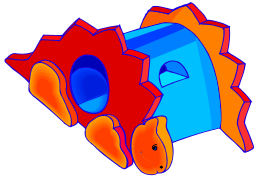
CHARACTER EDUCATION

The Second Step Character Education Program is based on social-emotional learning. Children are taught how to understand and manage their feelings, how to make friends and be a friend, and how to solve problems.

WAVERLY PARK – A NO BULLY ZONE

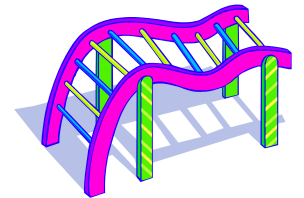
Bullying is not tolerated at Waverly Park. Our school's commitment to address social-emotional needs of children promotes bully awareness and prevention. A student who experiences acts of bullying is encouraged to talk with his/her parents, teacher and principal.

OUTDOOR PLAY



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

- Respect others, take turns, share and allow others to play.
- Play safely and remain in your assigned outdoor areas.
- 5th grade may use the tennis and basketball courts, at the discretion of the teacher/monitor.
- **ANY** injury should be reported to a teacher immediately.
- 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.



BIG TOY PLAYGROUND SCHEDULE

DAY 1 Grades 5 & 1

DAY 2 Grades 4 & 2

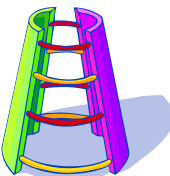
DAY 3 Grades 5 & 3



DAY 4 Grades 4 & 1

DAY 5 Grades 5 & 2

DAY 6 Grades 4 & 3



Lunchtime Playground Supervision: 2 Teachers-in-Charge, Teacher Assistants and playground Aides are assigned to playground duty on a daily basis

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.



OBJECTIVES



To promote the welfare of children and youth in home, school, community and place of worship.

- 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, social and spiritual education.

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. 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. Bicycle Safety Day, Halloween Carnival, Book Fair, Father/Special Person-Child Brunch, PARP Week and informative and fun assemblies are just a few. The Parent's Guide to Waverly Park's PTA is a resource listing of all the PTA officers and programs. It is sent home at the beginning of the school year.

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, snack sales and school pictures, offset the cost of field trips, give Fifth graders a graduation picnic, an end-of-year dance and yearbook, sponsor several assemblies a year, plant flowers on Earth Day and host many other events that are age appropriate and support the curriculum.



NEWSLETTER



Waverly's World is our PTA newsletter that is distributed two times per year. It will be sent home with your child and is full of exciting information regarding PTA events, programs and meetings.





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.

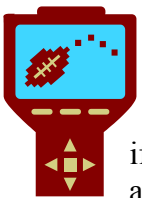


SAFETY OPERATING PROCEDURES

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
- 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

CELL PHONES, ELECTRONIC GAMES & EQUIPMENT




Cell phone use is not permitted in school. Children with cell phones must leave them turned off in their backpacks throughout the school day. Cell phones will be confiscated 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 are not permitted in school at any time.

DISTRICT WEBSITE

 Lynbrook School District’s website is an on-going opportunity for the school district and staff to showcase learning, events, activities, and accomplishments. It also provides a direct informational link to parents and community members. The website is updated continually to reflect the many positive events which involve our students and staff. WWW.LYNBROOK.K12.NY.US



STUDENT GUIDELINES FOR ONLINE SAFETY



The Internet offers a world of opportunities. Teachers and students have access to information and resources from around the globe that can enrich the school environment and curriculum. Internet safety is an important issue for students and parents. If you follow the guidelines below, the Internet can be a wonderful resource.

- 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