



LEVITTOWN PUBLIC SCHOOLS
Lee Road Elementary
901 Lee Road
Wantagh, New York 11793



Jami Anspach, Principal
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September 2024

Dear Lee Road Elementary School Community,

As we enter a new school year, it is my absolute pleasure to extend a warm welcome to all our returning students and families, as well as to those joining us for the first time. We are excited to have you as part of the Lee Road family and look forward to a year filled with growth, learning, and joyful experiences.

For our returning families, welcome back! Your continued support and partnership are invaluable to us, and we can't wait to continue building on the foundations we have established together. Your commitment to our school community makes Lee Road a wonderful place to learn and grow.

To our new students and families, welcome to Lee Road Elementary School! We are thrilled to have you join us and become part of our vibrant community. Our dedicated teachers and staff are here to ensure a smooth transition and to support you every step of the way. We are committed to providing a nurturing and challenging educational environment where every student can thrive.

This year promises to be an exciting one, filled with opportunities for academic achievement, personal growth, and community involvement. We encourage all families to get involved, whether through our parent-teacher organization, volunteering for a field trip, or attending school events. Your engagement and participation are crucial to our success and enrich the experiences of all our students.

Thank you for entrusting us with your child's education. Together, we will make this school year a remarkable journey of discovery and accomplishment.

Warm regards,

Jami Anspach
Principal
Lee Road Elementary School

Lee Road Elementary School
PTA[®]
everychild.onevoice.[®]

Co-Presidents
Diana Schnabel
Alexandria Caraballo

Welcome Lee Road Families,

We would like to take this opportunity to welcome all of you to the 2024-25 school year here at Lee Road Elementary!

Over the years, the Lee Road PTA has grown to be a strong and well supported presence thanks to our wonderful community. Our hope is that membership and community support continues to thrive.

We will continue to spend the coming year offering activities and assemblies that will help both our students and their families. Upcoming dates and details will be communicated through flyers in back packs, our various Facebook pages and groups, and the ParentSquare app.

As we begin the year, we rely very strongly on parent support. Volunteers are always needed to accomplish the many responsibilities our PTA takes on. Please see our PTA Facebook page for some of the many ways to volunteer. All help is recognized and appreciated. We look forward to another great year of collaboration, family fun events, and meeting all our new parents.

If you have any questions, suggestions or ideas at any point during the year, please don't hesitate to contact us at lrcopresidents@gmail.com

With best wishes for a great year,

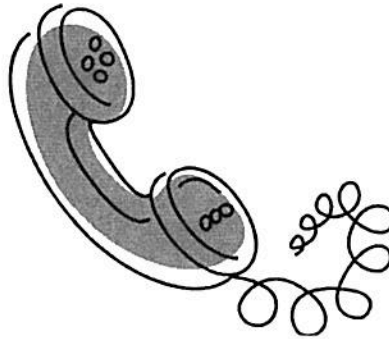
Diana Schnabel and Alexandria Caraballo
Lee Road Elementary
PTA Co-Presidents

Visit us on the web at: www.levittownschools.com/lee/pta and on Facebook @Lee Road Elementary PTA

**PARENT
HANDBOOK**

2024-2025

Lee Road School



Listed below are the new district phone numbers:

Adult Education & Continuing Education	516-434-7275
Assistant Superintendent for Human Resources	516-434-7030
Assistant Superintendent for Business	516-434-7007
Assistant Superintendent for Instruction	516-434-7025
Committee on Pre-School Special Education	516-434-7050
District Clerk (Voter Registration)	516-434-7002
Lee Road Elementary School	516-434-7475
Maintenance & Grounds	516-434-7550
Personal Department (Employment Services)	516-434-7030
Physical Education, Health and Athletics	516-434-7265
Security	516-434-7560
Committee on Special Education	516-434-7040
Superintendent of Schools	516-434-7020
Testing Information (Student)	516-434-7055
Textbook Depository	516-434-7136

ATTENDANCE REGULATIONS

Your child's daily attendance is vital to their educational growth here at Lee Road. We are very proud of our students' excellent attendance.

Maintaining Good Attendance

The single, most important aspect of good attendance is attitude. The student who regards attendance as essential is rarely, if ever, absent. Regular attendance is expected of each student.

Absence

Parents are requested to advise the **school nurse** each day by telephone **(434-7486)** between 9:10 a.m. and 10:00 a.m. of the reason for a child's absence. Parents are required to provide the student with a written excuse when he/she returns to school. Upon returning to school, the student will report to his/her regular class.

Lateness/Early Departures

As per district policy, three (3) lates to class or early departures of fewer than fifteen (15) minutes equals one (1) absence. Each late to class or early departure of over fifteen (15) minutes equals one (1) absence.

Illegal Absences

Absences of this type are divided into two categories: Truancy and unlawful detention. Truancy is when the parents send a student to school, but the student does not attend. Unlawful detention occurs when a pupil is absent from school with the knowledge and consent of his/her parent, stated or implied, for other than legal reasons (i.e., babysitting, shopping).

Participation

A student must attend school during the day in order to participate in an extracurricular event i.e. school play or concert.



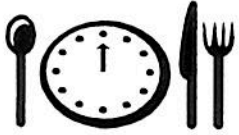
APPOINTMENTS WITH STAFF MEMBERS

Parents are encouraged to discuss any problems concerning their child's education with the teacher. To communicate with a staff member, send a note requesting that the teacher call you. If that is not possible, call the main office and leave a message for the teacher. Discussion of an important concern cannot be done when the teacher is in the classroom. **Please make an appointment to ensure that the staff member is available.**



Bicycle Rules

1. Children may ride bicycles to school. Legal and insurance regulations prohibit the riding of bicycles, scooters or skateboards on school grounds at any time.
2. Students are permitted to ride bicycles to school with the knowledge that the school assumes no responsibility for theft or damage to bicycles.
3. Bicycles must be placed in the bicycle racks at the front of the school. It is suggested that bicycles be kept locked when not in use.
4. We ask that you take the following precautions in safeguarding your child's bicycle:
 - Write down your serial number and put it in a safe place. It is needed for proof of ownership
 - Take a color photograph of your bicycle to help police identify it, if lost or stolen.
 - Never leave your bicycle out overnight.
 - Lock your bicycle to a stationary object, running the chain through both the wheel and the frame before locking.
 - Use a heavy-duty casehardened chain and lock.
 - Lock your bicycle in a place where thieves are most likely to be noticed by the police and pedestrians.
 - Engrave identification on the bicycle frame and accessories.
5. New York State law states that children under 14 years of age must wear helmets when riding bicycles.



B R E A K F A S T / L U N C H - R E C E S S

Lunch monitors employed by the school district
will supervise the students
who remain in school for lunch/recess.

Breakfast – The Price for breakfast is **\$1.35** for elementary students.

Lunch - The Price for lunch is **\$2.75** for elementary students.

1. Students in grades K-5 will eat their lunch in the All Purpose Room.
Lunch periods are scheduled as follows:
 - Kindergarten & Grade 3 11:36 a.m. – 12:18 p.m.
 - Grades 4 and 5 12:21 p.m. – 1:03 p.m.
 - Grades 1 and 2 1:06 p.m. – 1:48 p.m.
2. Students may bring their lunch or purchase it. A food service company that distributes menus each month provides the school lunches.
3. There is a prepaid lunch program. If selecting this option, checks should be made payable to the Levittown School District.
4. Students will be required to input their identification numbers through the district's automated tracking system.
5. Students should come to school wearing appropriate warm clothing, as all students are required to attend outside recess as weather permits.

CAFETERIA RULES



Rules:

1. Use good manners when eating lunch.
2. Speak politely using your “indoor” voice.
3. Remain seated while eating. If buying snacks, walk to the counter.
4. Treat everyone with respect.
5. When you see the “Quiet” signal, stop, look and listen.

RECESS



Rules:

1. Play only in assigned areas.
2. Use playground equipment only.
3. Games played will include all students. Activities that involve any “tagging” are not permitted.
4. Use good sportsmanship.
5. When you hear the “Quiet” signal, stop, look and listen.

Consequences for not following the rules in the cafeteria and at recess:

1. Warning
2. Time out – brief period to reflect upon undesired behavior.
3. 2nd time – Lunchtime time out. Note sent home and Mrs. Anspach calls parents.
4. 3rd time – Lunchtime time out. Mrs. Anspach meets with parents and student.

Additional guidelines:

1. As weather permits, children will be supervised outside on the playground and blacktop areas.
2. During inclement weather, children will be supervised in their classrooms.

DELAYED OPENING INCLEMENT WEATHER

1. To ensure 180 days of school, the district may, in the event of inclement weather, resort to the following delayed schedule in the opening of district schools:
 - All elementary schools (K-5) will start at 11:10 A.M. and dismiss @ 3:28 P.M.
2. If schools are going to delay opening, children who are transported should be at their bus stops two (2) hours after their normal pick up.
3. During inclement weather, the district will choose one of the following options:
 - Option 1 – schools open at regular time
 - Option 2 – delayed opening(2 Hours)LAMP Program Cancelled
 - Option 3 – close schools for the day-LAMP & LAP Programs Cancelled

IN CASE OF INCLEMENT WEATHER OR OTHER EMERGENCIES, PARENTS AND STUDENTS WILL RECEIVE AN AUTOMATED TELEPHONE MESSAGE.

YOU MAY ALSO:

1. LOG ONTO OUR WEBSITE @ WWW.LEVITTOWNSCHOOLS.COM
2. WATCH CHANNEL 12 NEWS
3. WATCH VERIZON FiOS CHANNEL 1

Note: In the event of inclement weather in the **afternoon**, secondary schools may begin dismissal 20 minutes early so that elementary schools will be dismissed at regular time. LAP will remain in session.



HEALTH SERVICES

The major emphasis of school health services is to assist all pupils to function at their highest level of health in order to obtain maximum benefits from their education program.

The primary role of the registered nurse in the school is to provide health services to the children. The following are some of the services, other than first aid, which are provided by the school nurse, as well as the general policies of the school's health office.

Screening

The school nurse does the following procedures: height, weight, hearing, scoliosis and vision screenings. Color perceptual testing is done on all children in kindergarten. Parents will be notified if the findings of the screenings are not within normal limits.

Physicals

New York State law mandates that each child in kindergarten and grades 2 and 4 have physical exams. You may have this done by your private physician or by the school doctor. If your child has not returned the physical exam report by October 1, he/she will be scheduled to have a physical done by the school doctor.

Emergency Contact/Medical Information

Please be sure to accurately fill out the Emergency Contact/Medical information sheet received in the mail. **Please list phone numbers in priority order.** We can only release your child to the people you have designated on this sheet.

Immunizations

All students entering Kindergarten must now be fully immunized before the start of school.

Medications

Medications will be given only with written instructions from your physician, in the original bottle, with details, date and medication dosage. No medication should be sent in with a student—it must be brought in by the parent.

Homework



If you would like to make arrangements to have your child's homework sent home or picked up at the end of the day, please send a note in to the child's teacher or call the main office before 10:00 a.m. A note will be left with the teacher requesting that homework be sent home with a sibling or neighbor. If there is no one available in the school to bring the work home, arrangements can be made for the parent to pick the work up in the office at the end of the day.

As per district policy, if your child is not legally absent from school, your child's teacher will not be required to provide missed work prior to their absence. Upon your child's return, their teacher will provide any materials in need of completion.

Special Concerns

According to the Levittown District Code of Conduct, a student's dress, grooming and appearance should be safe, appropriate and should not disrupt or interfere with the educational process. To that end, "flip-flops" or loose-fitting sandals or shoes are prohibited. **Electronic games, cell phones, iPods, and similar items are prohibited during school hours, as they encourage isolation from others and are viewed as counter-productive to our educational environment. In addition, hats are not to be worn in school.**

IMPORTANT DATES

- ***Back to School Night***
*Thursday, September 19, 2024 @ 7:00 PM
- ***Progress Reports/Report Cards Available On-Line***
Grades K - 5
 1. December 4
 2. March 28
 3. June 30
- ***Concerts***
*Winter Concert - Tuesday, January 14, 2025
7:00 p.m. - MacArthur High School
*Spring Concert - Tuesday, May 27, 2025
7:00 p.m. - MacArthur High School
- ***Picture Day***
* Tuesday, October 7, 2024
- ***Field Day***
*Wednesday, June 11, 2025
- ***Grade 5 - Moving Up Day***
*Wednesday, June 25, 2025



Injuries

If a student needs to use crutches/elevator upon return to school after an injury, a physician's written approval must accompany the youngster before he/she may attend classes.

Special Transportation Services

Special bus transportation is available for health reasons, i.e., cast or crutches, severe asthma, etc. Forms are in the health office should you need to apply for these services. Please feel free to call the school nurse if you have any questions or need any information regarding the school's health services (434-7485).

Illness in School

If your child becomes ill during the course of the day, he/she should ask the teacher for permission to go to the nurse's office. The nurse will decide the proper course of action for the student.



Lost and Found

1. Lost and found is located in the All Purpose Room. Children who find lost articles of clothing, lunch containers, balls, games, etc. are requested to bring them to the All Purpose Room so that the article may be claimed.
2. It would be to your advantage to place your **child's name** on all articles of clothing, lunch containers and personal property. The children may check for lost articles during lunch periods and after school.

Security Guidelines

In order to ensure the safety of our school community, security measures are implemented in all of our buildings as per district guidelines.

- Between the hours of 9:10 a.m. and 3:28 p.m., **all visitors must report to the security desk to sign in and receive a visitor's pass. As per district guidelines, all visitors must show a valid picture ID.**
- Parents who are volunteering to supervise a PTA event (i.e. Book Fair, Plant Sale, etc.) must also stop at the security desk to sign in and receive a visitor's pass. **There can be no exceptions.**
- The staff is required to question any visitor not wearing identification. Additionally, they are to alert the main office of any visitors who will not comply.
- Any item (homework, lunch, water, musical instrument, etc.) brought in by a parent must be delivered to the security desk, not to the child's classroom.
- Parents of "walkers" are asked to wait outside the building until the "walkers" are called. **Please do not go to the classroom to pick up your child.**
- Activity leaders are responsible for the safety and supervision of all children in their programs. Students attending after school programs will be released to activity supervisors at **dismissal time.**
- All doors will be locked after our 9:10 a.m. arrival. In addition, the main office door will be locked at 4:15 p.m. If there is an evening activity, the side door will be unlocked fifteen minutes prior to the event.
- All classroom doors will be locked at 3:40 p.m. **Students will not be permitted to return to classrooms after this time.**

We realize that the district rulings, as outlined previously, are restrictive; please keep in mind that they are necessary for the safety of our children and staff. There will be no exceptions, whether we know you or not! Please bear in mind that 100% cooperation is both necessary and appreciated.