

LAFRANCIS HARDIMAN ELEMENTARY SCHOOL

792 Mount Ave. Wyandanch, NY 11798

Parent & Scholar Handbook 2021-2022



**Theme: LFH/Annex...Where the
Foundation is set and the Building Begins!!**



MISSION STATEMENT

To provide a positive safe learning environment that empowers scholars to develop into World Class Leaders by meeting and exceeding Common Core State Standards.

VISION

Where the Foundation is set and the Building begins.

Dr. Darlene White, Principal
Ms. Dianna Rivera, Assistant Principal
Dr. Kevin Branch, LFH Annex Assistant Principal

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PRINCIPAL'S MESSAGE

2020-2021



Dear Parents/Guardians,

On behalf of Ms. Rivera, Assistant Principal, Dr. Branch, Assistant Principal, teachers and staff I am happy to welcome you to the 2021-2022 school year at LaFrancis Hardiman and LFH Annex Elementary School. Although we are operating in unprecedented times, it still gives me great pleasure to welcome you to the 2021-2022 school year. I invite you to actively participate in our learning community, as your role in your child's education is paramount to his/her success.

This year's theme "Where the Foundation is Set and the Building Begins!" demonstrates our continued determination to galvanize efforts to ensure scholars receive the level of instructional rigor we are known to deliver. Our love for scholars serves as the foundation for educating, with creativity and fortitude. We are rising and will continue to succeed. I am encouraging you all to take the same just stand and join us. I am inviting you to be an active participant at LaFrancis Hardiman and LFH Annex Elementary School. We urge you all to get involved through joining the Parent Teacher Association (PTA) to ensure that your voices are heard. We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We encourage you to peruse the WUFSD Website to address your concerns, in so doing you will find the ability to conduct school business remotely take a moment to visit Parent Square, and the Parent Portal. These resources ensure effective communication from the school, district to you (our parents/guardians). I believe it is everyone's responsibility to empower children with the creative, intellectual, and decision-making skill necessary for them to become academically, socially, physical, and emotionally successful and responsible. I look forward to our partnership as we in develop World Class Leaders.

Please Make Note:

First Day of School for Scholars Grades Kindergarten – Grade 2: September 9, 2021

LFH (Grades 1 – 2) Arrival Time: 8:15 Dismissal: 2:20 (Parent Pick-Up) 2:40 (Bus)

First Day of School for Pre- Kindergarten scholars: September 13, 2021

LFH Annex (Pre K – K) Arrival Time: 9:00 Dismissal: 3:15: Parent Pick-up: 3:00

Thank you for the opportunity to serve your families in this role! Please do not hesitate to reach out to me if you have any questions, concerns, or ideas you would like to share DWhite@wufsd.net.

Privileged to Serve You!

Dr. Darlene White, Principal

Estimados Padres/Tutores,

En nombre de la Sra. Rivera, Subdirectora, Dr. Branch, Subdirector, maestros y personal, me complace darle la bienvenida al año escolar 2021-2022 en LaFrancis Hardiman /Annex Elementary School. Aunque estamos operando en tiempos sin precedentes, todavía me da un gran placer darle la bienvenida al año escolar 2021-2022. Lo invito a participar activamente en nuestra comunidad de aprendizaje, ya que su papel en la educación de su hijo es primordial para su éxito.

El tema de este año ¡Donde se establecen los cimientos y comienza la construcción! " demuestra nuestra determinación continua de galvanizar los esfuerzos para garantizar que los académicos reciban el nivel de rigor instruccional que se sabe que entregamos. Nuestro amor por los académicos sirve como base para educar, con creatividad y fortaleza. Nos estamos levantando y seguiremos teniendo éxito. Los animo a todos a que tomen la misma posición y se unan a nosotros. Los invito a participar activamente en la Escuela Primaria LaFrancis Hardiman y LFH Annex. Les instamos a todos a que se involucren uniéndose a la Asociación de Padres y Maestros (PTA) para garantizar que sus voces sean escuchadas. Esperamos una asociación productiva con usted para garantizar que nuestros niños puedan alcanzar su máximo potencial. Reconocemos que, para tener éxito en la escuela, nuestros niños necesitan el apoyo tanto del hogar como de la escuela. Sabemos que una asociación sólida con usted hará una gran diferencia en la educación de su hijo. Como socios, compartimos la responsabilidad del éxito de nuestros hijos y queremos que sepan que haremos todo lo posible para llevar a cabo nuestras responsabilidades. Lo alentamos a que lea detenidamente el sitio web de WUFSD para abordar sus inquietudes, al hacerlo encontrará la capacidad de realizar negocios escolares de forma remota, tómese un momento para visitar Parent Square y el Portal para padres. Estos recursos aseguran una comunicación efectiva de la escuela, el distrito a usted (nuestros padres / tutores). Creo que es responsabilidad de todos empoderar a los niños con la habilidad creativa, intelectual y de toma de decisiones necesaria para que se vuelvan académica, social, física y emocionalmente exitosos y responsables. Espero con interés nuestra asociación a medida que desarrollamos Líderes de Clase Mundial.

Por favor, tenga en cuenta:

Primer Día de Clases para Académicos Grados Kindergarten – Grado 2: 9 de septiembre de 2021

LFH (Grados 1 – 2) Hora de llegada: 8:15 Despido: 2:20 (Recogida de padres) 2:40 (Autobús)

Primer Día de Clases para estudiantes de Pre-Kindergarten: 13 de septiembre de 2021

Anexo LFH (Pre K – K) Hora de llegada: 9:00 Despido: 3:15: Recogida de padres: 3:00

¡Gracias por la oportunidad de servir a sus familias en este papel! Por favor, no dude en comunicarse conmigo si tiene alguna pregunta, inquietud, o ideas que le gustaría compartir.

¡Privilegiado en servirle!

Dra. Darlene White, Directora

WHAT WE BELIEVE

All scholars shall learn in a conducive and nurturing learning environment. A collaborative educational environment promotes combined success for all stakeholders. Scholars are agents of change who have the ability to think creatively and make great contributions to society. Student centered, differentiated instruction allows scholars to demonstrate their personal best.

WHAT WE VALUE

We have highly involved staff who ensure our quality instructional program is taught effectively. We instruct with research-based best practices, data and New York State Common Core Learning Standards. We aim to make sure every scholar who comes in our door receives enriching learning experiences and challenging instruction and assignments to develop critical thinking skills as well as become productive citizens of good character. We work together to support our scholars to meet high expectations.

OUR GOALS

To create a safe, respectful learning environment.

To provide a strong foundation of rigorous reading, writing, and math skills.

Nurse's Office (631) 870-0586

Psychologist Office (631) 870-0570

Transportation (631) 870-0595

Arrival and Dismissal at LFH

Morning Arrival

Grades 1- 2

Scholars' arrival: 8:15 a.m.

1st Period begins: 8:25 a.m.

8th Period ends: 2:46 p.m.

Dismissal: Pick-ups 2:20 pm Buses- 2:40pm

Morning Drop Off KISS & RIDE

LFH scholars are to report to school at 8:15 a.m. There is no adult supervision to watch them, and they will not be allowed into the building prior to 8:15 a.m.

If you drop your child(ren) off at the school in the morning, please remember to follow the Kiss & Ride Procedures: In an effort to increase the safety of scholars entering the building all parents/guardians who drop off their scholars will now do so at the front entrance to Lafrancis Hardiman School. All parents/guardians are expected to drive up to the entrance, **kiss** their wonderful children goodbye **and ride** home safely. Your cooperation in the matter is imperative and expected. Your child's safety is most important to us.

Morning Bus Pick Up

As per parent notification from the transportation department buses will begin picking up children at their designated bus stop and designated time. Bus information can be accessed in Parent Portal.

Lateness

Scholars who arrive to school after 8:30 a.m. will be marked late/tardy.

*It is vital for children to arrive to school on time. When scholars come into the classroom late, it interrupts the flow of the day.

School Dismissal

Lafrancis Hardiman Elementary School begins the dismissal process at 2:40.

***Classroom release time:**

Picked up Scholars – 2:20 p.m. Scholars will remain in their classrooms and will be called down upon parent/guardian arrival.

Pick-ups will be released at 2:20

Scholars will be escorted to their buses by the classroom teacher. Teachers will ensure scholars are placed on their correct bus.

Early Dismissal

Parent/Guardians are to report to the LFH Main entrance for Early Dismissal. There, parent/guardians will provide the security guard with scholar information (first/last name, classroom teacher) the scholar will be called down. For your child's safety, children will only be released to the legal guardian. Parental authorization must be on file before a child will be allowed to leave the school grounds with person(s) other than a parent/guardian. In addition, any one picking up a child must present a photo I.D.

Please be advised that children will not be called down for early dismissal after 2:00 pm. Notify the office prior to 2:00 pm for early dismissal.

*For walkers and bused scholars: if you decide to pick up your child before the end of the school day please call the office as soon as possible or send a note with the scholar stating the time of pick up. Your child will be sent down to the office at the designated time.

****Please Note:**

- Please check your child's route number. There may be changes in routes from the previous year.
- Please be at stop at least ten minutes before the assigned time until the routes and schedules have been permanently established.
- Third - Fourth grade students **will not** be brought back to the school if there is no adult at the bus stop.
- First and Second grade students will be brought back to school if a parent/guardian is not at the bus stop.
- **After your child has been brought back to the building 3 times, your child's transportation privileges will be revoked.**

Tips for Walking to School

Children Who Walk to School

Develop a buddy system for walking to and from school. Students should never walk alone. Always walk in groups with at least two or three other students. If possible, parents should walk their children to school.

Avoid Shortcuts

Students never take shortcuts or cut through alleys or across vacant lots.

Avoid Abandoned Houses

Students should try to avoid walking near abandoned houses. Never enter or play near abandoned houses.

Be Alert

Students should report anyone suspicious to school personnel or the police.

Turn on Porch Lights

Parents and neighbors should turn on porch lights and other outdoor lights before dawn and at dusk.

Be on Time

Students should be on time, everyday.

Safe Houses

Talk to neighbors and local businesses on your child's route to school and ask them if it is okay for your child to stay there in case of an emergency.

Important Phone Numbers

Be sure your children know their home phone number and address, your work and pager number and the number of another trusted adult. Put a card with this information in their backpack and/or shoe. Make sure each child has change for a phone call or carries a telephone calling card.

After School Phone Call

If you work late, have your children call you as soon as they arrive at home after school.

Visitors' Etiquette

Visitors TO THE BUILDING:

LFH and MLK's COVID 19 Protocol for Entering the Buildings

(Effective Wednesday, July 1, 2020)

Upon arriving to the LFH School building ALL employees must follow the confirmed protocol to gain entrance into the building: Please be advised that everyone entering the building must wear a mask.

No one is to come to LFH and MLK without an appointment, between 8:00 am and 2:00 pm. Those who are not in compliance will be asked to make an appointment (if they are not approved at that time). All visitors will remain in the "Safety Trap" as Security conducts a brief Health Assessment:

- Security will conduct a brief Health Assessment. If you answered **yes** to any of the questions you will **not gain entrance** into the building. If you respond with "no" to all questions you will then have your temperature checked.
 - Health Assessment Questions:
 - Have you experienced the following Covid 19 symptoms (*fever or chills, temperature above 99.5, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, nausea/vomiting, diarrhea, congestion or runny nose?*) in the past 14 days?
 - Have you tested positive for Covid 19 in the past 14 days?
 - Have you been in close contact with confirmed or suspected (exhibiting symptoms) Covid 19 case in the past 14 days?

Security and Nurses who are taking temperatures will wear gloves and a mask. Even though the digital thermometers do not touch the employees, they will utilize sanitizer to disinfect them periodically. Anyone who tests 100.4 or above should remain in the "Safety Trap" at the front door and the Nurse will be called to the "Safety Trap" to confirm their temperature. If it is confirmed, then you will be sent home and directed to consult their physician.

In order to have a safe environment for our scholars and faculty, the following should take place when visiting the building: In order to have a safe environment for our scholars and faculty, the following should take place when visiting the building:

*Park only in the parking area, not along the bus lane.
Enter only through the main entrance during school hours.*

- 1. No parents/guardians will be permitted in the building without prior approval, therefore parents/guardians to request an appointment.***
- 2. Parent/guardian meetings will be held virtually or via phone.***

All visitors are required to sign in immediately upon arrival and sign out upon leaving the building. Visitors will be asked to provide photo identification and must wear a visitor badge while visiting our school.

It is imperative that visitors respect the instructional integrity of the school by proceeding directly to their destination.

*Parents, Wyandanch patrons and visiting educators are welcome to visit LFH/MLK Elementary School. All visitors who enter the building must sign in first at the security desk and show photo identification. Then the visitor must report to the office to obtain a visitor's pass. Parents/guardians, who are coming to the school to speak to a teacher, should have an appointment scheduled with teacher prior to coming to the school. Teachers will not be able to leave the classroom during teaching time to conference with a parent. However, teachers do welcome the opportunity to conference with parents. *Whenever possible, advance notice of such visits will be appreciated. No scholars are allowed to bring visitors to school at any time.**

Trespassing:

LFH/MLK Elementary School maintains a closed campus for the safety and security of all scholars and staff. Anyone coming on campus that the administration deems to have no legitimate business may be subject to trespassing charges and will be reported to the appropriate law enforcement agencies.

Scholars' Protocol

Telephone:

The office telephone is a business phone and is not to be used by scholars except in an emergency. Scholars are not allowed to use the phone to make personal arrangements such as requesting permission to go to another child's home after school.

Valuables:

Administrators, faculty and staff are not and will not be responsible for valuables which scholars bring to school. It is highly recommended that scholars leave all valuables at home.

Lost And Found:

All clothing found on the campus, regardless of its value, is placed in the lost and found located in the cafeteria. Money, jewelry, or any other articles of value are turned into the office. Scholars may claim them after proper identification.

Items from Home

Children are discouraged from coming to school with toys, radios, walkmans, game boys, etc. There are times when items are lost, broken, left unattended or stolen. The

school cannot be held accountable for any items that your children might bring to school. Please make sure your children leave these items at home.

Gum / Candy

Scholars are not permitted to chew gum at any time during the school day. Please make sure they do not come to school with any type of gum or candy. These items also should not be put in as a snack for lunchtime.

Scholar Dress Code

The school administrators and staff will continue to encourage all scholars to dress appropriate for a school day. Scholars generally conduct themselves in a manner similar to the way in which they dress and groom. Any type of dress or grooming which is disruptive will not be permitted.

Scholars are prohibited from wearing the following:

- Leggings, tights, stretch pants, short skirts and dresses (can be 2 inches above the knees with proper attire underneath such as leggings)
- Short shorts (can be 2 inches above the knees) are not allowed for either boys or girls
- Shirts that are see-through, halter tops, tank tops, sleeveless, "Sports Jerseys" (T-shirt must be worn underneath) and with inappropriate slogans or advertising
- Sleepwear, loungewear and/or slippers, flip flops, open-toe shoes and/or footwear that is a safety hazard
- Headgear such as, but not limited to: hats, hoods, stocking caps, head scarf, bandanas, du-rags, ski mask, curlers or other hair grooming aids, ski/safety goggles, sunglasses (unless a medical permit is on file) or any other items which may obscure identification except for medical or religious purpose
- Silly Bands, jewelry such as neck chains, large rings, belt chains, and other items that may become a health or safety hazard

Scholars who violate the Scholar dress code shall be required to modify their appearance. Any Scholar who refuse or repeatedly fails to comply with the dress code shall be subject to further disciplinary actions.

Scholars involved in gang-related activities, wearing gang-related apparel, and/or flashing gang-related signs will be suspended out of school and could result in a Superintendent's Hearing.

Unauthorized Articles

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. In general, scholars should not bring toys or unusual items to school unless they are intended for a specific purpose in the classroom.

- Scholars are not to bring fireworks, matches, lighters, knives, razors, slingshots, guns, laser pens, or toy weapons (i.e. toy guns, toy knives) or any resemblance of what might be construed as a weapon that can inflict bodily harm or cause injury to oneself or another individual. In addition, scholars should under no circumstances, bring to school pornography materials or write pornography in school (walls, floor, etc.)

Cell Phones

Cell phones are allowed with restrictions (approval must be granted by administration). Scholars are not allowed to bring any Electronic Devices to school such as MP3/CD/DVD Players, iPods, walkman, beepers, cameras, video games, laser pens and/or other devices belonging at home. These items will be confiscated and turned in to an administrator. Items will only be given back to a parent/guardian.

Vandalism

Our school and school equipment is public property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. If a Scholar accidentally causes damage he/she should report it to school personnel immediately so that the damage is not misconstrued as vandalism.

Smoking

Smoking is strictly forbidden at school. Scholars are neither to carry nor use tobacco products of any kind. Any Scholar caught with tobacco products will be suspended from school, and could face a Superintendent's hearing.

Alcohol and Drugs

The possession, sale, or use of alcohol, drugs, or any other controlled substance on the school campus or busses is strictly forbidden. Violation of this rule will be reported to the appropriate law enforcement agencies and will result in Out-of-School Suspension with the possibility of a Superintendent's Hearing.

Cheating

Cheating is a serious compromise of a Scholar's integrity and will not be tolerated. If cheating is discovered, the Scholar's work will be confiscated, a failing grade will automatically be recorded for the work and parent/guardian will be notified. A second offense will result in disciplinary actions.

Homework

Homework is important. It is an extension of the learning that takes place in school. Homework provides practice and reinforces classroom learning which provides opportunities for independent study, research, and creative thinking. All homework assigned by the teacher must be completed. Scholars that do not complete their homework will be required to complete the missed assignment after they eat lunch during their scheduled lunch period or after school.

Scholars' Celebrations/Parties

The Wyandanch School District follows the mandates of the United States Department of Agriculture's Local School Wellness Policy Implementation, which is under the Healthy, Hunger-Free Kids Act of 2010. In as much said, the WUFSD Wellness Policies on Physical Activity and Nutrition Policy #7590 will be used as a guide for parties and "celebrations". The district encourages healthy snacks at parties. Due to food allergies and sanitation issues, it is recommended that parents, teachers and students do not bring home made food into school for other students unless there is a school district-wide cultural learning event involving food. Classroom parties may be held throughout the year. Food items should be limited to one per child. Treats should be healthy. Suggested food items are fruits/vegetables/yogurt: fresh, frozen and canned fruits with no added ingredients except water; fruits packed in 100% fruit juice or extra light, or light syrup; fresh, frozen and canned vegetables with no added ingredients except water; canned vegetables that contain a small amount of sugar or processing; low fat/nonfat yogurt with less than 30 grams of sugar per 8 ounces. Salad dressing, cheese, butter, jelly, muffins, bagels are also encouraged. Plain water and 100% fruit and vegetable juice are encouraged. Classroom parties should be limited to holidays, birthdays and special events/theme which coincide with a lesson. Parents may request that their child not participate in a party if it conflicts with beliefs at home. Such a request should be sent to the child's teacher. The teacher will make other arrangements for the child by consulting with the school principal and the parent. These arrangements will not penalize the child in any way. Do not send private party invitations to be distributed at school.

Parent Teacher Association

The PTA offers parents/guardians the opportunity to be involved in enhancing their children's educational experience. The PTA is a national volunteer organization dedicated to establishing a united home-school relationship.

District-wide standing committees

Arts in Education: Bringing art and cultural events to school throughout the school year

Board of Education: Attend the Board of Education meetings and serve as a liaison

Community Awareness: Serve as liaison between community and school district; learn about issues that affect our community; help to network pertinent information.

Education: Discussions focus on various educational issues and policies affecting all school levels; including curriculum and social issues affecting scholars.

PARP & Reflections: PARP: Parents as Reading Partners-Coordinate PARP activities with the school librarian. Plan calendar for March kickoff and schedule reading events.

PTA Virtual Meetings Tentative Dates

“PTA activities for 2021-2022 To be determined due to COVID Restrictions”

WUFSD SCHOOL SONG

We live here, we play here, we love it here, and it's true
We're Wyandanch Warriors, we're proud of what we do.

Sticking together stronger than glue,
With great role models to look up to.

We will rise, we will succeed.
We will be the best that we can be.
Helping each other along the way,
We're Wyandanch Warriors each and every day.

The warriors will always prevail you'll see
Moving forward it's our destiny.
Green and White we'll earn our degree
Educated, respected, the way it should be.

We will rise, we will succeed.
We will be the best that we can be.
Helping each other along the way,
We're Wyandanch Warriors each and every day.

SPIRIT WEEK

LFH/MLK Elementary School will have our spirit week, during the week of September 13ST through 17TH, 2021. Our school theme this week and for the school year is *"Where the Foundation is set and the Building Begins!"* This theme represents one of our major goals to help all students become respectful of all the cultures and people that they'll interact with in this world, through building a culture of learning from one another rather than a culture of passing judgment on differences in values and beliefs.

During this week we will be discussing our school wide **Positive Behavior Interventions Supports "PBIS"** behavior plan, which includes anti-bullying, lunch, playground, hallway and bus behavior. We need the help of all parents/guardians in order to make this a successful school year.

Spirit Week Activities:

MONDAY 9/13/2021	TUESDAY 9/14/2021	WEDNESDAY 9/15/2021	THURSDAY 9/16/2021	FRIDAY 9/17/2021
Superhero Day	Crazy Sock Day	Pajama Day Pajama Day/Favorite Story Book Character	School closed	Team Spirit Day: Favorite Team Tee Shirt or Jersey

Scholar's Health Services

Scholar Health Services

A scholar will only be admitted into the nurse's office with a pass from the classroom teacher. If a Scholar does not feel well before leaving for school, he/she should be kept home. If a Scholar is to be excused from school because of illness or injury, the nurse will contact the parent/guardian. Any injury on the school bus or school grounds or in the school building must be reported to the nurse as soon as possible. First aid will be administered as needed. Follow-up treatments of such injuries are the responsibility of the parents. Home injuries are not the responsibility of the school.

Physical Examinations

Scholars in Pre-Kindergarten, Kindergarten and Grades 2 need up to date physicals this school year. All scholars need to be up to date on their immunizations in order to start school. If you have any questions or concerns, the school nurse can be reached at (631) 870-0566 or 0586

Medication

Scholars may not self-administer any type of medication in school. If it is absolutely necessary for scholars to receive medication during school hours, the following procedures must be followed:

1. The parent/guardian must send in a written, dated request for medication to be given.
2. A written doctor's order must be received with specific instructions as to the type of medication, effect of medication, duration of order and any side effects.
3. Medication must be in the original prescription bottle and brought to the school nurse by the parent/guardian. Please do not send the medication to school with your child.
4. All long-term medication must be renewed annually.
5. Parents/guardians must report any change in the course of treatment or medication immediately to the school nurse.

Attendance

Attendance

The Wyandanch School District shares everyone's concern and awareness of the ever increasing incidents of "missing children." When a child is absent, parents are expected to call the attendance office (870-0565) any time prior to 9:30 AM. Please state your child's name, teacher and the reason for the absence. If your child does not arrive at school by 9:30 AM the attendance office will call you at home.

*Scholars are required by Educational Law to attend school every weekday that schools is in session.

*It is important for children to attend school everyday. When a child is absent from school, they miss important lessons that are taught. When they return back to school, they have to try to make up all the work that they missed, plus complete the work that is currently being assigned.

*If your child is absent from school, they must return to school with a written note from the parent/guardian and signed explaining why they were absent.

*A parent/guardian should notify the school at (631) 870-0555 (MLK) / telling the reason for the absence.

*A scholar who is absent is required to make up all the work that was missed. Should the absence be lengthy, the parent/guardian may call the main office to request assignments from the classroom teacher.

Sample Absence Note

Date _____

Dear (Teacher's Name),

My son/daughter, (name), was absent on for a (full day / half day on (day), (date) (time if half day). He/she was absent because he/she had a (reason for absence).

Sincerely,

Parent's/Guardian's Signature (required)

***Attach a doctor's note, hospital discharge papers, funeral program, court document, etc...if you have one to document your child's absence.**

STUDENT ATTENDANCE

APPROVED BY WYANDANCH BOARD OF EDUCATION JUNE 22, 2005

#5100

STUDENT ATTENDANCE

The Wyandanch Board of Education recognizes that regular school attendance is a major component of academic success. Through the implementation of this policy, the Board expects to reduce the current level of unexcused absences, tardiness, and the rate of students who drop out before receiving a high school diploma or its equivalent; i.e. GED, etc. Through the implementation of this policy, the Board further expects to encourage full attendance by all students, maintain an adequate attendance record keeping system, identify patterns of unexcused absences, tardiness and rate of dropouts and develop effective intervention strategies to improve school attendance.

In the State of New York school attendance is both a right and a responsibility. Students have the right to attend school between the ages of five and twenty-one. Children are mandated to attend school between the ages of six and sixteen. Parents are ultimately responsible in ensuring that their children attend school on a regular basis.

The Superintendent of Schools is authorized to establish procedures and regulations to maintain and enhance Student attendance.

NOTICE

To be successful in the implementation of the above, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that scholars, parents, teachers and administrators are notified and understand this policy, the following procedures shall be implemented.

- The attendance policy and specific building attendance procedures will be included in Student and staff handbooks and will be reviewed with Students and staff at the start of the school year and periodically throughout the school year.
- The attendance policy will be included either in the yearly school calendar or in a mailing to the community.
- Parents shall be provided with a plain language copy of the policy each year in the primary language spoken in their home.

- All teachers shall be provided a copy of the policy as soon as practicable after initial adoption or amendment of the policy.
- All staff members will receive a copy of the attendance policy and specific building procedures at formal orientation activities at the beginning of the school year. All staff will receive periodic staff development with regard to proper implementation of the policy during the school year.
- Parents of Pre-K and newly registered Students will receive a plain language summary of this policy at the time that all registration requirements have been met. Parents will be asked to read the policy as a final act of registration and sign, indicating that they have read, had the opportunity to ask questions and do understand the policy.
- When a Student is absent, tardy or leaves class or school without excuse, designated staff members will notify the Student's parent(s)/guardian(s) by appropriate means of communication established by the district; inclusive of but not exclusive to mail, telephone calls and home visits. Such communication will remind parents/guardians of the attendance policy.
- During the "meet the teachers" or "back to school night" at the beginning of each school year, the building administrator or a designee, and staff, will explain this policy and stress to the parent(s)/guardian(s) their responsibility for ensuring their child/ren's attendance.
- District as well as specific school newsletters and publications will include periodic reminders of the components of this policy.
- Copies of this policy will be sent to community based institutions and agencies and will be made available to community residents upon written request to the Office of the Superintendent.
- The district shall convene a committee to review the policies and procedures, evaluate attendance data and revise policies on an "as needed" basis.

ATTENDANCE/GRADE POLICY

The Board of Education further recognizes the important relationship between class attendance and student performance. Consequently, each marking period a Student's final grade is subject to classroom participation as well as Student's performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, any missing class work not made up, shall result in the loss of points from the Student's class participation grade for the marking period.

Any Student absent in excess of 18 unexcused school days in a year (9 unexcused school days for a half year course) or 27 total days will not receive credit for that course.

To ensure that parents and students are aware of the implications of this minimum attendance requirement, appropriate school personnel will inform the Student, and contact the parent upon each absence and remind the parent(s) that a written excuse has

to be provided upon the Student's return to school. School personnel will maintain appropriate documentation of attempts to contact parents (i.e. phone logs, copies of

mailings). If no written excuse is provided before the Student's third day of returning from an absence, the absence will be deemed an unexcused absence.

Any Student who misses a class is expected upon his or her return to consult with his or her teacher regarding missed work. If the absence is excused, the Student may earn his or her classroom participation grade by arranging an assignment with the teacher to cover the work missed and completing the assignment within the time frame designated by the teacher.

Only those students with excused absences will be given the opportunity to make up a test and/or turn in a late assignment for inclusion in the calculation of the performance portion of their final grade. Make up opportunities must be completed by a date specified by the Student's teacher for the class in question.

In implementing this policy, students who are unable to attend a class on a given day/period due to their participation in a school sponsored activity (i.e. music lessons, field trips, etc.), must arrange with their teachers to make up any work missed. This also applies to any Student who is absent from school due to illness who either receives home instruction from the district or makes arrangements with the teacher to make up the missed work.

Any Student exceeding the threshold of unexcused absences or total absences (18 full year, 9 half year) will not receive credit for the course. The Student is, however, expected to maintain an acceptable attendance the remaining days of the year that the course is in session. The Student will be required to be in attendance 95% of the remaining days the course is to be in session. Failure to maintain an acceptable attendance pattern for the duration of the course will make the Student ineligible to attend a summer school program at district expense.

A Student who loses credit as a result of exceeding the district's threshold of absences will be denied the following privileges for the remaining of the academic year.

- 1. Participation in any school event inclusive of dances, proms, and class social trips.**
- 2. Participation in school clubs, interscholastic sports teams, or extra curricular activities**
- 3. Eligibility to enroll in a BOCES vocational program in the ensuing semester or school year**

Credit for these academic courses may be earned by repeating the course the following year (semester) or by attendance at a Summer school program, if the course or its equivalent is available.

DISCIPLINARY CONSEQUENCES

Numerous absences from class can dramatically impact a Student's ability to achieve. Unexcused absence or lateness can be interpreted as a form of insubordination that may endanger a Student's health safety and welfare.

Unexcused absences/lateness will result in disciplinary action consistent with the district's code of conduct. Those penalties may include the following:

- Parental contact
- Parent Conferences
- In School Suspension
- Out of School suspension
- Suspension from sports and or extra curricular activities

Building/District Administration retain the right to refer cases of non-compliance to Child's Protective Services, Family Court, or to the Superintendent for a #3214 Hearing.

RIGHT OF APPEAL

Appeals concerning this policy may be made to the Building Level Attendance Committee. The committee will be comprised of a building administrator, a classroom teacher, a Guidance Counselor, and the child's parent/guardian.

Requests for an appeal must be made in writing and within five (5) school days of the date of the notice advising the Student and person in parental authority of the loss of class credit. If a hearing is not requested, the Student will loss credit and will be subject to any/all other consequences.

Building administration will schedule a hearing within five (5) school days of the request the parent(s) or guardian will be required to accompany the Student to the hearing. After hearing the appeal, the committee will recommend an action to the Building Administrator. Building Administration will render a final decision to the parents within forty eight (48) hours of the hearing.

#5160

STUDENT EXCUSED AND UNEXCUSED LATENESS & ABSENCE

The Board of Education shall require that students enrolled in the schools of the district attend regularly in accordance with state law.

Excused absences may include but are not exclusive to the following: personal illness, visits to a personal physician or health clinic, quarantine, death in the family, religious observances, required court attendance, court mandated parental visitations, approved college visitations, approved cooperative work programs, military obligations, Principal

suspensions, documented immediate family emergencies, or other such reasons that may be approved upon review by the Superintendent of Schools or a designee. The district

reserves the right to limit the number of days excused for a particular circumstance if the district deems the number of days absent to be excessive.

Educationally related experiences such as field trips, guidance appointments, counseling sessions or testing, etc., will not count as absences pursuant to this attendance policy. Staff taking a Field Trip will inform building administration of students attending the activity. Class teachers will be informed prior to the impending activity of any child attending the activity. Students will be required to make up any work for absences related to educational experiences.

Any and all other absences (i.e., class cuts, undocumented absences, tardiness, unapproved early departures, etc) are considered unexcused absences. Time spent as a result of "In School Suspension" will not count toward the Attendance Policy.

LATENESS

TRUANCY is defined as the unlawful, unexcused absence of a Student during a regularly scheduled school day, whether in part or all.

Any Student in Grades K-5 who arrives to school more than 2 hours after the start of classes but prior 11:30 A.M. will be marked as absent for the morning session. Students arriving later than 1:30 P.M. will be marked absent for the entire day.

All absences must be accounted for. It is the responsibility of the parent/guardian to notify the school on the day of the absence or tardiness and to provide a written excuse upon the Student's return to school. The written excuse must contain the signature of the parent/guardian or physician, the length of time and reason for the absence.

Repeated infractions of the Board of Education policy requiring regular attendance will be handled as described herein and may result in disciplinary action against the Student.

UNEXCUSED ABSENCES

The parent/guardian will be notified after each Student absence in a course by designated school personnel.

4th Unexcused Absence- The parent/guardian will receive a formal warning letter.

8th Unexcused Absence- The parent/guardian will be required to meet with a building administrator or Guidance staff to set up contract with the Student and to review the district attendance policy.

12th Unexcused Absence- The parent will be required to meet with Building Administration.

16th Unexcused Absence- The parent/guardian will receive a final formal warning.

19th Unexcused Absence- The parent/guardian will receive notification of the loss of credit for the effected course.

Notifications for half year courses will occur at the 3rd, 5th and 8th occurrences. Parents will be notified of loss of credit after the 10th occurrence of unexcused absence.

ALL ABSENCES

Students absent more than 27 days for a full year course (13 for half year) will not receive credit for the course. Similar to Unexcused absences, parents will be notified in writing after the 4th, 8th, 12th, 16th absences. Final warnings will occur after the 20th absence and 24th absence. After the 28th absence parents will be notified of the loss of credit.

SPECIAL CIRCUMSTANCES

A) HOMELESS STUDENTS

Any Student in transient housing and meeting the federal definition of homelessness will be exempt from this attendance policy until transportation and other obstacles are removed.

B) CHRONIC ILLNESS/TEMPORARY CONDITIONS

Students who suffer from a chronic illness or conditions which preclude their attendance will produce a note from the child's physician describing the condition, the anticipated absence and modifications necessary. If necessary, school officials will arrange for Home Tutoring services.

C) HOME INSTRUCTION

Students placed on Home Instruction, and who attend tutoring sessions regularly will not be held liable for absences pursuant to this policy.

APPROVED BY WYANDANCH BOARD OF EDUCATION JUNE 22, 2005

#5170-R

STUDENT ATTENDANCE ACCOUNTING-REGULATIONS

Attendance must be recorded at least once daily for students in Grades K-5 classrooms.

- At the designated time or at the conclusion of each school day, all attendance information must be provided to the designated staff member responsible for the attendance function. Staff members not reporting accurate attendance information on a daily basis will be reported to building administration.
- All attendance reports must contain specific codes with the complete explanation of each code listed on the report.
- Attendance reports must be made available to and checked by the Building Principal or designee in an expeditious manner.
- Attendance data will be analyzed periodically to identify patterns or trends for individual students or groups.
- Attendance incentives will be developed on a building –to- building basis. Quarter, Semester, and Yearly awards should be considered as incentives for encouraging students with perfect attendance and punctuality. In addition, students whose attendance has improved significantly will also be recognized.

Lafrancis Hardiman/Annex Elementary School

Where the Foundation is set and the Building Begins!

Dr. Darlene White, Principal



Dianna Rivera, Assistant Principal

Dr. Kevin Branch, Assistant Principal

Dear Parents/Guardians:

This letter is to make you aware The Dignity Act which signed into law on September 13, 2010 and took effect on July 1, 2012. It's important that you become familiar with this act in order for us to work together for the benefit of our scholars. New York State's Dignity for All Scholars Act (The Dignity Act) seeks to provide the State's public elementary and secondary school scholars with a safe and supportive environment.



No Scholar shall be subjected to harassment by employees or scholars on school property or at a school function; nor shall any Scholar be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), or sex by school employees or scholars on school property or at a school function.

We are focusing on positive Scholar behavior and safe and supportive school climate.

Please keep abreast of all information sent home and dates for our PTA Meetings.

Sincerely,
Ms. E. Moskowitz, LFH/MLK Social Worker
Dignity Act Coordinator

INFRACTIONS AND CONSEQUENCES

The following chart summarizes the Code of Conduct and the student's rights and responsibilities. You are encouraged to read it carefully. Each student has a right to free education without disruption from his/her peers. The disrupter needs to know the rules and the consequences of breaking those rules.

INFRACTION	CONSEQUENCE
<p>LEVEL I Disorderly Conduct Disruptive Behavior Class Tardiness Possession of walkman, radios, cellular phones, games, portable TVs and/or beepers. Cutting Class Cheating Wearing hats or headgear indoors (males and females) Invalid absences Littering Possession and/or use of obscene literature or materials.</p>	<p>3 MAXIMUM each of which may result in a student-teacher conference, administrative conference, counseling, community service, suspension</p>
<p>LEVEL II Bullying Insubordination Inappropriate language Graffiti Smoking cigarettes Vandalism Frequent tardiness to class Being in unauthorized areas. Causing or participating in disorderly behavior in classes, assemblies, corridors, cafeterias, on school grounds or in school buses. Sexual Harassment (verbal)</p>	<p>2 MAXIMUM, each of which may result in any combination of Level I consequences and parent escort for 1-3 days. A third offense moves the consequences to Level IV.</p>
<p>LEVEL III Fighting. Theft Extortion Inappropriate language! Vulgar to staff Inciting a riot Damaging or endangering the property of others or the school. Trespassing Smoking on school property (Tobacco) Continued and willful disobedience to teachers or other persons in authority. Endangering the safety of anyone on school property Forging the signature of a parent/guardian or staff member Gambling or tag playing on school premises. Indecent exposure</p>	<p>2 MAXIMUM, each of which will result in 1-5 day's suspension in and out-of-school, and any combination of consequences above. A third offense moves the consequence to Level IV</p>

Hazing Sale, possession, or use of fireworks	
LEVEL IV Pulling Fire Alarm False alarms Sexual Harassment Vandalism Possession/use of weapon or explosive Possession/use/sale of illegal substance Assault and battery on y Person Sale, consumption, possession, use or distribution of narcotics or drugs. Bomb scares Breaking and entering Inciting riots Intimidation of students or teachers Larceny	1 MAXIMUM- will result in 5 days suspension out-of-school and a superintendent's hearing. Administration will request that any repeat offender in this category not be returned to the school.
Theft/Robbery Malicious mischief e.g. setting of smoke or stink bombs or fireworks. Extortion False alarms Vandalism Possession of knives, slingshots, guns, laser pens, or other weapons Sexual Harassment (Physical) Repetition of offenses listed in section C.	

All consequences follow a thorough investigation by administration, and will give due process to students alleged to have committed the infraction. In all cases, parents/guardians will be contacted by phone where possible, and a letter will follow.

ALL RULES WILL BE ENFORCED EQUALLY ON ALL STUDENTS

BEHAVIOR DURING EXAMS -

*Proper conduct is expected of all students while taking exams. Students who fail to follow directions of proctors, or who engage in any action that could indicate an attempt to give or receive information, will be removed from the exam, and will receive failing grades for that exam. No student will be permitted to make up the test following a violation of test integrity and standards.

*Students are expected to be present for all scheduled standardized tests and Regents exams. Parents of students will be notified by the school as to dates and times of examinations.

SEXUAL HARASSMENT

The Wyandanch School District prohibits any form of sexual harassment of students or staff members. Sexual harassment may include, but is not limited to:

1. Verbal harassment or abuse.
2. Subtle pressure for sexual activity.
3. Inappropriate or unwelcome touching, patting, Or pinching.
4. Display of sexual materials, books, pictures, etc.

Individuals who sexually harass either a Student or staff member may be subject to civil or criminal litigation, and/or disciplinary actions by the school district. Any incidence of sexual harassment must be reported immediately to any School or District authority.

SCHOOL COMMUNITY RESOURCES

EMERGENCY SCHOOL CLOSING

If school is going to be closed, the announcement will be broadcasted, beginning 6:30 a.m., on the following stations:

TV Channel 12 740 AM-WGSM
880 AM-WCBS 1100 AM-WHLI
94.3 FM-WCTO-Huntington 98.3 FM-WKJY-Hempstead
102.3 FM-WABB 710-AM-WOR
106.1 FM-WBLI-Medford 97.5 FM-WALK
880AM-WCBS 98.7-KISS
94.3 FM-WCTO-Huntington

HEALTH OFFICE

The Health Office takes care of the following functions:

Scheduling and performing physicals for mandated grades, BOCES and sports; screening and testing for vision, hearing and scoliosis; First Aid for injuries sustained on site; verification of early dismissal for medical

reasons; and requesting special transportation or home tutoring for students who need them for medical reasons.

All new students, in all grades, and all students participating in a sports activity are required to have physicals. The tenth (10th) grade physicals are due by October 15.

STUDENT RULES AND REGULATIONS FOR RIDING THE BUS

Students eligible for bus transportation to and from school. All students riding school buses are expected to maintain good conduct while traveling.

Waiting for the bus

Be on time for the bus. Arrive at the stop at least five minutes, but not more than ten minutes, before the bus is scheduled to stop.

Do not allow pets or younger children who are not yet attending school to accompany you to school or accompany you to the bus stop.

Observe all safety precautions while waiting for the bus.

-Do not play in the roads

-If possible, avoid crossing streets

-Whenever you cross a street, look both ways and cross only if you are sure that no moving vehicles are approaching from either direction.

Bus Behavior

Students are expected to follow the bus rules at all times and display appropriate behavior. The following is a list of appropriate behavior expected:

1. Listen to and follow the directions of the bus driver and/or monitor.
2. Stay in your seat at all times.
3. Keep the bus clean and aisles clear.
4. Keep your hands, feet and head inside the bus.
5. No eating or drinking on the bus.
6. Keep your hands, feet and objects to yourself.
7. Talk softly – you should not be yelling.

Parents/guardians must be at the bus stop to meet the children.

Suspension off the Bus

Students, who do not display the appropriate behavior on the bus, will be written up. After the third bus misconduct report, the child will be suspended off the bus.

Students who are returned to the school will receive a warning the first time, then will be suspended off the bus the second time they are returned for 5 days, third time 10 days, fourth time 15 days and after the 5th time your child will lose bus privileges for the remainder of the school y

Home - School Connection

The Home-School Connection Parent Guide to School

Children benefit tremendously when you help them bridge their two most important worlds.
By Polly Greenberg

As a parent, you are the major provider of your child's education from birth through adolescence. You guide the development of her character and mental health and help form the foundation from which she'll develop lifelong attitudes and interests. And because your home is the primary environment in which your child's potential and personality will take shape, it's important to make sure that you create a positive, open atmosphere that will not only support what goes on in the classroom, but will also instill the desire to learn. It is through your love and encouragement that your kids will become motivated — first to please you, and then to please themselves. This leads to self-confidence, curiosity, the enjoyment of mastering new tasks, and other healthy attitudes, all of which contribute to successful learning.

But unless you are home-schooling, you will not be the one teaching your child science or geography. And while it's true that all of the facts, skills, and concepts your children learn at school are influenced by what you do at home, your child's education is equally impacted by the relationships you form with her teachers. **Building an effective relationship with the teacher is a critical task**, and, like you, every teacher wants to achieve this goal. As with any relationship, mutual respect, the ability to listen, and lots of communication form the foundation.

When parents and teachers work well together, everyone benefits. Parents and teachers can provide each other with unique insight and different perspectives about the same child, culminating in a more complete understanding of that child, her abilities, strengths, and challenges. The teacher will know much more about the curriculum and the school culture, while you know more about your child's personality, tendencies, and family life. A successful parent-teacher partnership also shows a child that an entire team of adults is on her side.

Why What You Do at Home Is So Important at School

A positive relationship with your child is more important to her school career than your constant presence in the classroom. Because young children identify strongly with you, your attitudes, values, and innermost feelings are contagious. They become embedded in your child's mind at the deepest levels.

If your own experience with school was miserable, you might feel anxious about your child's school experiences. Your child will sense this, and it could hamper her ability to throw herself wholeheartedly into learning. She may feel disloyal if she allows herself to like school and work hard, even if your words are telling her to do so.

For your child's sake you'll need to put the past behind you and "start over," assuming that your child's teachers, school, and overall experience will be good and happy. Even if you didn't like school, the best way to help your child is to endorse her experience: Get involved, be positive, and trust her teachers. She will get the message: "School is important; I want you to engage fully."

Make Quality Time for Your Child

It might sound obvious, but today, parents' schedules are full to overflowing. The good news is that there are easy ways to enjoy time with your child that also support learning. You can be available during play dates, snuggle on the sofa while watching a good video together, take a nature walk in the park, make appreciative comments from time to time as your child plays, cook something yummy together, or just hang out and chat. All these things support your child's deep belief that you know her, care about her, and would never expect her to do something that isn't possible — such as learn in school.

Become an Active Partner in Learning

Most educators believe in parent participation in children's education, but "participation" means different things to different teachers. To some, it might mean helping children with homework, returning notes and sending things in on time, and coming to a conference when notified to do so. But it should mean much more. Work with the teacher to find out some ways you can contribute to the classroom, but always be sure to do it within the guidelines she'll provide for you. By the same token, you have valuable insight about your child — no one knows her better than you — so it's important to take initiative and communicate that knowledge to the teacher throughout the school year.

First, be sure to **provide details about your child's home life** to your teacher. The most effective teachers have a fairly complete understanding of each child in their class. You can help by telling her about your child's family life, including any recent changes (divorce, a death in the family, or illness, for example), important traditions or rituals, languages spoken at home, and other significant details unique to your child.

Ask about ways to **share your culture** — food, music, photos, and traditions — with the class. Not only will this help strengthen your child's self-esteem, it will also enrich the learning experience for the entire class and foster an appreciation of diversity. Between the ages of 3 and 8, kids are beginning to deal with a world bigger than the family, and they become keenly aware of every difference between themselves and their peers.

Plan to **have a family discussion each week**. Try to pick a topic that emerges from your child's experiences at school. The more you familiarize yourself with the daily routines and activities at preschool, the more you'll be able to encourage this type of conversation. You can even extend the idea into an art project or create a family "book club" where everyone reads something relating to this theme.

Get the entire family involved. As often as possible, try to participate in field trips and classroom events such as potlucks, story parties, art shows, and class celebrations. Include grandparents, siblings, caregivers, and family friends. Your child will be delighted.

For parents and teachers alike, the goal is to play active roles in your child's life and to work towards forming a real bond. The child's best interest is always served when she has lots of people rooting for her and all the pieces of her life fit together. A strong home-school connection will set the stage for a child who will grow up with a love for learning.

About the Author

Polly Greenberg has been a child/parent/staff development specialist for almost 50 years. She has worked for the U.S. Department of Education, the Department of Health and Human Services, the War on Poverty, and the NAEYC.

From: Parent & Child

Parent & Child magazine reaches 7 million parents of young children and provides the learning link between home and school.

<http://content.scholastics.com/browse/article.jsp?id=1393&printable=true>

LFH/MLK SCHOOL DISTRICT TECHNOLOGY RESPONSIBILITY AGREEMENT

Digital Citizenship While digital citizenship — learning how to make responsible choices online — is something that is both modeled and taught in our classrooms, we need the shared responsibility of the broader community to help our scholars become helpful, caring, thoughtful, wise, and responsible in all aspects of their lives, both digital and otherwise. We want all scholars to be responsible, caring digital citizens. Just like while they are at school, scholars are responsible for making good choices and behaving appropriately while using district technology. The district does recognize that the digital environment has unique complexities that requires intentional, structured learning experiences for those who are learning to become digital citizens. If you would like to learn more about being a responsible digital citizen or modeling good digital citizenship, we would recommend Common Sense Media as a resources for your consideration: Common Sense Media has numerous resources for parent(s)/guardian(s) who want to learn more about how to help their child navigate the digital world.

Responsible Use Expectations -Those who use district technology shall use good judgment and take responsibility for their own use of District computers and computer systems, using them in a responsible, ethical, and legal manner. Here are the key expectations and considerations:

- District technology is intended primarily for educational purposes
- District users shall have no expectation of privacy when using District technology, and the district reserves the right to monitor all usage of District technology.
- District technology may not be used for unlawful purposes, communications that promote violence, viewing or sending obscene materials or pictures, harassment or bullying or intimidation or hatred against another person or group of persons with regard to race, color, sex, sexual orientation, gender identity, religion, national origin, age, marital status, or disability.
- Do not modify technology equipment (hardware or software) without permission. Please note: this includes not adding stickers to devices. *Violations of district technology policies may result in the loss of the privilege to use these tools, as well as disciplinary action appropriate to the type of District user.*

Taking Care of District Technology Beyond the board policy specifically related to the social media other expectations also are applicable to the times when scholars are using district technology. The Vandalism/Malicious Mischief/Theft policy (ECAB and the ECAB-AR) states that there are consequences for any willful destruction of district property, which includes district technology. Users may be held personally and financially responsible for intentional damage done to district technology. The district expects scholars to do all that they can to minimize unintentional damage. While some damage happens unintentionally in the normal use of technology, we expect scholars to treat devices with care and take reasonable precautions. Unintentional, accidental damage that happens during normal, careful usage of district technology will not result in consequences for the scholar, but intentional damage or an ongoing pattern of damage to district technology may lead to the consequences outlined in the ECAB and ECAB-AR board policies.

Digital Resources

WUFSD provides our scholars and teachers with numerous digital tools and systems to facilitate teaching and learning. These digital tools and systems include Google Apps for Education, a free, web-based program for word processing, spreadsheets, and presentation tools (to learn more about our use of Google Apps, please visit the district website). For these digital resources, the district makes every effort to ensure that these tools and systems — and any other digital tools and systems adopted at the district level — are compliant with all applicable laws and regulations, including the Children’s Online Privacy Protection Act (COPPA) and the Family Educational Rights and Privacy Act (FERPA). By signing this form, you acknowledge that you will support the responsible use of these tools and resources.

Distance Learning Code of Conduct for WUFSD

Wyandanch Union Free School District believes that technology allows for unique opportunities for scholars to learn, innovative, create, communicate, collaborate and much more. Along with the advantages that come with using technology in instruction, the regular use of technology provides an opportunity for scholars to become responsible digital citizens. We want all scholars, parents and staff members to be thoughtful, responsible digital citizens, who are empowered to make good choices as they use technology and navigate the digital frontier. This document provides an overview of the expectations for the responsible use of Wyandanch Union Free School District technology. We ask that scholars, parents/guardians and staff please read through this document considering their role in supporting the responsible use of technology.

Students

- Students will accept the teacher’s invitation to Google Classroom and log in daily to work on assignments and attend Google Meets.
- Attend online classes when possible, if not you need to communicate with the teacher.
- Before signing on have at hand all necessary supplies (pen, pencil, calculator, paper, art supplies, etc.)
- Please arrive online at the scheduled time.
- Find a quiet space from distractions (pets, siblings, cousins, television, other electronically devices, etc.)
- Sign on with your full name.
- Maintain respect in both speaking, writing and appearance.
- Stay on mute. Only unmute if you have a question or something relevant to contribute.
- When utilizing the chat box, please be considerate and polite. Keep in mind that teachers can see and read all messages that are posted in the chatbox.
- Collaborate in positive ways that help you learn.
- Use technology to support an inclusive school community.
- If the video is on, maintain eye contact to promote focus.
- Refrain from eating or drinking in front of the camera.
- Taking photos, screenshots and/or video is prohibited during the online class, as is posting any portions of the class to social media.
- Students will look at the teacher’s feedback through comments on their returned work or through email and make necessary modifications if needed.
- If students do not know how to do an assignment, they will ask via class time, office hours, or email for clarification.
- Follow all school and class rules for using technology.
- Represent only themselves online. Students should never pretend to be someone else or allow someone else pretend to be them.

- Respect and care for your work and your peers' work that is presented online.
- Use appropriate and encouraging language when posting opinions, critiquing others and chatting on school/social platforms.
- Scholars will follow the Scholar's Code of Conduct at all times.
- Complete all work assigned to the best of their ability while adhering to the rules in the Scholar's Code of Conduct regarding Plagiarism. All work should be completed independently – this means that parents, siblings, etc. should not be doing their assignments.
- Be dressed appropriately for school and in keeping with the School Dress Code.
- Always protect their password(s) and schoolwork so others cannot take advantage.
- Immediately contact the teacher if having issues with the class platforms (e.g. password no longer working, difficulty submitting work, concerns about cyberbullying, etc.)

Parents

- Prepare an area in the home that is appropriate for online instruction where there will be minimum distraction (common area of the home such as the living room, dining room, kitchen table)
- Good practice would be to inform the rest of the household that your child is taking place in a synchronous meeting.
- Please make sure that the child is dressed appropriately for school and in keeping with the School Dress Code.
- Parents should be mindful of not interrupting learning. Contact teacher during office hours.
- Interaction or communication with the teacher should occur outside the classroom period.
- Keep the school informed of any changes to email address, telephone numbers or cell phone numbers.
- Inform the teacher if your child is ill and cannot attend class.
- Immediately contact the teacher if their child is having issues with the class platforms (e.g. password no longer working, difficulty submitting work, concerns about cyberbullying, etc.)
- Make sure that your child acts responsibly. This includes knowing and understanding the Code of Conduct.
- Privacy and confidentiality of all participants is important.

Distance Learning Code of Conduct for WUFSD

I have read and understood, the WUFSD Distance Learning Code of Conduct. I, the student will abide by the Code of Conduct and I, the parent will help my child abide by the Code of Conduct.

Student's name _____

Student's signature _____

Student's cell phone number _____

Student's personal email _____

Parent's name _____

Parent's signature _____

Parent's cell phone number _____

Parent's personal email _____