

# ***WEST END SCHOOL*** **STUDENT HANDBOOK** **2014-2015**

*Excellence in Education*

*Alison Puliatte*  
*Principal*

Lynbrook Union Free School District

*30 Clark Avenue*  
*Lynbrook, NY 11563*  
*(516) 887-0288*



***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

## PRINCIPAL'S MESSAGE

Welcome to West End School! Each year we look forward to new academic and social experiences. We work hard to achieve an atmosphere that promotes a genuine love for learning. Our halls are filled with beautiful smiles, and laughter can be heard everywhere. Thank you for allowing us to share your beautiful children.



Sincerely,

*Mrs. Puliatte*  
*Principal*

## THE WEST END SCHOOL MISSION STATEMENT

As students of West End School and members of our school community, we have responsibilities. We should be respectful of our class, our grade and our school. We should take pride in ourselves and in the work we produce. This will make our years at West End special and rewarding. It will prepare us for the future.



## SCHOOL HOURS

**Grades 1 – 5                      8:30 AM – 3:00 PM**

**Phone #   Office:   (516) 887-0288**  
**Nurse:   (516) 887-6570**  
**Fax:       (516) 887-8269**

## DISTRICT WEBSITE



Lynbrook School District's website is an ongoing opportunity for the school district and staff to showcase learning, events, activities, and accomplishments. It also provides a direct informational link to parent and community organizations. The website is updated continually to reflect the many positive events which involve our students and staff.

**Website: [www.lynbrook.k12.ny.us](http://www.lynbrook.k12.ny.us)**

## LUNCH

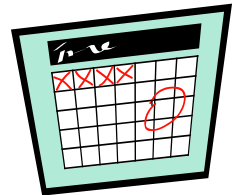
Lunch hours are: 12:10 PM - 12:50 PM Grades 4 & 5                      Intermediate Lunch  
                         12:55 PM - 1:35 PM Grades 1, 2 & 3                      Primary Lunch



Always remember to follow lunchroom safety rules.

You may never leave the school building at lunchtime without being signed out by your parent/guardian.

Please dress your child accordingly; children go outside for recess on a regular basis.



## THE 6 - DAY WEEK

Our district follows a 6-day cycle. The day of the cycle is posted in the main hallway and in classrooms. It is also clearly stated on the district calendar.

# THE SCHOOL DAY

## ARRIVAL



The school day begins at 8:30 AM and ends at 3:00 PM

The early morning program begins at 7:30 AM

1. Students should not arrive at school before 8:20 AM.
2. When the first morning bell rings at 8:25 AM, students may go to their designated line-up area and be greeted by their teacher promptly at 8:30 AM.
3. Lateness disrupts the morning routine for all of the students. Please arrive at school by 8:30 AM.
4. During inclement weather, students should line up in the hallway inside the building. Our staff will supervise the students until the bell. A red banner will be displayed to indicate indoor line-up on the fence by the playground and parking lot.
5. In the event of a school closing or delayed opening, the following radio stations carry announcements of emergency closings: WGBB-1240, WGSM-740, WHLI-1100, WINS-1010, or Cablevision Channel 12. The ParentLink phone system will be utilized throughout the year to announce school closings and other important messages.
6. Another source of accurate information is our district website: [www.lynbrook.k12.ny.us](http://www.lynbrook.k12.ny.us)

## DISMISSAL

On regular school days there is a 3:00 PM bell. When students are dismissed, they cannot wait on the playground for an adult to pick them up. **Playground use requires adult supervision.** The children are permitted to stay at school if they have extra help, a club, after-school sports, or a rehearsal.

1. On a half day, the dismissal bell is scheduled to ring at 11:20 AM. Notices will be sent home before half days noting the details.
2. If parents need to sign students out for an early dismissal, a note should be sent to the teacher explaining when and why. The office secretary will call for students when the parent arrives. **No classrooms will be called after 2:45 PM under any circumstances.**
3. Any change in the designated adult responsible for your child on your behalf must be received in writing.
4. If parents request to have siblings dismissed together, they must send a note to the classroom teacher.

## LUNCH TIME



There are two lunch/recess periods which span from 12:10 PM to 1:35 PM. Each class is scheduled for a 40-minute period.

1. During lunch, students go outside if the weather permits. Please make sure that students dress appropriately for outdoor recess. This includes their footwear. On inclement weather days, students participate in a variety of indoor activities.
2. Students may purchase milk on a monthly basis, but must bring a bag lunch.
3. Students may purchase special lunch when offered by the PTA. All deadlines are **strictly** adhered to by the PTA.
4. Students may also be **signed out** to eat at home or to enjoy a special occasion.

## HEALTH & SAFETY

### SCHOOL NURSE



The school nurse does many things for the students of West End. 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 NY State law requires a note from the parents and a doctor. This includes over-the-counter items as well as prescriptions. Students will have vision, hearing and scoliosis testing according to the new state guidelines. 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. 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 contracted a contagious disease.

To report student absence, please call the Nurse's Office at (516) 887-6570 before the onset of the school day.

### NUTRITION



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 and Wellness Week works to reinforce good 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. Gels, rubs and hand wipes all 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!
- Teach your children not to share hats and hair accessories.

# **COURTESY COUNTS**

## **RESPECT OTHERS**

- Speak in a polite way
- Address everyone with respect
- Acknowledge people who are speaking by listening and looking at them
- Treat people the way that you want to be treated



## **RESPECT PROPERTY**

- Handle all school books with care
- Label all clothing, lunch boxes and backpacks
- Be sure to return whatever you borrow in good condition
- Treat all furniture and school equipment as though it was in your own home



## **ACCEPTABLE BEHAVIOR**

- Walk on the right side of the halls and stairwells so that others can pass
- Walk quietly throughout the halls with respect for the learning process
- Enter assemblies quietly and show respect for the performers
- Appropriate clothing should be worn in school as defined by current School Board Policy
- Flip flops are not permitted to be worn in school

## **CONSEQUENCES OF UNACCEPTABLE BEHAVIOR**

All students are expected to behave appropriately. However, in the event that a student misbehaves, the following are possible consequences:

1. Student receives verbal warning by teacher
2. Parent/Guardian notified of violation by teacher by phone or in writing
3. Student conference with Principal
4. Parent/Guardian notified by building principal; privilege may be suspended for 1 – 3 school days
5. Conference scheduled with family and related personnel
6. Suspension (in/out) – incidents documented

\*Community Service may be assigned when deemed appropriate as restitution.

## SAFETY OPERATING PROCEDURES

### SOP



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.
- No exterior doors are to be opened 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.
- Students must 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.

## 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.**

# STUDENT GUIDELINES

## ASSESSMENT

Each year, parents will receive three report cards, which will indicate student progress.

Twice a year parents are scheduled to have a conference with the teacher about student progress. Evening conferences are reserved for those families where it is not possible for either parent to attend during the day due to professional commitments.

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

Benchmark assessments in reading and math are administered in the fall, winter and spring. Results will be shared with parents after each benchmark is administered.

## REPORT CARD RUBRIC FOR ACADEMIC PERFORMANCE

4 – Exceeding NYS Learning Standard

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.

## HOMEWORK

Homework helps develop responsibility, good work-study habits, positive attitudes, self-confidence, and fosters independence.

1. We give homework according to individual and group needs.
2. Homework takes many forms.
3. Homework is the outcome of the daily classroom program. Therefore, homework is an obligation, which must be completed by the child. Only in the event of an emergency, will a parental note be accepted with the understanding that the assignment will be made up at home.
4. A supportive parental role in homework is important. The parent(s) should assume the following responsibilities:
  - a. Provide a quiet work space
  - b. Provide sufficient time for the child to do the assignments
  - c. Encourage proper use of the time
  - d. Provide encouragement

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

5. Homework is provided for excused absences only. We do not provide homework for extended vacations. **This guideline will be consistently maintained by all teachers.**
6. In order to provide homework in the event of your child's absence, a homework partner designated by you will bring home any missed work and notices after **two or more** consecutive days of absence. Please **do not** call the office and request that work be sent home. A notice will be sent in September requesting the required information.



## COMMUNITY SERVICE



All students are expected to participate in community service projects that will help other members of our community. These projects will be done as a grade level with the classroom teacher, or they may be done as a special project with a special area teacher. If you have ideas for community service projects, present them to your teacher. Community service is also one of the main focuses of our Student Council.

## USE OF THE TELEPHONE



When it is necessary to use the telephone in the main office, the teacher **must** issue a pass. Use of the telephone is used for contacting someone if a club has been cancelled, if extra help has been postponed or if a teacher requests that you call home for a specific purpose. The nurse's office will oversee forgotten lunches. Student cell phone use is strictly prohibited during school hours.

## LOST AND FOUND



The Lost and Found is located at the main entrance. If you find something that doesn't belong to you, please bring it to the lost and found. **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 at the end of each month.

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

## EXTRA HELP



Extra help is offered three times a week.

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.

Teachers, in consultation with parents, will determine when students need additional assistance before/after school.

Transportation arrangements are the responsibility of the parent(s).

## 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 by the due date, they **will not** be permitted to go.

## 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.

\*All Jewish holidays begin at sundown the previous day.



## STUDENT GUIDELINES FOR ONLINE SAFETY

Through the Internet, students and teachers have access to information from around the world and resources that can enrich the school environment and curriculum. Ensuring safety on the Internet is an important issue. If you follow the rules below, the Internet can be a wonderful resource.

1. Never give out personal information such as your name, address, telephone number or picture.
2. Never agree to get together with someone that you have met online.
3. Never respond to inappropriate messages. Inform an adult immediately if anyone makes you feel uncomfortable.
4. E-mail is not private.
5. Respect the person to whom you are sending e-mail.
6. Do not accept everything you read as absolute truth because it was on the internet. Check sources.

## PEDESTRIAN SAFETY

Always walk on the sidewalk. **Do not walk in the street or across the lawn.**  
Cross the street at the corner and use only the crosswalks.  
Look both ways before crossing.  
Always try to walk to and from school in groups.



## SCHOOL BUS SAFETY RULES



Students should –

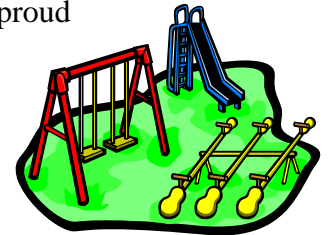
- Be on time
- Board and exit the school bus in an orderly manner
- Be courteous to the riders and bus driver
- Remain seated at all times
- Help keep the bus clean
- Use appropriate language
- Keep all personal belongings on their lap/seat

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

## LUNCHROOM RULES AND REGULATIONS

- You are expected to be respectful and remain seated
- The throwing of food or other objects will not be tolerated
- Leaving the lunchroom requires a pass
- You are responsible for keeping the area clean
- Noise must be kept to a minimum
- Glass bottles are not permitted
- You will not be permitted to return to your classroom for clothing on outdoor days
- On indoor days, quiet and relaxing activities should be planned for the lunchroom
- You should behave as though you were in your own home and make your parents proud
- There is a table available for students with food allergies.

## PLAYGROUND RULES



- Do not overcrowd the equipment
- Do not play on wet or icy apparatus
- Pushing or pulling others while waiting their turn will cost you your turn
- You are not permitted to go head first or backwards on the slides
- Jumping off equipment can cause serious injury and is not permitted
- Adult supervision **is required** for after school use

**ANY ACCIDENT THAT OCCURS DURING THE SCHOOL DAY SHOULD BE IMMEDIATELY REPORTED TO THE SCHOOL 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 an emergency. Please keep the name current by notifying us of any changes during the year, and include any additional numbers (e.g. cell phone, part-time work, etc.).

## PETS

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



# **LYNBROOK UNION FREE SCHOOL DISTRICT**

## **2014-2015 SCHOOL YEAR CALENDAR**

### **IMPORTANT DATES**



September 1	Labor Day
September 2	Staff Reports
September 3	School Opens
September 25 & 26	Rosh Hashanah
October 13	Columbus Day
November 4	Election Day (Staff Reports)
November 11	Veterans' Day
November 27 - 28	Thanksgiving Recess
December 22 – Jan.2	Holiday Recess
January 19	Martin Luther King, Jr. Day
February 16 - 20	Winter Recess
April 6 – April 10	Spring Recess
May 25	Memorial Day Observed
June 25	Last Day of School

# **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.

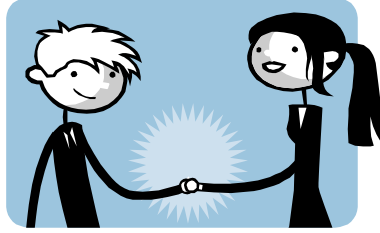
### **B. Teacher Disciplinary Removal of Disruptive Students**

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



## **CHARACTER EDUCATION**

Our school district is committed to helping our students become concerned citizens. Our school focuses on positive character development and education. These values are integrated throughout the curriculum.

### **PLEDGE OF RESPECT**

I am a smart, special, valuable person.

I respect myself and I respect others.

My words and actions are kind and honest.

I accept only my best in all I do.

I Am Proud To Be Me!

**Our signatures indicate that we have read the student handbook and are fully aware of behavioral expectations and school policies.**

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**Parent/Guardian Signature**

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**Student Signature**

**Please check your child's backpack and folder for correspondence and homework each night**

# WEST END SCHOOL SONG

These Special Things



Children on playgrounds and winning on field day  
Pizza and bagels and cheering on game day  
Then back to class with my teacher and friends  
These special things are what make us West End

Adding, subtracting and even dividing  
Planets and fossils and things magnifying  
Authors and novels on books we depend  
These special things are what make us West End

Singing and acting and morning rehearsing  
E-mails and graphics and Internet surfing  
Gluing and pasting and colors that blend  
These special things are what make us West End

Everyone helps  
Everyone cares  
Making me feel strong  
I know with each moment I'll truly succeed  
West End is where I belong.....

Written by the Children  
of  
West End School



Sung to the tune of  
"My Favorite Things" - Sound of Music