“Every child can be great. Every child can be a leader.”

2018 – 2019

Waverly Avenue
Elementary School
Handbook
# Table of Contents:

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Hours</td>
<td>3</td>
</tr>
<tr>
<td>Principal's Message</td>
<td>3</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>3</td>
</tr>
<tr>
<td>Student Bill of Rights</td>
<td>3</td>
</tr>
<tr>
<td>Important Phone Numbers</td>
<td>3</td>
</tr>
<tr>
<td>The Seven Habits Of Highly Effective People</td>
<td>4</td>
</tr>
<tr>
<td>Code of Conduct/Consequences</td>
<td>5</td>
</tr>
<tr>
<td>Attendance and Punctuality</td>
<td>5</td>
</tr>
<tr>
<td>Vacation Policy</td>
<td>5</td>
</tr>
<tr>
<td>Emergency Notification</td>
<td>6</td>
</tr>
<tr>
<td>Emergency School Closing Procedures</td>
<td>6</td>
</tr>
<tr>
<td>Visitors Policy and Building Security</td>
<td>6</td>
</tr>
<tr>
<td>Integrity of the Instructional Program</td>
<td>7</td>
</tr>
<tr>
<td>Food Service and Cafeteria Procedures</td>
<td>7</td>
</tr>
<tr>
<td>School Nurse</td>
<td>8</td>
</tr>
<tr>
<td>Support Personnel</td>
<td>8</td>
</tr>
<tr>
<td>Bus Conduct, Bus Safety, Walker Safety</td>
<td>9</td>
</tr>
<tr>
<td>Walkers</td>
<td>10</td>
</tr>
<tr>
<td>Child Care Program</td>
<td>10</td>
</tr>
<tr>
<td>Quiet Zones</td>
<td>10</td>
</tr>
<tr>
<td>Dress Code</td>
<td>10</td>
</tr>
<tr>
<td>Homework Policy</td>
<td>10</td>
</tr>
<tr>
<td>Assemblies and Performances</td>
<td>11</td>
</tr>
<tr>
<td>Parent-teacher Conferences</td>
<td>11</td>
</tr>
<tr>
<td>Invitation Policy</td>
<td>11</td>
</tr>
<tr>
<td>Skills for Success</td>
<td>11</td>
</tr>
<tr>
<td>Acceptable Use of Computers in School</td>
<td>11</td>
</tr>
<tr>
<td>Internet Safety Rules</td>
<td>12</td>
</tr>
</tbody>
</table>
Waverly Avenue Elementary School
1111 Waverly Avenue
Holtsville, New York 11742
Telephone 631-654-8690

Instructional Hours:
9:15 – 3:15

Principal’s Message:
On behalf of the Waverly Avenue Building Staff, I am pleased to present this school handbook. It has been designed to serve as a useful reference concerning our school community’s policies and procedures. The information and guidance it provides will help ensure a safe and successful experience at Waverly for all of our students. We ask that parents share the information contained in this handbook with their children. Thank you for your cooperation.

Waverly’s Mission Statement:
“Our Waverly School community will develop well rounded, responsible, goal-oriented students.”

Student Bill of Rights:
Every individual has the right to learn in a safe environment;
Every individual is entitled to be treated with dignity and respect;
Every individual has the ability to learn;
Every individual should be encouraged to reach his/her potential;
Every individual deserves to be recognized for his/her efforts and accomplishments.

Important Phone Numbers:
Waverly Main Office: 631-654-8690, Option 4
Waverly School Nurse: 631-654-8690, Option 1
Waverly Psychologist/Social Worker: 631-654-8690, Option 2 or 3
Sachem Transportation Department: 631-471-1380
The Seven Habits of Highly Effective People

Habit 1  Be Proactive – You’re In Charge  
The Habit of Choice

Habit 2  Begin With the End in Mind – Have A Plan  
The Habit of Vision

Habit 3  Put First Things First – Work First, Then Play  
The Habit of Integrity and Execution

Habit 4  Think Win–Win – Everyone Can Win  
The Habit of Mutual Benefit

Habit 5  Seek First to Understand, Then to be Understood –  
Listen Before you Talk  
The Habit of Mutual Understanding

Habit 6  Synergize – Together is Better  
The Habit of Creative Cooperation

Habit 7  Sharpen The Saw – Balance Feels Best  
The Habit of Renewal
**Code of Conduct/Citizenship Program** is a school wide philosophy of expected behavior encompassing our five citizenship words: *kindness, cooperation, respect, responsibility and pride*. In order for this program to be effective and meaningful to the students, clear and consistent consequences have been established for those who violate the code. The following **consequences** will be determined by the teacher and/or the principal:

- 1. Verbal warning
- 2. Time out
- 3. Verbal or written parental contact
- 4. Before school detention
- 5. Loss of bus privileges should the incidents relate to bus issues
- 6. Suspension – in or out of school


- **Attendance and Punctuality:**
  Regular school attendance and punctuality are very important to success in school. Parents should make every effort to have their children in school on time every day. Lateness is disruptive to the classroom and has an adverse effect on a student’s educational progress. It is the parents'/guardians’ responsibility to notify the school Nurse’s office on the day of occurrence of the absence. New York State attendance laws require a written excuse note each time a student is late or absent from school for all or part of the day. Undocumented absences will be marked illegal. These excuses should include the date(s) involved and the reason for the absence. The excuse must be signed and dated by the parent/guardian. Excused absences, tardiness and early departures are defined as due to personal illness, death in the family, impassable roads or weather, religious observance/obligations, quarantine, required court appearances, medical appointments, family emergencies, or such other reasons as may be approved by the superintendent or his designee. However, parents are requested to make appointments with physicians and dentists after school hours. As noted, instructional hours for Waverly Avenue Elementary School are 9:15 a.m. to 3:15 p.m. A student will be marked late at 9:20 a.m. Children may be dropped off at the lobby entrance (south side of the building) **no earlier than 9:05 a.m.** (ten minutes prior to the start of the school day) at which time supervision is available, in accordance with district policy. **Students will not be permitted back into the building after 3:15 p.m. to pick up any items left in school.**

- **Vacation Policy:**
  Absence from school can adversely affect your child’s progress. We strongly discourage vacations while school is in session. Vacations while school is in session are illegal absences. The vast majority of learning takes place in the classroom through direct interaction with the teacher and classmates. It is necessary for children to be present to truly acquire the knowledge and skills they need to be successful. Textbooks and workbooks are best used as support to classroom instruction.
When children miss school, they miss the opportunity to be active participants in their own learning. If you feel it is necessary to take your child out of school for vacation, long-term projects and reading assignments may be supplied for your son/daughter before the absence. Daily worksheets and homework assignments will be provided upon your child’s return. Teacher plans are adjusted during lessons as student understanding is assessed and assignments changed. Ample time will be given for make-up work. It is advisable to help your child work at home at a reasonable pace so he/she benefits from the work. If you have any questions or concerns, please contact the teacher.

- **Emergency Notification**: Parents and guardians should keep the school office advised of any change of home, business and emergency contact telephone numbers including unlisted numbers, so that they may be contacted in the event that a student is injured or becomes ill in school. **Parents are asked to make contingency arrangements with a neighbor in order to provide a place where the student may go in the event of a delayed opening or an early dismissal. This means that your child should know where to go in case you are not home.**

- **Emergency School Closing Procedures**: Please consult the school calendar for days when school is not in session. School closings due to snow or other inclement weather as well as delayed openings or early dismissals will be broadcast on the following radio and television stations:

  - WALK (1370 AM or 97.5 FM)  WBAB (102.3 FM)
  - WBLI (106.1 FM)  WKJY (98.3 FM)
  - WRCN (103.9 FM)  B103 (103.1 FM)
  - WHLI (1100 AM)  WSHR (91.9 FM)
  - Channel 12 News  WLVG (96.1 FM)
  - WCBS (Channel 2)

  - [www.cancellations.com](http://www.cancellations.com), type in zip code 11779, press “search”
  - [www.sachem.edu](http://www.sachem.edu) left side click on “notices”
  - Please do not call the main office for school closing information.

_School closings will also be announced via an automated telephone notification system._

- **Visitors Policy and Building Security**: All visitors and volunteers entering the school must report to the hall monitor/main office with proper ID to sign in and obtain a visitor’s pass. Visitors must wear passes at all times while in the building. The tag should be returned to the front desk when exiting. All entrance doors are kept locked and the students are instructed never to open these doors to anyone. Only staff and faculty are allowed to open a door for a visitor, known or unknown. These policies are for the protection of our students. Visitors are asked to refrain from any activities beyond the scope of their reason for visiting school. Visitors are to be aware that instruction and other school activities are ongoing throughout the day and should not be interrupted. **Under no circumstances should parents go to a classroom unannounced.**
INTEGRITY OF THE INSTRUCTIONAL PROGRAM:
Parents are asked to be aware of, and to respect, the following measures which are designed to preserve the integrity of the instructional program.

Meeting with teachers: Communication between the school and the home is of paramount importance. Please do not hesitate to call your child’s teacher should you feel it necessary to do so. Please cooperate with us, however, by either telephoning or sending a note to arrange for a return phone call or conference. Teachers cannot be interrupted during class time when they are both instructing and supervising students. Especially problematic is morning arrival and afternoon dismissal when teachers should not be asked to divide their attention between a parent and students who are in need of their supervision. A teacher cannot give you the attention you deserve, and the distractions at this busy time can easily lead to misunderstanding. To meet with your child’s teacher, please make an appointment.

Return to the classroom after school hours: Our school policy prohibits the return to the classroom after school hours. Several issues have arisen which necessitate this installation. Teachers provide the time at the end of the day for students to gather homework materials. Organizational skills and a sense of responsibility are an essential part of all instructional programs. This policy will foster those goals, allow our custodial staff to attend to their duties without interruption, and protect the security of classroom possessions.

Telephone Calls: Children will not be permitted to call home except in cases of emergency. Assuming responsibility for remembering homework, musical instruments and the like should lie within the ability of each child. The goal is, again, to minimize disruption to the instructional day.

Food Service and Cafeteria Procedures:
Breakfast is available on a daily basis. It is served in the cafeteria beginning at 9:05 A.M. Lunch is served daily, beginning with the first lunch period at 11:30 A.M. Children are able to choose from hot lunches, deli sandwiches and fresh salad every day. Consult the monthly calendar for selections and current prices. Breakfast and lunch may be prepaid by using your child’s E-Z Meal Account at your child’s school. Payment may be made in cash, check or money order payable to: “Sachem Lunch Fund.” Notices will be given to each student when their balances are low. Deposits may also be made online at www.PayFortt.net by credit card. Information on your child’s account may be obtained through www.PayFortt.net once the account is established. Pre-paying saves a nickel per lunch. Children may bring their own lunch and purchase milk and/or a snack separately. Students who eat a good breakfast and a balanced, nutritious lunch are more successful in school.
Students are expected to behave in an orderly fashion in the Café Waverly. Students must remain at their class table during the lunch period. No visiting is allowed. Students should dispose of their trash in the garbage can closest to their table. The HANDS-UP signal will be used consistently by the teacher on duty for attention and quiet. Students may bring appropriate games to the cafeteria to be used only AFTER they have eaten their lunch.

The 3 C’s of Café Waverly

Calm
There should be no yelling, pushing, or shoving in the cafeteria. This includes the serving line and when being seated.

Courtesy
Being courteous means showing respect and being polite to your peers and to the teachers. It also means not speaking with food in the mouth, never throwing food, and cleaning up after finishing.

Care
Care about yourself, your friends, and your school. Show Good Character! Be a responsible and caring person. Show your friends you care about them and help them make better choices too! Take care of your school cafeteria. This is where you will have lunch with your friends. Help keep it clean!

School Nurse:
The school nurse is available for any health problems that occur during the school day (telephone number 631-654-8690, Option 1). If your child develops a health problem or goes on medication during the school year, please notify the school nurse. New York State law prohibits students from bringing any medication (including over-the-counter medication) to school. Students are not allowed to self medicate unless the appropriate forms have been supplied by the child’s pediatrician. Parents or guardians should bring all medications directly to the school nurse in the original pharmacy container. If your child is absent from school, please notify the nurse each morning at 631-654-8690, Option 1.

Support Personnel:
Our support service personnel include a school psychologist, social worker, speech and language therapists, ESL teacher, adaptive physical education teacher, occupational therapist, physical therapist, teacher of the visually impaired, teacher of the hearing impaired, learning disabilities specialists, remedial math teacher and remedial reading teachers.
● **Bus Conduct, Bus Safety and Walker Safety:**
Transportation to and from school by bus is a privilege extended to those who live within the designated busing area. Parents are responsible for the actions and safety of pupils walking to and from bus stops. Parental supervision at the bus stop helps prevent problems from occurring. Parental concerns related to bus transportation should be directed to the school office or the Sachem Transportation office.

● **Regulations for the school bus:**
- The bus driver is in charge at all times and students must follow his/her instructions.
- Students should be on time at their bus stops.
- Students are to remain seated when the bus is in motion.
- Students are not to put any parts of their bodies, objects or debris out the windows.
- Students are to ride their assigned bus only.
- Students should get off the bus only at their designated stop.
- After exiting a stopped school bus, students are to cross at least ten feet in front of the bus in full view of the driver. Never cross behind the bus.
- Students are to refrain from physical contact, screaming, shouting or using inappropriate language on the bus.
- Students are not allowed to eat or chew gum on the bus.
- Students exiting the morning buses are expected to enter the school building immediately and are not to linger or play outside the building.
- Bus students need a note if they are walking, riding their bikes home or being picked up by someone else.

In compliance with N.Y. State S.A.V.E. legislation, Waverly Avenue School will follow Sachem School District’s Bus Conduct Code. Failure to observe these regulations will result in verbal or written misconduct reports. **Repeated or serious infractions will result in disciplinary actions and/or loss of bus privileges.**

**Safety Superstar Guidelines**

Stay in your seat at all times.
Keep your hands and feet to yourself.
Be kind and respectful to everyone on the bus.
Talk quietly to the people near you.
Tell the bus driver if someone bothers you.
Keep everything in your backpack.
No eating or drinking on the bus.
Keep the bus clean.
Keep your hands inside the bus.

Remember the 3 C's
Calm, Courtesy, and Care
Walkers:
Parents/Guardians of walkers must fill-out a walker permission form for each child. Walker Permission Forms are available in the office. All walkers will exit the building along Waverly Ave with the Crossing Guard by the main entrance. Please make sure all students are properly supervised.

Child Care Program:
Sachem’s child care program is available for before and after school hours. Information about this program can be obtained by calling the Child Care office at 631-471-8942.

Quiet Zones:
At Waverly, all hallways are considered “Quiet Zones,” in order to maintain an environment conducive to learning. Students must move through the hallways in a safe, orderly manner to respect classes in session. This means that all students traveling through the hallways, either with their classes or alone, are to remain quiet. Students are expected to walk slowly, stay to the right and stay in line.

Dress Code:
Students are expected to wear neat and clean clothing appropriate for the weather. This creates an atmosphere of improved discipline and helps to promote an academic environment. Shirts are expected to be full length and should not display inappropriate pictures, words or phrases. Clothing advertising alcoholic beverages or tobacco products is not proper school attire and will not be permitted. Shorts should be of appropriate length. Students who wear clothing which is distracting to the educational process will be asked to call home for a change of clothing. In compliance with N.Y. State S.A.V.E. legislation, Waverly Avenue School will follow the Sachem School District's Dress Code.

Homework Policy:
Homework is essential to a student's success in school. These assignments help to reinforce skills already taught. Parental involvement in a child’s homework is also necessary for a student’s success. Parents are expected to monitor homework assignments and to provide conditions which are conducive to its successful completion. District policy states that a reasonable amount of homework should be assigned on a regular basis, at least Monday through Thursday.
The following guidelines are suggested:

- Kindergarten 10-15 minutes;
- Grades 1 and 2 30 minutes;
- Grades 3 and 4 45 minutes;
- Grade 5 60 minutes.

**Assemblies and Performances:**
Acceptable behavior is expected at all school assemblies, plays, musicals and special presentations. This includes staying with your class at the assigned table, listening attentively and respectfully to the performance, demonstrating cooperation by remaining quiet, applauding appropriately and obeying the HANDS-UP signal for quiet and attention. Students are to walk quietly in the hallways to and from assemblies.

**Parent-teacher Conferences:**
District-wide conference days are held each year (check the school calendar for current dates). More frequent conferences may be arranged when needed. Please call or write to your child’s teacher requesting a conference. Parents should schedule at least one conference per year, in advance, at times convenient for both the teacher and the parents. **Under no circumstances should a parent go to a classroom unannounced.** Open School Night is held at the beginning of each school year (check the school calendar for the current date). This is an evening when all faculty members are available to meet parents and help you “get acquainted” with the program for the coming school year. Your child’s teacher will have a sign-up sheet available for individual conferences to be scheduled at another time.

**Invitation Policy:**
Invitations to birthday parties and other social events will be allowed to be distributed in class only if the entire class is invited.

**Skills for Success:**
Students who do well in school eat breakfast and a balanced lunch and get an adequate amount of sleep each night. Successful students bring necessary materials to class such as notebooks, paper, pens and pencils and are active participants in the classroom. They listen well and take part in discussions. They plan their work and schedule time for homework, strive to do their best, limit their television viewing and read every day.

**Acceptable Use of Computers in School:**
- Sachem has developed an “Acceptable Use Policy for Computers.” Students and parents must sign this agreement in order for the student to use the school’s computers. Regulations for use of Waverly’s computers:
  - Keep food and drink away from computers and disks;
  - Keep magnets away from computers and disks;
  - Keep computers away from water, dust and direct sunlight;
  - Handle disks and CD’s very carefully;
Learn how to use the computer correctly;
Don’t click the mouse button while the hourglass is on the screen. Access only appropriate materials.
In order to prevent loss or theft, no computer or video games are allowed.

Internet Safety Rules
Going on the net is way cool
But the way cool kids follow these rules:
I never give out my address,
I never give out my phone,
I don’t say the name of my school,
I don’t say if I’m alone,
I’ll never send my picture,
I’ll never make a date,
Unless I tell my parents
And they agree it’s great.
On-line friends can be funny,
On-line friends can be cool,
But on-line friends could be anyone,
So, follow the on-line rules!
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