

# WEST END FAMILY HANDBOOK

Home of the  
West End  
Champions!



**Mrs. Leah Murray**  
Principal

**Dr. Paul Lynch**  
Superintendent of Schools

**Mr. Joel Press ESQ.**  
Assistant Superintendent for Finance, Operations,  
and Information Systems

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**<https://www.lynbrookschoools.org/>**

**[https://www.lynbrookschoools.org/schools/west\\_end\\_elementary](https://www.lynbrookschoools.org/schools/west_end_elementary)**

**School Year 23-24**

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## A MESSAGE FROM THE PRINCIPAL



# MRS. MURRAY

Dear West End Community,

Welcome to the 2023 - 2024 school year. This year will be another exciting year of learning, growing, and fun! I am honored to be the leader to the amazing champions and staff that create this amazing school!

At West End, our faculty and staff recognize that every student is unique and learns in different ways, and we are committed to helping West End Champions achieve their highest potential. This year promises to be filled with captivating lessons, new friendships, and countless opportunities for growth and achievement. We will continue to place special emphasis on social-emotional supports for our school community and our monthly character and diversity themes will continue to play a significant role in our school year as we embed these themes into our curriculum.

The champions of West End have great potential, and it requires every individual in their lives to purposefully work together for their success. Close cooperation and communication between our school and home is essential for an optimal education experience. We strive to keep the lines of communication open between home and school. To do this, we will utilize our [school website](#), [Instagram account](#), weekly emails, and newsletters to share our journey and update families on important happenings.

The pages of this handbook are filled with important information regarding school policies and procedures. Families and champions are encouraged to review the contents together. We look forward to a wonderful, productive school year filled with rich academic experiences!

West End is a wonderful environment for developing young minds and growing champions. I look forward to creating lasting memories for your child. Please remember that our door is always open for questions, comments or concerns.

With Leadership Pride,  
Mrs. Leah Murray



Creativity is intelligence  
having fun.

ALBERT EINSTEIN

# OUR MISSION

Our aim is to inspire every student to realize their full potential throughout the formative years of their education. We celebrate diversity, encourage curiosity and creativity, and motivate the use of strengths and talents in ways that facilitate personal growth and development. Our West End community is committed to cultivating an experience that is special and rewarding for our champions while also creating an academic foundation that inspires future and lifelong learning.

# OUR VISION

*Written By West End Student Council*

Champions at West End believe in:

- Respecting property and others
- Being inclusive of others
- Demonstrating friendship to all
- Collaboratively working together to create an accepting environment
- Learning together and supporting each other



# Arrival at West End

- School hours are from 8:30AM until 3:00PM.
- Our doors open for morning supervision at 7:30AM.
- Students may arrive between 7:30AM - 8:30AM at the front lobby doors.
- Children may not arrive at school before 7:30AM.
- No food or drink is permitted during the early morning program.

PTA morning drop-off is strongly encouraged. Please **DO NOT** exit your car in the drop off line. Parent volunteers are welcome!

## Bell Schedule

8:20 AM - Students line up outside classrooms

8:30 AM - Students enter classrooms

8:35 AM - Students are marked late if they arrive after this time.

2:55 PM - Bus students line up

3:00 PM - Building Dismissal

**All visitors must have an: ID, appointment, and sign in at the front door.**

### Bus Children

Unless in writing bus children will not be permitted to use any other form of transportation.

Written consent from their parents should be sent to the school. Phone calls will not be accepted. Send in a note to your child's teacher or send an email to

[WestEndBus@Lynbrookschools.org](mailto:WestEndBus@Lynbrookschools.org)

### After-School Program

The after-school program sponsored by Right At School is housed at West End. Please contact the Program Manager at (516) 273-0081 for information.





School Day

# Dismissal at West End

- Dismissal begins at 3:00PM each day.
- If there is a change in pick up, the school must receive the notification in writing.
- If parents request to have siblings dismissed together they must send a note to the principal.
- Use of the playground after school hours requires adult supervision.



## **Grade 1 – Doors H & I**

North Blacktop back of building (near ramp doors)

## **Grade 2 – Doors D & E**

South Blacktop back of building (near basketball area)

## **Grade 3 – Door L**

Burtis Avenue Door

## **Grade 4 – Door M**

Burtis Avenue & Clark Avenue Door

## **Grade 5 – Door B**

GP Room Door (by the playground)



## Attendance

# Absences

- All absences should be reported to the school nurse by phone (516-887-6570) or email (Susan.Deery@Lynbrookschools.org) 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 school, someone from the school 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.

## Lateness

- After the 8:35 AM bell your child will receive a late pass upon entering the school.
- Students will be marked late after 8:35 AM.

## Early Release

- If your child is to be released early, a parent must sign him/her out at the lobby desk.
- It is recommended to notify the school prior to the early release time.

## 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.

## WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Lay out clothes and pack backpacks the night before.
- Keep your child healthy and make sure your child has the required shots.
- Introduce your children to their teachers and classmates before school starts.
- Develop backup plans for getting to school if something comes up. Call on a family member, a neighbor or another parent.
- Try to schedule non-Covid-19 related medical appointments and extended trips when school isn't in session.
- If your child seems anxious about going to school, talk to teachers, school counselors and other parents for advice on how to make your child feel comfortable and excited about learning.
- If you are concerned that your child may have Covid-19, call your school for advice.
- If your child must stay home due to illness or quarantine, ask the teacher for resources and ideas to continue learning at home.

## When Do Absences Become a Problem?



**CHRONIC ABSENCE**  
18 or more days

**WARNING SIGNS**  
10 to 17 days

**SATISFACTORY**  
9 or fewer absences

Note: These numbers assume a 180-day school year.



## School Policies

Click the calendar for a copy of the 23 -24 Lynbrook Calendar

# 6 - Day Cycle

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.

## Extra Help



You can find a copy of our extra help schedule located on our school website. Extra help schedules are made by teachers based on their availability. If you have any questions about extra help please reach out to your child's teacher.

### Day 1

Voyager Day 1  
Grade 4/5 Orchestra @ 7:40

### Day 2

Voyager Day 2  
Grade 4 Band @ 7:40

### Day 3

Grade 5 Band @ 7:40  
Grade 4 Chorus @ 7:40

### Day 4

Grade 4/5 Orchestra

### Day 5

Grade 4 Band @ 7:40  
Grade 5 Chorus @ 7:40

### Day 6

Grade 5 Band @ 7:40



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

## Period Schedule

8:25 AM - 8:35 AM - Arrival

8:35 AM - 8:40 AM - Homeroom

8:40 AM - 9:20 AM - Period 1

9:20 AM - 10:00 AM - Period 2

10:00 AM - 10:40 AM - Period 3

10:40 AM - 11:20 AM - Period 4

11:20 AM - 12:00 PM - Period 5 / Grade 1 Lunch

12:05 PM - 12:45 PM - Period 6 - Grade 4/5 Lunch

12:50 PM - 1:30 PM - Period 7 - Grade 2/3 Lunch

1:35 PM - 2:15 PM - Period 8

2:15 PM - 2:55 PM - Period 9

3:00 PM - Dismissal







## School Policies

### Lost & Found

If you find something that doesn't belong to you, please bring it to the lost and found.

Label all clothing and belongings. All articles that are labeled can be easily returned. We donate all Lost & Found items to a local charity at the end of each season.

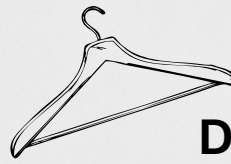
The school cannot be held responsible for expensive personal items such as electronic devices or athletic equipment. We advise students not to bring them to school.



### Cell Phones & Smart Watches

Cell phones are not permitted in school, so parents who send a cell phone to school with their child must know the following

- Cell phone use is strictly prohibited during the school day.
- Cell phones should not be displayed for other students to view.
- Students are not allowed to take photos with cell phones.
- Please check your child's messages to ensure that students are communicating in an appropriate manner.
- West End will not be responsible for lost or stolen cell phones.
- Smart watches should not be worn to school.



### 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.



### Religious Observation

On a day designated as a day of Religious Observance, there will 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.

All Jewish holidays begin at sundown the previous day.





## School Policies

### Birthdays

On your birthday, your name will be announced during morning announcements. You will be invited to go down to Mrs. Murray's office to spin the birthday wheel and receive a prize. Summer birthdays will be announced during May and June.

You are not permitted to bring in any food or goody bags for your birthday.

### Playground & Bicycles

Do not overcrowd the equipment. Do not play on wet or icy apparatus. You are not permitted to go headfirst or backwards on the slides. Jumping off equipment can cause serious injury and is not permitted.

Any accident that occurs during the school day should be immediately reported to the nurse.

Adult supervision is required for after school use. The playground is not open to the public during school hours.



### 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 by the due date, they will not be permitted to go on the trip. Students should still attend school that day and will be placed in another classroom until their class returns. When returning money for trips please be sure to put it in an envelope with your child's name.



### Lunch & Recess

You are expected to be respectful and remain seated. You are responsible for keeping the area clean. The throwing of food or other objects will not be tolerated.

Leaving the lunchroom requires adult approval. You will not be permitted to return to your classroom for clothing on outdoor days.

Glass bottles are not permitted. There is a table available for students with food allergies.





Health / Safety

# Nurse's Office

The school nurse 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, as well as prescriptions, both of which must be supplied by parents. 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 examination 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) 887-6570 before the onset of the school day. If your child develops a fever, please wait 24 hours after the fever has subsided without any medications before sending him/her back to school.

## School Nurse Susan Deery RN

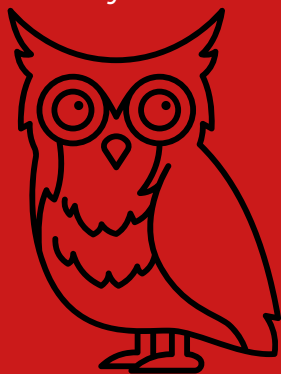


## Allergies

If a student suffers from severe allergies the parent/guardian should notify the nurse's office. The nurse should be notified if a child needs to have an EPI pen when they are in the building.

### OWL Table

The school has an allergy table in the lunch room in order to provide a safe place for students who suffer from allergies. Parents can choose to opt their child out of the allergy table if they choose. Students can pick a friend to sit with at the allergy table and a lunch monitor will ensure the friend has allergy friendly food with them.



## 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 sneezes with tissues and avoid coughing and sneezing into their hands.



## Emergency Procedures

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.

**All visitors must make an appointment and sign in at the front door.**

## Traffic



- Please keep the crosswalks open and available for students.
- 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 block residential driveways.



## Evacuation / 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,” evacuations, 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, Students must:

- Walk in an orderly fashion in all hallways and stairways.
- Be aware of potential sites of hazard in the building.
- 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.
- Follow the directives of the building principal at all times.

## Reunification

### District Emergency Evacuation Drill October 6, 2023

The district performs a state mandated reunification drill each year. The purpose of this drill is to practice and prepare in the event of an emergency, when a regular dismissal is not possible. Please make sure all information is filled out correctly on the student emergency information form.

Please submit to buildings no later than September 13, 2023





## Academics

# Curriculum

We take great pride in offering a comprehensive and engaging curriculum that fosters the growth and development of every student. We believe in nurturing well-rounded individuals who are intellectually curious, socially adept, and emotionally resilient. Our carefully crafted curriculum, supported by dedicated educators, creates an inspiring and supportive learning environment for all students. Together, we embark on a journey of discovery, growth, and achievement, preparing our students to thrive in an ever-changing world.



**Mathematics** - In grades 1 - 5, Eureka Math employs a problem-solving approach, encouraging students to explore concepts deeply and develop a strong mathematical foundation. Through hands-on activities and real-life applications, students will sharpen their critical thinking and analytical abilities.

**Reading/ Writing** - This workshop model emphasizes personalized instruction and encourages students to become confident readers and expressive writers. Students are exposed to a rich variety of literature, honing their reading comprehension, vocabulary, and writing skills. In grades 1 -5 there is a double reading period that is an uninterrupted block time. During this time students receive small group reading instruction tailored to their reading needs.

**Phonics** - In grades 1 and 2 Sounds Write is an integral part of our language program, specifically focusing on phonics and phonemic awareness. By teaching the relationship between sounds and letters, students gain the essential skills needed to become proficient readers and spellers.

**Social Studies** - Through interactive lessons and projects, students develop a broader understanding of the world, diverse societies, and the connections between past and present.

**Science** - Science for grades 1-5 offers an engaging and comprehensive learning experience, sparking curiosity and enthusiasm for science among young students. Through hands-on experiments, interactive activities, and age-appropriate curriculum, students explore fundamental scientific concepts and develop critical thinking skills.

**Health** - 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. *Grade 5 students will receive health instruction from a certified health teacher once in a 6 Day cycle over the course of the school year.*

### Special Areas

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

Special academic areas are part of every child's curriculum.

We offer the following special areas:



\*Art

\*Music

\*Library

\*Physical Education

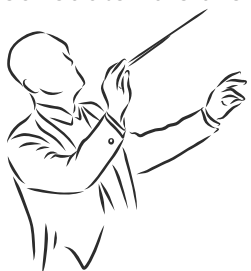
\*Science (Grades 2 - 5)



### Performing Arts Program

Music lessons for band and orchestra instruments 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 and orchestra room. Lessons are provided on a rotating lesson schedule. 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 and Special Ensemble is available to 4th & 5th grade students.





## Academics



### Class Placement

Each year children are placed in classes heterogeneously, mindful of a student's needs and staffing. As you can imagine, this is a complex process, and many factors and data are considered in helping the team determine the best placement for your child. Classes are balanced to take into consideration related services such as resource room, ICT, speech, ENL, math/reading AIS, enrichment groups, social/emotional learning, cooperative partnerships, and so much more. Notification of your child's class assignment for the coming school year will be mailed to you in August. **There will be a letter outlining the class placement process attached to the March Report Card.**



### The Flight School Program

Students in grades 3 -5 will participate in enrichment opportunities. These units will feature hands-on learning experiences that foster the development of key 21st century skills such as collaboration and communication.

### Lynbrook's Voyager Program

The program is designed to identify and meet the instructional needs of qualifying students in grades 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.

### Homework

Homework is usually given Monday through Thursday. If you have any concerns about homework assignments, please contact your Classroom Teacher. If you are absent you should utilize your homework buddy to find out about missed work/ assignments.



### State Assessments

The 2024 New York State Assessments will be given to students in grades 3, 4 on paper this year. Grade 5 students will take the assessment electronically. 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 state assessments, please contact your classroom teacher or the building principal.



### Report Cards

Each year, parents will receive three report cards which will indicate student progress (November, March, June). The teacher and student will evaluate abilities on a regular basis through ongoing benchmark assessments. The report card scores are given from levels 1 - 4.

- 4 - Above benchmark
- 3 - At benchmark
- 2 - Approaching benchmark
- 1 - Below benchmark

#### ELA Dates

Grades 3 & 4  
April 11 & 12, 2024  
Grade 5  
April 16 & 17, 2024

#### Math Dates

Grades 3 -5  
May 7 & 8, 2024

#### Science Date

Grade 5  
May 16, 2024



## **District Technology Policies**

- All students will receive 1:1 devices from the district.
- Lynbrook Public Schools requires students and parents to complete a Tablet User Agreement and Acceptable Use Policy. This agreement is sent home in the beginning of each year.
- Lynbrook Public Schools purchases an extended warranty that covers manufacturers defects and one device repair per calendar year. The district encourages families to purchase an insurance policy for vandalism and theft which are not covered by the repair warranty.
- Lynbrook Schools is using a single-sign on solution, ClassLink to make it easier for all of our students K-12 to access the digital resources the district provides. Please [click here](#) to easily connect.

## **Digital Citizenship**

**Digital citizenship aims for respectful, informed and responsible use of technology tools and resources. The vision of West End 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 West End 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:**

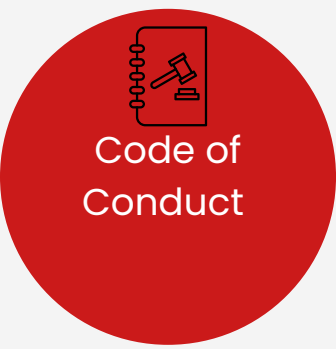
- Make your community better.
- Engage respectfully online with people who have different beliefs than you.
- Determine the validity of online sources of information.
- Recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world.
- Act and 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.**

**<https://www.lynbrookschoools.org/departments/technology>**



# CODE OF CONDUCT

## LYNBROOK PUBLIC SCHOOLS

### (Marion Street, Waverly Park, West End)

#### **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.





## Code of Conduct

# CODE OF CONDUCT

## LYNBROOK PUBLIC SCHOOLS

### (Marion Street, Waverly Park, West End)

#### **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.

#### ■ **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.

#### ■ **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

## Character Counts

At West End, 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 based on the District Code of Conduct.



### No Place for Hate



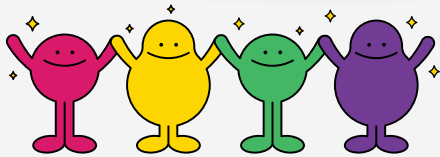
West End has been designated a No Place for Hate school by the Anti-Defamation League. The No Place for Hate pledge empowers students to be an active participant in building a movement towards positive change. Our school's commitment to the pledge cultivates student leaders and a united school community.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

### 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.

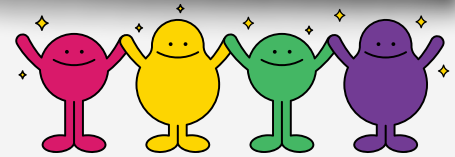
At West End, the Social Emotional Learning Program is integrated throughout daily lessons. Additionally, support is given to students experiencing social and emotional stress, preventing them from meeting their fullest potential.



### Character Education



As a school, we continuously discuss the importance of creating a positive experience for all students. West End promotes our overarching social-emotional belief of a positive behavioral approach with our character ambassadors. 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.



### DEI



The elementary school DEI (Diversity, Equity, and Inclusion) committee aims to foster an inclusive and respectful school environment. Its main goals include promoting diversity awareness, implementing equitable practices, supporting marginalized students, and engaging the school community in fostering empathy and understanding among all students and staff.

Character  
Monthly  
Themes

# CHARACTER

## COUNTS!

**September: Responsibility**

**October: Persistence**

**November: Gratitude**

**December: Generosity**

**January: Respect**

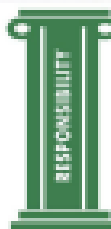
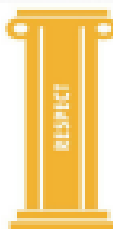
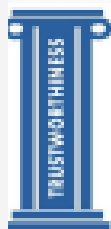
**February: Love**

**March: Patience**

**April: Kindness**

**May: Courage**

**June: Happniess**



## IN

## LYNBROOK!

# West End School Family Handbook Agreement



We, the undersigned, hereby acknowledge that we have received and read the West End Family Handbook for the 2023 - 2024 academic year. We understand that the Family Handbook is a comprehensive guide outlining the policies, procedures, and expectations of West End, and we agree to abide by its contents throughout the academic year.

As parents/legal guardians and champions of West End, we recognize the importance of a collaborative effort in fostering a positive and conducive learning environment for all students. By signing this agreement, we commit to upholding the values and principles outlined in the Family Handbook.

## **Parent/Guardian Responsibilities:**

1. We will actively support our child's education and ensure they attend school regularly and punctually.
2. We will encourage open communication with West End staff, attending parent-teacher conferences and responding to school communications promptly.
3. We will stay informed about our child's progress, assignments, and any special events or activities through the school's provided channels (e.g., school website, email, or student portal).
4. We will ensure that our child is dressed appropriately according to the school's dress code policy.
5. We will reinforce the importance of respectful behavior and adherence to West End's code of conduct and anti-bullying policies.
6. We will support our child's completion of homework and ensure they have a suitable environment for studying at home.

## **Student Responsibilities:**

1. I will attend school regularly and arrive on time, ready to learn and participate in all class activities.
2. I will respect the rights and feelings of others, treating all members of the school community with kindness and courtesy.
3. I will follow West End's code of conduct and refrain from engaging in any form of bullying or disruptive behavior.
4. I will take responsibility for my own learning and seek help from teachers or peers when needed.
5. I will come to school prepared with all necessary materials and complete my assignments to the best of my ability.
6. I will communicate openly with my parents/guardians about my school experiences and share relevant school information with them.

**By signing below, we acknowledge that we have read and understood the West End Family Handbook, and we agree to comply with the policies and expectations set forth within it.**

**School Year:** \_\_\_\_\_

**Signature(s):**

**Parent/Guardian:** \_\_\_\_\_

**Student:** \_\_\_\_\_