

LFH/MLK Elementary School

792 Mount Ave. Wyandanch, NY 11798

Parent & Scholar Handbook 2017-2018

PRINCIPAL

Shamika Simpson

ASSISTANT PRINCIPALS

Dr. Monique Habersham

Ms. Tawanna Rice

Dr. Kevin Branch

Grades Pre-K – 1

Main Office (631) 870-0580

Fax: (631) 870-0584

Grades 2 - 4

Main Office: (631) 870-0555

Fax (631) 491-8573

Office Staff:

*Vanessa Thorne
Sandra Martinez*

*Brenda Salgado
Topaz Graham*

Dr. Mary Jones Superintendent of Schools

Mrs. Gina Talbert

Assistant Superintendent for Curriculum and Instruction

Mr. Hodge

Asst. to the Superintendent for Human Resources

The School Board

Mr. Charlie Reid
President

Ms. Nancy Holliday
Vice President

Dr. Thomas Tolliver
Trustee

Mr. James Crawford
Trustee

Mrs. Shirley Baker
Trustee

Bishop Ronald Allen Sr.
Trustee

Ms. Yvonne Robinson
Trustee

Ms. Stephanie Howard
District Clerk



Shamika Simpson, Principal

Dr. Monique Habersham, Assistant Principal

Dr. Kevin Branch, Assistant Principal

Tawanna Rice, Assistant Principal

792 Mount Avenue, Wyandanch, NY 11798 * Phone LFH*631 870-0580 MLK *631 870-0555*LFH Fax: (631) 491-8572* MLK Fax 631491-8573

PRINCIPAL'S MESSAGE

2017-2018 Principal Message



Welcome to Lafrancis Hardiman/Dr. Martin Luther King Jr. Elementary School where we pursue excellence each and every day. Our school believes in using a growth mindset for scholar success. Our school culture is focused on educating and empowering our scholars to become World Class Leaders. Our goals will be accomplished through a strong partnership between the school and parent community, as a TEAM we will continue to pursue excellence in everything we do. We have an awesome group of scholars, a dedicated staff and supportive parents and community members. We look forward to working collaboratively with you to further develop our scholars to reach success.



*Believe...
Growth Mindset for Scholars Success!*

OUR MISSION

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

OUR VISION

We will create an environment where our scholars will become world class leaders. Through acquiring the necessary reading, math, social studies, science and technology skills our scholars will be equipped to meet and exceed New York State Common Core State Standards.

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.

To develop

2017-18 Staff

PRE-KINDERGARTEN	ROOM	SCHOOL ADMINISTRATION	ENCORE TEACHERS	ROOM
LEVY, MEGAN/ BITLER, MEGAN		SIMPSON, SHAMIKA Principal	PARNELL, SHERON SPEECH Ex 0587	
PARENTE, DANIELLE/ STECKLER JENNIFER		BRANCH , KEVIN Asst. Principal	BIANCAMANO ALLISON SPEECH 30	
BELANICH FRANCESCA		HABERSHAM, MONIQUE Asst. Principal	HECHT, RENEE SPEECH	
LEONE, JANINE / VOLPE SHERRY		RICE, TAWANNA Asst. Principal	0583	
CLARISA AGNELLO / ARTUSA , Jennifer		ADMINISTRATIVE SUPPORT STAFF	Shepard, Eleanor	
104		PERSONNEL ROOM	CHATMAN,ANGELA ESL Ex	
LUTZKY STEPHANI/BONBERES, JENNA		GRAHAM, TOPAZ Main Office 0555	0585	
KINDERGARTEN ROOM		MARTINEZ, SANDRA Main Office 0580	DEL P, LYNN ESL Ex	
MATOS, GLORIA		SALGADO, BRENDA Main Office 0555	0583	
BATTISTA, KELLY		THORNE, VANESSA Main Office 0580	TALVE DEBORAH ESL	
BUTTINI, ALESSANDRA (BILINGUAL)		SPECIAL EDUCATION TEACHERS LFH ROOM	27	
Berlin, Alyssa		BENINCASA NICOLE (1/ICT)	BALDINI DENISE ESL	
MEYER, BRIANNA		TAYLOR, DEBRICKA (Grade 2 ICT) 6C 198	27	
THOMPSON, YOLANDA (ICT)		PEELE, RODERICK (Grade1- 2/15:1:2) 6A 195	QUINONES,MARIA LFH TITLE ONE MATH 6F 199	
DEVITA, MEGHAN		LAROCCO, KELLY (K-ICT)	CARROLL NICOLE MLK TITLE ONE MATH 16	
FIRST GRADE ROOM		ALLEYNE, LAUREN (ABA/8:1:3) 6B 199	1602	
JOHNSON JEANNETTE (ENL)		HOLNESS, MINNI (ABA/8:1:3) 6G 196	CAVALIERE, LISA LFH PSYCHOLOGIST Ex	
HARO,ANDREA (BILINGUAL)		ZANETTI, ANNIE K ICT	0589	
AGURRIE, YESENIA		CONNOR, BRIAN K 15:1:2	DR. IFALASE OLUSEGUN MLK PSYCHOLOGIST	
SPINELLO, ASHLEY			0570	
WOLTERING, REBECCA(ICT)			CRESIONE, PRICILLA LFH PHYSICAL ED. 125	
MORAN, Taffriece			CARLSON, JAMES LFH PHYSICAL ED. 125	
TOLLIVER-OWENS, TASHA			AVELLEZ, EDWARD MLK PHYSICAL ED. Ex 0577	
ZACCARIA, PAMELA			NOTO, PETER MLK PHYSICAL ED. Ex	
SECOND GRADE ROOM			0577	
ASHE DAMALI			Barclay, Joseph ART	
CARLSON DESIRE			SENIA, KIM READING Ex 0594	
DARON, NAOMI			LEE, DARIAN READING Ex 0594	
DIMPERIO, CHERYL			BENEDETTO, ELLEN- READING (MLK)	
KOOS, BARBARA (ENL)			ACHTZIGER KRISTEN –AIS/ Language Arts	
ALLEN, PERLINA (Medina Deborah-AIS/Language Arts	
RUBIO, ORBELINA (BILINGUAL)			Consalazio, Angelique-ENL Intake-Home Language Arts	
GERKENS, ELENA ICT			ENRIQUEZ, MELYSIA LFH/MLK TECH/ LITERACY	
THIRD GRADE ROOM			0591	
BEHLING KIMBERLY			MOSHKOVICH, ELIZABETH (SOCIAL WORKER) 7A 181	
Ortiz, Evelyn (Bilingual)			Ex 0560	
BODDEN RICE INGRID			CALANDRA, PAM LFH/MLK LIBRARY Ex 0592	
FITZGIBBON LORI			O'Brien Scott (COMPUTER) Ex 0179	
ROCCHIO MATTHEW (ICT)			FORGTGANO AMANDA (MUSIC) 1 165	
RYCHALSKI, JACQUELINE			WARD, JAMIE GUIDANCE Ex	
STEVENOT, MEREDITH			0571	
TANTILLO, NISHA			3	
FOURTH GRADE ROOM			Consalazio, Angela-Bilingual Home Language Teacher	
DUSHNICK, LEONA (ICT) 25			CAFETERIA	
HANKERSON, SHELBY 26			BLANCO, JUAN	
MATHIS, YVETTE 23			JAMISON, THERESA	
THOMPSON, DESIRE 24			WILLIAMS, MARTHA	
VASATURO, ALISA (ENL)			MARCHELL, MARTHA	
28				
Donnelly, Elaine (ICT)			Nurse	
21			Osario, HAYDEE	
SARAVIA, JESSICA 29			HAINES, MELISSA	
PARRISH, ALEXUS				
Young, QUILANA			LEAD CUSTODIAN	
			WILLIAMS, GRACE	
			ALCALA, DOUGLAS	
			Simpson, Timothy	
			Paschall, Keith	
			ATTENDANCE	
			RODRIGUEZ LAURIE	

Important Telephone Numbers

Main Office

792 Mount Avenue

Wyandanch, NY, 11798

Lower House 870-0580

Upper House 870-0555

Nurse's Office 870-0586

Psychologist Office 870-0589

Transportation Office 870-0595

Arrival and Dismissal at LFH/MLK

Morning Arrival

Grades Pre-Kindergarten - Fourth Grade

School Day – Pre-Kindergarten – Fourth Grade

Scholars' arrival: 8:10 a.m.
1st Period begins: 8:25 a.m.
8th Period ends: 2:45 p.m.
Dismissal: 2:50 p.m.

Morning Drop Off

*LFH/MLK scholars are to report to school at 8:10 a.m., with 8:05 a.m. being the earliest hours scholars will be permitted into the building. There is no adult supervision to watch them, and they will not be allowed into the building prior to 8:05 a.m.

If you drop your child(ren) off at the school in the morning, please remember not to park in the circle in front of the school. Parking there will block the buses from arriving on time. You will also be risking the possibility of your car being blocked in until the buses are unloaded.

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.

Lateness

Scholars who arrive to school after 8:15 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

LFH/MLK Elementary School begins the dismissal process for Grades Pre-K – 4 at 2:50.

***Classroom release time:**

Walkers/Picked up Scholars – 2:50 p.m.

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

*Scholars that are pick-ups (walkers) will meet their parents/guardians in the MLK Cafeteria at 2:50 p.m. Any adult picking up a Scholar must have a photo I.D. **THIS RULE WILL BE ENFORCED!** *Parents **MUST** enter through the MLK Cafeteria (not the front lobby) to pick up Scholars

Early Dismissal

Parent/Guardians are to report to the MLK Main Office for Early Dismissal. 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. Dismissal begins at 2:50 p.m. you can meet your child in the MLK Cafeteria.

*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.
- Grades Pre K, Kindergarten, 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.**

If a problem exists with your pick up point, and for **ALL transportation concerns**, please notify the Transportation Department @ 631-870-0595

*Mr. Troy Hill
Head Bus Driver
788 Mount Avenue
Wyandanch NY 11798*

The Transportation Department is dedicated to the safety of students. To make each day a success, professionals work together to consistently enforce rules that will enhance and promote a safe atmosphere.

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:

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

- 1. Park only in the parking area, not along the bus lane.*
- 2. Enter only through the main entrance during school hours.*
- 3. 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.*
- 4. 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 maybe 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.

Lafrancis Hardiman/Dr. Martin Luther King Jr. Elementary School Building Tomorrow's World Class Leaders Today



Shamika Simpson, Principal

Dr. Monique Habersham, Assistant Principal

Dr. Kevin Branch, Assistant Principal

Tawanna Rice, Assistant Principal

792 Mount Avenue, Wyandanch, NY 11798 * Phone LFH*631 870-0580 MLK *631 870-0555*LFH Fax: (631) 491-8572* MLK Fax 631491-8573

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 Meeting Dates for the 2017-2018 School Year

The following dates and times are scheduled for the LFH/MLK PTA meetings. All Meetings are scheduled for 6:00 p.m. With the exception of Open House/Meet the Teacher Night.

– Open House/Meet the Teacher

..... (Once we get district calendar we will insert open house dates)

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September 11, 2017-September 29, 2017 Miss Chocolate Fundraiser

October 19, 2017 – PTA Meeting

November 16, 2017 – PTA Meeting

December 7, 2017– PTA Meeting

January 18, 2017 – PTA Meeting (Parent Testing Meeting)

February 11, 2017– PTA Meeting

March 1, 2017 – PTA Meeting

April 26, 2017– PTA Meeting

May 10, 2017 – PTA Meeting

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.

Lafrancis Hardiman/Dr.Martin Luther King Jr. Elementary School/ Building Tomorrow's World Class Leaders Today



Dr. Monique Habersham, Assistant Principal Shamika Simpson, Principal Dr. Kevin Branch, Assistant Principal Tawanna Rice, Assistant Principal

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Dear Parents/Guardian;

LFH/MLK Elementary School will have our spirit week, during the week of September 25st through 29th, 2017. Our school theme this week and for the 2017-2018 school year is “Connect and Engage: *The LFH/MLK Community – where all stakeholders connect and engage for student success*”. This theme represents who we are as a school community. As we connect and engage, we will maintain high expectations for each other and our students, remain focused on teaching and learning, and celebrate student success.

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 9/25/2017	TUESDAY 9/26/2017	WEDNESDAY 9/27/2017	THURSDAY 9/28/2017	FRIDAY 9/29/2017

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.

CLASSROOM PARTIES

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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 maybe 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 about 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 encourages. 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.

Resources

USDA Food and Nutrition Service's "School Nutrition Environment and Wellness Resources" Web site <http://healthymeals.nal.usda.gov/school-wellness-resource> has information and resources on:

- Local School Wellness Policy Process
- Wellness Policy Elements
- Healthy School Nutrition Environment
- Samples, Stories, and Guidance
- Research Reports
- Grants/Funding Opportunities

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 8:30 AM. Please state your child's name, teacher and the reason for the absence. If your child does not arrive at school by 8:30 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-2 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/Dr.Martin Luther King Jr. Elementary School/ Building Tomorrow's World Class Leaders Today



Shamika Simpson, Principal

Dr. Monique Habersham, Assistant Principal

Dr. Kevin Branch, Assistant Principal

Tawanna Rice, Assistant Principal

792 Mount Avenue, Wyandanch, NY 11798 * Phone LFH*631 870-0580 MLK *631 870-0555*LFH Fax: (631) 491-8572* MLK Fax 631491-8573

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

We Demonstrate These Character

 ***Traits:***



LFH/MLK ELEMENTARY SCHOOL'S PBIS MATRIX

Hallway	Classroom	Cafeteria	Bus	Bathroom	Recess	Special areas	Arrival and Dismissal	Assembly
<ul style="list-style-type: none"> -Speak quietly -Hands and feet to self -Greet each other 	<ul style="list-style-type: none"> - Use kind words - Take turns speaking and sharing - Help your peers 	<ul style="list-style-type: none"> - Hands and feet to self - Speak quietly - Eat your own food 	<ul style="list-style-type: none"> - Follow directions - Speak quietly and use kind words - Take turns 	<ul style="list-style-type: none"> - Respect others privacy - Hands and feet to self -Conserve supplies 	<ul style="list-style-type: none"> -Hands and feet to self - Take turns and share - Respect School property 	<ul style="list-style-type: none"> - Hands and feet to self -Respect equipment and supplies given - use proper voice volume 	<ul style="list-style-type: none"> - Speak quietly - Use kind words - Hands and feet to yourself 	<ul style="list-style-type: none"> -listen to speaker - talk when it's your turn - keep hands and feet to yourself
<ul style="list-style-type: none"> - Walk - Walk to the right - Follow your teachers rules 	<ul style="list-style-type: none"> - Listen to directions - Hands, feet, and materials to self - Push in your chair 	<ul style="list-style-type: none"> - Stay in your seat - Walk in the cafeteria - Carry trays with two hands 	<ul style="list-style-type: none"> - Hands and feet to self - Stay seated while moving -Use seatbelt 	<ul style="list-style-type: none"> -Wash your hands - Report any problems - Keep water in sink 	<ul style="list-style-type: none"> - Stay in designated areas - Play fairly and safely - Use equipment properly 	<ul style="list-style-type: none"> - Follow directions Use equipment and materials appropriately - Return all materials and supplies 	<ul style="list-style-type: none"> - Walk in line - listen for directions - stay in your assigned area 	<ul style="list-style-type: none"> - Remain in your designated area - Follow directions
<ul style="list-style-type: none"> -Follow the dress code - Go to your destination -Keep the halls clean 	<ul style="list-style-type: none"> -Follow rules and procedures - Keep your areas clean - Do your best and participate 	<ul style="list-style-type: none"> - Clean up after yourself -Follow directions - Use table manners 	<ul style="list-style-type: none"> - Keep the bus clean - Follow safety rules - Respect school property 	<ul style="list-style-type: none"> - Flush - Clean up - Wait patiently and quietly for your turn 	<ul style="list-style-type: none"> - Listen to adults - Line up properly -Bring equipment and belongings inside 	<ul style="list-style-type: none"> - Take turns and share - Listen to the person in charge - Be responsible 	<ul style="list-style-type: none"> - Go to your designated area in a timely fashion - follow the rules and procedures 	<ul style="list-style-type: none"> - Respond appropriately to the speaker

District-Wide Code of Conduct

STUDENT CODE OF CONDUCT

A. Actions that can result in reprimand, Counseling, parent conference, detention or suspension;

1. *Cheating (in addition, a failing grade may be given).*
2. *Wearing hats or other headgear indoors. This applies to both MALES & FEMALES.*
3. **Cutting classes*
4. **Tardiness*
5. **Invalid absences*
6. *Possession and/or use of obscene literature /r materials*
7. *Littering*
8. *Use/possession of walkmans, cell phones, beepers or other electronic devices*
9. *No student ID tag*
10. *Sexual Harassment (Verbal)*

B. Actions that can result in 1 to 5 days In-School, Out-of-School Suspension, Social Suspension or Detention:

1. **Frequent tardiness to class*
2. *Use of abusive or profane language*
3. *Defacing school property (Graffiti)*
4. *Causing or participating in disorderly behavior in classes, assemblies, corridors, cafeterias, on school grounds, or school buses and bus stops*
5. *Being in unauthorized areas*
6. *Cutting detention*
7. *Bullying*

C. Actions that can result in 1 to 5 days In-School or Out-of-School Suspension and/or Social Suspension:

1. **Truancy*
2. **Excessive class cutting*
3. *Damaging or endangering the property of others or the school.*
4. *Trespassing*
5. *Smoking on school property*
6. *Continued and willful disobedience of teachers or other persons in authority*
7. *Endangering the safety of anyone on school property*
8. *Forging the signature of parent/guardian or staff member*
9. *Gambling or tag playing on school premises*
10. *Indecent exposure*
11. *Fighting*
12. *Hazing*
13. *Sale, possession, or use of fireworks*

(Repetition of offenses listed in sections A or B)

****Not an Out-of-School Suspension offense***

D. Actions that can result in suspension and possible expulsion as well as school penalties. These actions are also subject to criminal or civil prosecution:

- 1. Sale, consumption, possession, or distribution of alcoholic beverages on school premises or at functions sponsored by the school.*
- 2. Assault and battery*
- 3. Blackmail*
- 4. Bomb scares*
- 5. Breaking and entering*
- 6. Sale, consumption possession, use or distribution of narcotics or drugs*
- 7. Inciting riots*
- 8. Intimidation of students or teachers*
- 9. Larceny*
- 10. Theft/Robbery*
- 11. Malicious mischief e.g. setting off smoke or stink bombs or fireworks.*
- 12. Extortion*
- 13. Possession of knives, slingshots, guns, laser pens or other weapons*
- 14. False alarms*
- 15. Vandalism*
- 16. Trespassing on school property while on suspension*
- 17. Sexual Harassment (Physical)*

(Repetition of offenses listed in Section C)

PENALTIES FOR VIOLATION OF CODE OF CONDUCT

The ranges of permissible penalties which may be imposed for violations of the student disciplinary code include the following:

- 1. Verbal warning*
- 2. Written warning*
- 3. Written notification to parents*
- 4. Counseling*
- 5. Behavioral Probation*
- 6. Reprimand*
- 7. After-School Detention*
- 8. Suspension from transportation*
- 9. Suspension from participation in social or extracurricular events*
- 10. Suspension of other privileges*
- 11. Exclusion from a particular class*
- 12. In-School suspension*
- 13. Involuntary transfer/alternative placement*
- 14. Out-of-school suspension*
- 15. Expulsion*
- 16. Referral to police department for criminal or civil prosecution.*
- 17. Depending on the nature of the violation, it is the Board of Education's desire that the student's discipline be progressive. A Student's first infraction merits a lighter penalty than subsequent violations. The administrator shall take into account all relevant facts when determining an appropriate penalty. The above penalties may be imposed singly or in any combination.**

Reference: Education Law #32 14

Cross-reference: 5312 Prohibited Conduct

CODE OF CONDUCT, ADMINISTRATIVE SUSPENSION AND TEACHER REMOVAL

A) REVOKING PRIVILEGES:

[REMOVAL]- In the event any student violates the schools code of conduct, he/she is subject to removal. Building administration and Security will remove said person from the school premises:

- **CLASS ROOM:** a student being removed is first asked to accompany security' to an administrator's office. If the student does not willingly comply with the request of security, security can then use reasonable force to remove said student.
- **SCHOOL PROPERTY** — Removal of a student requires notification by a school administrator to the parent or guardian, of the student, that the Student is being removed
 - (OR) the child will be released to the parent or guardian
 - (OR) the Student will be removed into the custody of the Suffolk County Police.
- **ADULTS or OTHER PERSONS** -How does this apply to persons who are not students? School is a public place however, when an adult becomes a nuisance his or her privileges to remain may be revoked and he/she may be asked to leave. Should they remain after the request to leave he/she would be trespassing.

B) DISCIPLINE WHERE FIRE ARM'S ARE POSSESSED, ETC.

C) PROVISIONS FOR DETENTION, SUSPENSION, ETC:

- 1) What happens to the suspended student? As per New York State Law, students who are suspended for periods of five days or more are given at home instruction, as required by New York State Law.
- 2) Detention is when a student stays after school to make up homework or other assignments.
- 3) In School Suspension is a penalty for violating the schools code of conduct that allows the Student to remain in school, work is assigned by the student's regularly assigned teachers and that work is returned to them for grading.

D) PROCEDURES FOR REPORTING VIOLATIONS:

When a student or other person violates the school's code of conduct the observing party or staff member will do a referral to a building administrator. This report must be done immediately after the infraction occurs.

- (1) Violent Acts: Reporting of all violent acts are immediate, and no later than the close of the business day.

Teacher will have the authority to remove a disruptive pupil from the classroom consistent with discipline measures contained in the code of conduct. Teachers will be required to report and refer a violent pupil to the principal or superintendent for a violation of the code of conduct and a minimum suspension period. Principals and Superintendents will have the authority to suspend an insubordinate, disorderly, violent or disruptive pupil out of school for up to 5 days without delegation by the board of education. The district will be required to implement policies and procedures to provide continued educational programming and activities for the pupil removed from the classroom. The following definitions apply:

A violent pupil is defined as an elementary or secondary Student under age 21 who:

- (1) commits an act of violence upon a teacher, administrator or other school employee;
- (2) Commits while on school district property, an act of violence upon another student or another person lawfully upon school property;
- (3) Possesses while on school district property, what appears to be a gun, knife, explosive or incendiary bomb or other dangerous instruments capable of causing death or physical injury;
- (4) Displays while on school district property, what appears to be a gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing death or physical injury;
- (5) Threatens while on school district property, to use any instrument that appears capable of causing physical injury or death;
- (6) Knowing and intentionally damages or destroys the personal property of a teacher administrator, other school district employees or any other person lawfully upon school district property; or
- (7) Knowingly and intentionally damages or destroys school district property.

A disruptive pupil is an elementary or secondary Student under the age 21 who is substantially disruptive of the educational process or who substantially interferes with the teacher's authority over the classroom.

Upon the removal from the classroom, the following procedures will be required:

- (a) The teacher must inform the pupil and the principal of the reasons for the removal. If the teacher finds the student's continued presence to pose a threat or disruption or an ongoing danger, the teacher must provide the pupil with an explanation of the basis for the removal and an informal opportunity to be heard within 24 hours of the removal. If the teacher does -not find a continued threat or disruption or an ongoing danger, the teacher shall provide the explanation and allow the pupil to present his/her version of reverent events prior to moving the pupil from the classroom.
- (b) The principal shall inform the parent of the pupil's removal from the classroom and the reasons therefore within 24 hours of the removal. Upon request, the pupil and the parent shall be given the opportunity for an informal conference with the principal. If the pupil denies the charges, the principal shall give the pupil and the parent the opportunity to present the pupil's version of the events within 48 hours of the pupil's removal.
- (c) The principal is not authorized to set aside the discipline imposed by the teacher unless the principal finds that the charges against the pupil are not supported by substantial evidence or that the pupil's removal is otherwise in violation of law or that the conduct warrants suspension from school. The principal's determination in this regard shall be made by the Close of business on the day succeeding the 48-hour period for an informal hearing with the principal.

Upon suspension from school, the following procedures shall be required:

- (a) The suspending authority shall provide the pupil with notice of the charged misconduct. If the pupil denies the misconduct, the suspending authority shall provide an explanation of the basis for the suspension.

- (b) Upon request, the pupil and the pupil's parent shall be given an opportunity for an informal conference with the principal at which the pupil and/or the parent shall have the opportunity to present the pupil's version of the event and to ask questions of complaining witnesses.
- (c) The notice and opportunity for an informal conference shall take place prior to suspension of the pupil unless the pupil's presence in school poses a continuing threat or disruption to the academic process, in which case the notice and opportunity for an informal conference shall take place as soon as practicable following the suspension.
- (d) The hearing procedures required for suspending a pupil for more than five days remain essentially unchanged except for a legislative reversal of a prior judicial decision which barred the admissibility of a weapon or dangerous instrument in a suspension hearing where there had been a determination by a court in a criminal or juvenile proceeding that the recovery of the weapon was the result of an unlawful search or seizure. The hearing officer or superintendent will no longer be barred from considering evidence, which has been suppressed, in a collateral judicial proceeding.

DISCIPLINARY POLICY

A school Disciplinary Policy has two purposes:

1. To create a positive and secure environment where learning takes place and positive relationships can grow.
2. To establish and protect the rights of all individuals through due process procedures

Students who exhibit inappropriate behavior will be subject to one or more of the following consequences:

OUT-OF-SCHOOL SUSPENSION

This measure will be used for students whose behavior is either disruptive and poses a danger to the order and safety of the school, or where repeated offenses indicate an adjustment cannot be made within the available school resources. When suspended, students are not allowed on this or any other Wyandanch school district property. The purpose of this measure is to provide the Student with a period of time to correct serious behavior problems. The administrator will make an effort to bring guidance, teaching staff and parents/guardians together to prevent any need for further disciplinary action. Students who are placed on long-term suspensions may be provided an education in an alternative setting as determined by school authorities in accordance with State Education Department regulations and Board of Education policies.

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
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.	3 MAXIMUM each of which may result in a student- teacher conference, administrative conference, counseling, community service, suspension
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)	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.
LEVEL III Fighting. Theft Extortion Inappropriate language! Vulgar to staff Inciting a riot Damaging or endangering the property of others or the school.	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>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 Hazing Sale, possession, or use of fireworks</p>	
<p>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</p>	<p>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.</p>
<p>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.</p>	

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.

Wyandanch School District Chemical Use Policy

1. Attempting to secure or purchase
2. Using or having used
3. Possessing
4. Intending or attempting to sell or distribute
5. Selling or distributing
6. Being knowingly present when used, possessed or consumed

This policy refers to

1. Tobacco products (cigarettes, cigars, etc.) Level III infraction
2. Alcohol
3. Restricted drugs (misused prescription or over-the-counter)
4. Illegal drugs (including steroids)
5. Pills or other substances that are misrepresented and sold or distributed drugs
6. Products misused for the purpose of mind-altering effect (aerosols, solvents)
7. Look-alike drugs

Infraction	Recommended Counseling
LEVEL I Using or have used	Loss of all extra-curricular participation for thirty calendar days. Up to twelve hours of participation of Student Assistance Counseling.
LEVEL II Possessing	Loss of all extra-curricular participation for sixty calendar days and referral to Police Department. Superintendent's hearing which may result in extended suspension privileges. Filing a PINS. Up to twelve hours of participation of Student Assistance Counseling.
LEVEL III Intending or attempting to sell or distribute	Five days OSS. Loss of all extra-curricular participation.
Or Selling and distributing Being knowingly present when used, possessed, or consumed	Referral to Police Department. - Referral to outside chemical dependency agency. Referral to superintendent for hearing action that might include extended suspension or placement in an alternate educational setting. Disciplinary consequences are determined on a range based on the level of severity of the violation. Filing a PINS. Up to twenty four hours of participation of Student Assistance Counseling.

Any student who violates the chemical use policy will be referred to the Director of the Student Assistance Program. The director or core team member will meet with the Student and parent to develop a remedial and or medical program to meet the Student's needs. The remedial program may include group educational meetings, individual meeting, in school or outside support groups, referral to a member of the core team and referral to school counseling staff. The medical program involves specialization for treatment. There is no cost to the Student or parents for participation in the SAP. After participation in the SAP or conjunction with it, students and parents may choose top treatment in private counseling or other treatment programs. The cost of such programs is fully the parent's and Student's responsibility.

Participation in the SAP by the student who violates the chemical use policy is based on our conviction that such violations can be indicative of serious involvement with alcohol and/or other drugs.

Disciplinary Procedure

This policy applies to school activities or whenever students are under the jurisdiction of the school or representing the school in any off-campus activity. This includes all school property (including athletic fields), the neighborhood adjacent to the school, and the sites of off-campus activities and surrounding areas.

When violation has been confirmed, the administration of the school will attempt to contact the Student's parents or guardian immediately. If contacted, the parent/guardian will be informed about the disciplinary consequences and participation in the student assistant program. A brochure describing the student assistant program and chemical use policy will be sent to the parent or guardian if it is requested.

The school administration will contact the coaches and advisors of extracurricular activities to alert them of the loss of privileges.

Second Violation:

Multiple violations may be indicative of a level of serious involvement with alcohol and/or other drugs. Five days ISS with SAP participation upon reentry will be the usual consequence. In some cases, the SAP team may deem it necessary to recommend additional support services and other intervention strategies.

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 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 year.

Revised October 8.

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>



Shamika Simpson, Principal

Dr. Monique Habersham, Assistant Principal

Dr. Kevin Branch, Assistant Principal

Tawanna Rice, Assistant Principal

792 Mount Avenue, Wyandanch, NY 11798 * Phone LFH*631 870-0580 MLK *631 870-0555*LFH Fax: (631) 491-8572* MLK Fax
631491-8573

PARENT- SCHOOL COMPACT

**ALL PARENT/GUARDIANS ARE REQUIRED TO HAVE AND SHOW APPROPRIATE
I.D. UPON ENTERING THE SCHOOL BUILDING.**

The LFH/MLK Elementary School expects the following from the families of the scholars:

1. Nightly review of the student agenda and folder(s)
2. Assistance with nightly homework assignments as needed.
3. Establish a specific time for homework and review it regularly.
4. Timely return of forms sent home for signature.
5. Students sent to school *on time* EVERY day prepared to learn, with all needed school supplies. I agree to see that my child is punctual and attends school regularly.
6. Respectful communication with teachers, Principal, Assistant Principals, Secretaries, and all school personnel, about any questions or concerns regarding what is happening in the classroom. **(Please call to schedule ALL appointments).**
7. Provide a caring environment, including adequate food and rest, so my child is ready to learn.
8. Provide an undistruptive time and place for quiet study and reading at home.
9. Help my child in any way possible to meet his/her responsibilities.
10. Encourage a positive attitude toward school.
11. Regularly check the Parent Portal (Grade Book), School Website.
12. Review and familiarize myself with the Positive Behavior Intervention Support (PBIS) found in the Parent/Scholar Handbook.
13. I agree to be supportive and available to answer questions.
14. I agree to stay up to date with any and all academic/social emotional struggles of my child.
15. I agree to encourage my child to read.
16. I agree to keep communication channels open between the teacher and me.

(Adapted from Twin Peaks Middle School, Poway, CA, Kid Pointz/California State PTA Parents Empowering Parents)

If we are committed to these things, your child will have at home and at school the support needed to be successful this school year! This is going to be a fantastic year for the LFH/MLK school community and your family!

We have received a copy of and read the LaFrancis Hardiman / Dr. Martin Luther King Jr. Elementary School's Parent & Scholar Handbook for the 2015/2016 school year. We understand that we will be held accountable for all information in the book and on the Parent School Contract.

Scholar's Name: _____

Scholar's Teacher: _____

Scholar's Signature: _____

Parent's/Guardian's Name (Please Print):

Parent's/Guardian's Signature: _____

Parent's/Guardian's Address:

Parent's/Guardian's Phone #:

(Home) _____

(Cell) _____

(Work) _____

Date: _____

***Return to child's classroom teacher by September 11, 2017**