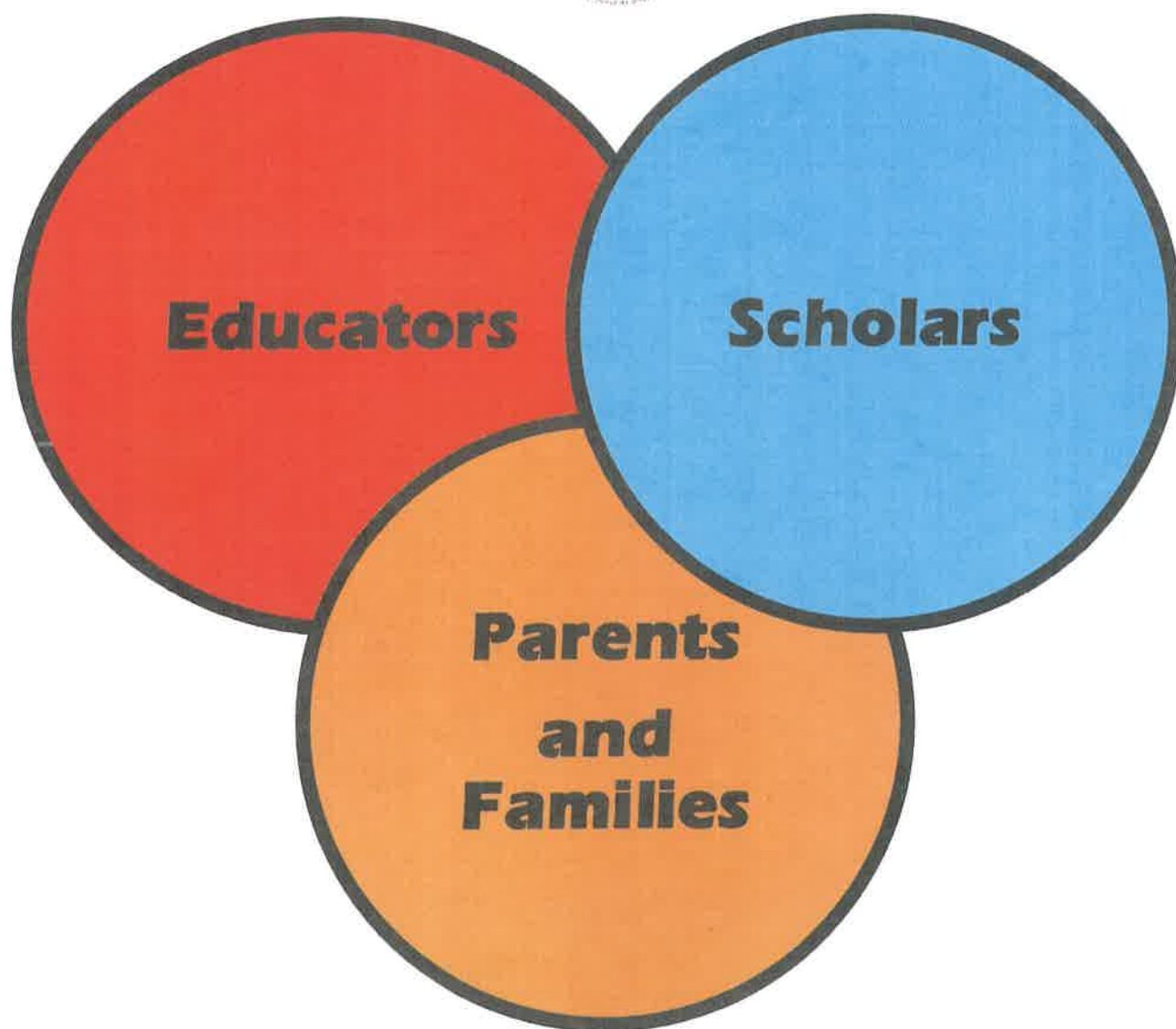


WYANDANCH MEMORIAL HIGH SCHOOL

TEACHER'S HANDBOOK

2021 – 2022



"Raising the Bar"

WYANDANCH UNION FREE SCHOOL DISTRICT



District Mission Statement

Inspire the passion for learning and educating all students to achieve their full potential

BOARD OF EDUCATION

Ms. Latesha Walker, President
Mrs. Yvonne Robinson, Vice President
Mrs. Shirley Baker, Trustee
Mr. James Crawford., Trustee
Mrs. Nancy Holliday, Trustee
Mr. Jarod Morris, Trustee
Ms. Charlie Reed, Trustee
Mr. Christian Code, District Clerk

CENTRAL ADMINISTRATION

Dr. Gina Talbert Ed.D., Superintendent of Schools
Mr. Kester Hodge, Assistant Superintendent for Human Resources
Ms. Shamika Simpson, Assistant to the Superintendent for
Curriculum and Instruction
Ms. Christine Jordan Ed.D., Assistant to the Superintendent for
Administrative and Educational Accountability
Mr. Richard Snyder, Business Administrator
School Business Office (631) 870-0420

DISTRICT-WIDE

Mr. Carl Baldini, Director of Special Education

WYANDANCH MEMORIAL HIGH SCHOOL ADMINISTRATION

Mr. Paul Sibblies, Principal
Mr. Noel Rios, Assistant Principal

TABLE OF CONTENTS

Academic Freedom	Page 17	Hall Passes	Page 35-36
Arrival/Departure	Page 11	Homework	Page 30
Appendix (Forms)	Page 47	Infinite Campus	Page 29
• Teacher Coverage		I Ready Reading & Math Universal	
• Request for Leave		Screeners	Page 30
• Payroll Claim		Lateness Policy	Page 12
• Calendar of Events (Tentative)		Lesson Plan Policy	Page 18-20
• Sports Calendar of Events		Library	Page 34
• Trip Direct Requester Guide		Maintenance	Page 37
• Field Trip Permission Slip		Mission Statement	Page 4-5
• Inappropriate Behavior Report		Observations & Evaluations	Page 29
• Inappropriate Behavior Report Procedure		Out-of-School Suspension	Page 38
• Hall Passes		Parent Square	Page 36
• School Dude Work Order Maintenance System		PBIS Program	Page 37
• Walkthrough Form		Principal's Message	Page 3
• Floor Plan		Professional Attire	Page 13
Attendance Policy	Page 20-29	Professional Conduct	Page 13
Bell Schedule	Page 9	Progress Report	Page 31
Benchmark Exam Dates	Page 30	Report Card	Page 31
Board of Education/Administration	Page 1	Request for Leave	Page 13
Building Telephone Directory	Page 10-11	Requisitions	Page 35
Class Participation	Page 31	Room Assignments	Page 7
Classroom Security	Page 35	Scholar of the Month Schedule	Page 37
Conferences & Workshops	Page 34	Scholar Code of Conduct	Page 39-43
Coverage	Page 13	Scholastic Eligibility	Page 32
Delayed Opening	Page 13	Staff Listing	Page 6-7
Detention	Page 38	Staff Lounge	Page 36
Dignity for All Scholars Act (DASA)	Page 38-39	Scholar Attendance	Page 21
Disciplinary Policy	Page 37-43	Substitute Plans	Page 18
District Staff Lateness Process	Page 12-13	Teacher Liability	Page 17
Drills	Page 45-46	Ten Evidence Based Strategies	Page 20
Duplicating	Page 36	Textbook Policy	Page 32-33
End of Quarter Dates	Page 30	Visitors	Page 29
Examinations	Page 30	Walkthrough	Page 27
Field Trips	Page 33-34	Writer of the Month Schedule	Page 37
Fire Drill Protocols	Page 43-45		
Frontline Education Absence	Page 12		
Frontline Education Professional			
Development	Page 34		
Grades	Page 31		
Grading Policy	Page 29		

PRINCIPAL'S MESSAGE

Dear Team,

Welcome to the 2021-2022 school year! I hope that you had the opportunity to rest over the summer break as we have so much to do in order to effectively serve our scholars.

Our focus area objectives are to...

- Decrease scholar Chronic Absenteeism rate
- Increase the graduation rate for June 2022

Please keep these objectives in mind while you collaborate with colleagues, plan lessons and facilitate learning. It is through teamwork and persistence that we will continue to make program improvements.

We will continue to stress to our scholars the meaning of **PRIDE** - Pride in Self, Pride in School, and Pride in Community. One way we plan to continue to illustrate this theme is through our curriculum embedded character education and daily social emotional goals. It's imperative that as we promote such expectations that we ourselves as the educators of the building comply as well

I encourage you to reflect on our mission **to establish a positive learning environment within a collaborative educational community that engages scholars in developing high standards of achievement in a global society.**

It is truly a pleasure to work alongside such a dedicated and resilient staff. We will visit various emotions and travel through a variety of experiences on this rollercoaster we call a new school year. My wish is that you all continue to love your profession and our scholars throughout the ups and downs. And always remember, **Together Everyone Achieves More!**

I anticipate a wonderful year and look forward to our work together!

Sincerely,

Paul Sibblies

Wyandanch Memorial High School

BELIEFS...

- All scholars are entitled to a safe, positive learning environment.
- All school stakeholders belong to a collaborative, educational community.
- The educational community believes in high standards of personal achievement, including matters of academics and self-esteem.
- Assessments of scholar learning should provide scholars with a variety of opportunities to demonstrate their achievement.
- An education provide scholars options that they can use to succeed in a rapidly changing global society.
- The commitment to continuous improvement is imperative if our school is going to enable scholars to become confident, self-directed, lifelong learners.

MISSION

Our mission is to establish a positive learning environment within a collaborative educational community that engages scholars in developing high standards of achievement in a global society.

VISION

Our vision is to be a school where all scholars learn at high levels.

VALUES

- We will work collaboratively to improve our professional best practices
- We will be creative in our teaching strategies
- We will model respect toward each other and toward our scholars
- We will come to school with a positive attitude regarding teaching and scholars
- We will have a long-term vision of learning for our classes

SCHOOLWIDE GOALS

By June 2022, the student Chronic Absenteeism rate will decrease from 34.8% to 29.1% (6% decrease). The School Comprehensive Education Plan Development Team has identified the following actions that will result in improvement towards reaching our goal:

- Increase parental involvement/accountability through reciprocal communication apps such as Class Dojo or Remind, support by technology devices provided for teacher use
- Hold scholars accountable for attendance
- Develop an early warning and monitoring system to tier supports for students who are either chronically absent or in danger of becoming chronically absent
- Enhance and integrate technological tools to combat absences and cutting.

By June 2022, the College, Career and Civic Readiness index for the Economically Disadvantaged subgroup will be increased from 85.6% to 88.1% MIP(3% increase).

- Increase the number of college credit bearing courses offered by 5 across the content areas
- Increase the number of scholars who earn college credits in high school by 6%
- Informational meeting will be held in August for parents and scholars to bring awareness to the college courses being offered for the 2020-2021 school year

By June 2022, the 4 year graduation rate for the Economically Disadvantaged subgroup will increase from 65% to 73.9% (9% increase).

By June 2022, the 5 year graduation rate for the Economically Disadvantaged subgroup will increase from 74.5% to 77.6% (3% increase).

By June 2022, the 6 year graduation rate for the Economically Disadvantaged subgroups will increase from 75.7% to 81.4% (6% increase).

- In support of meeting the graduation rate 4, 5, and 6 year goals, the school counselor and teachers will specifically address the needs of the 9th grade cohort.
- Identify students who are at risk of not earning the sufficient credits, and /or being chronically absent, and early warning monitoring system will be put in place. The system will all for targeted intervention, and will have a direct impact on the 4, 5, and 6 year graduation rate.

By June 2022, improve Academic Performance in all content areas with evidence of best practices in literacy across the curriculum, tiered instruction and student centered learning

- In support of meeting this goal the data inquiry cycles will be streamlined across all departments using the Data Wise protocol during bi-weekly.
- Educators will attend a minimum of one targeted district supported and one building supported professional development workshop per quarter in the area of differentiation/tiered instruction, student centered learning through the gradual release of responsibility, and literacy across the curriculum.
- Administrators along with Lead Teachers will conduct walkthroughs and lesson plan reviews with feedback for next steps.

WYANDANCH MEMORIAL HIGH SCHOOL

STAFF LISTING FOR 2021 – 2022

ADMINISTRATORS

Paul Sibbles, Principal
Mr. Noel Rios, Assistant Principal

CLERICAL

Wanda Myers, Principal Office Assistant
Theresa Weston, Senior Office Assistant

CENTRAL REGISTRATION & ATTENDANCE

Christine Jordan, Asst. to Superintendent for
Administrative and Education Accountability
Cari Medina, Office Assistant (Spanish Speaking)
Lee Perez, Attendance Aide
Yakelin Canales, School Census Enumerator
Ron Wright (Substitute)

ENGLISH DEPARTMENT

Deven Kane, Lead Teacher

Lori Dekie
Jennifer Mignanelli
Juan Nieto
Rochelle Provenzano
Sandy Reiher

ENL

Luisa Peralta, Bi-Lingual Lead Teacher

Suni Marie Barr
Michael Buttitta
Christina D. Martino (.5)

FOREIGN LANGUAGE

Alejandra Fonseca-Schall

Paulina Araya, Spanish
Johnny Marcía, Spanish

HEALTH

Keith Carrick

SCHOOL LIBRARIAN MEDIA SPECIALIST

Stephanie Sternberg

NURSE

Arline Miles

PHYSICAL EDUCATION

Virgil Romer
Angelique Shannon
Thomas Williams

TECHNOLOGY

David Milch
Bruce Penn

PSYCHOLOGIST

Daphney Pierre
Victoria Ferri-Siegel (Behavior Consultant)
Kathleen Finley (Vocational Specialist)
Julianna Foertsch (Occupational Therapist)

Temitope Osoba (Intern)

Sheela Richter (Vision Impaired Teacher)
Tricia Tortora Nobilt (Orientation & Mobility Specialist)

MUSIC

Joseph Marro

ART

Jill Lewis

AIS ELA DEPARTMENT

Sandy Reiher

RESOURCE ROOM

Jennifer Ashdown
Lori Basel

SCIENCE DEPARTMENT

Dr. Francisco Roca, Lead Teacher

Jill Anselmi
Tracy Kelly
Mary Ellen McEntee
Stephen Salembier
Loretta Schoenfeldt
Dr. Karl Spielmann

SOCIAL STUDIES DEPARTMENT

Michelle Lloyd, Lead Teacher

Kaitlyn Barrett
Porfirio Lopez
Lisa Moser
Sean Neimeth
Renee Williamson

SPECIAL EDUCATION DEPARTMENT

Evette James, Lead Teacher

Jennifer Ashdown
Lori Basel
Lisa Cornell
Lorraine Donato
Martin Greene
Beverly Harper-Lewis
Danielle Tahir
Darnell, Toussaint
Stacy Wilhelm
Leann Yap

MATHEMATICS DEPARTMENT

Daniel Marciano, Lead Teacher

Michael Fatscher
Thomas Hill
Carmen McKeon
Nicole Robinson

SPEECH

Eleanor Shepard

SOCIAL WORKER

Tanisha Crawford
Brianna Femia (Intern)
Arhuma label (Intern)
Alexa Kamberg (Intern)
Jayla Mack (Intern)

TEACHER ASSISTANTS

Patricia Taylor
Christine Vines

TEACHER AIDES

Nelson Fuentes
Crystal Moore-Hill
Chanel Parris
John Rickenbacker
Jahneil Watson

SCHOOL MONITORS

Sharif Baker
Harriet Key
TBD
TBD

GUIDANCE DEPARTMENT

Tiffany Kee, Lead Guidance Counselor
Dexter Ward, Guidance Counselor
Jasmine Yanes, Guidance Counselor
Nicole Sladky, Senior Office Assistant
Maria Roberson, Community Service Aide

JROTC

Jeff Zanelotti, LTC
TBD

CUSTODIANS

John Jones, Head Custodian-Day
Bridget Lovelace – Day
Dana Gilley – Day
Andres Gonzalez – Evening
Dwight Gibson-Evening
Kenneth Mathurin- Evening
Kenneth Phillips – Evening (.5)
Desmond Clay – Part Time/Evening Sub

SECURITY

Raphael Perez – Lead Officer
Christopher Lavin – Day
Matthew Lasonde – Day
Damain Smith – Day
Douglas Marrimon – Night

SPECIAL EDUCATION DISTRICT DEPARTMENT

Carl Baldini – Director of Special Education
Jenny Gomez –Office Assistant (Spanish Speaking)
Judith Kosciak – Senior Account Clerk
Dominique Ramos – School Psychologist (Bi-Lingual)
Rosalina Brown – CSE Chair and Transition Coordinator
Shimika Cobb – Senior Office Assistant

FOOD SERVICE

Deborah Rhodes, Food Service Manager
Shelly Williams, Senior Clerk/Typist

KITCHEN STAFF

Theresa Stevens, Head Cook
Antoine Poole, Assistant Cook
Yanira Blanco (FSW)
Martha Marshall (FSW)
Jacqueline Sutherland (FSW)

EOC/SNAP

Sabrina Fearon
Nazgee Bowe (Intern) - Tues
Elysia Gonzalez (Intern) - Thurs

Young Life Mentor

Pastor Brian Cole

WYANDANCH MEMORIAL HIGH SCHOOL
ROOM ASSIGNMENTS 2021 - 2022

STAFF MEMBER	ROOM #	DEPARTMENT
Anselmi, Jill	205	Science
Araya, Paulina	109	LOTE
Ashdown, Jennifer	102A, 217	Special Education – Resource Room
Barr, Suni Marie	114	ENL & ELL
Barrett, Kaitlyn	1	Social Studies
Basel, Lori	102A	Special Education – Resource Room
Buttitta, Michael	117	ENL & ELL
Carrick, Keith	4, 5, 11, 12, 113	Health
Cornell, Lisa	2, 204, 210, 211, 214, 217	Special Education
Crawford, Tanisha	Guidance Office	Social Worker
Dekie, Lori	10	ELA
Donato, Lorraine	8, 202, 214, 215	Special Education – Resource Room
Fatscher, Michael	217	Math
Fonseca-Schall, Alejandra	112	LOTE – Spanish
Greene, Martin	202, 207	Special Education – Science
Harper-Lewis, Beverly	105	Special Education – Life Skills
Hill, Thomas	2	Math
James, Evette	3	Special Education – ELA
Kane, Deven	104	ELA
Kee, Tiffany	Guidance Office	Guidance Counselor
Kelly, Tracy	202	Science
Lewis, Jill	213	Art
Lloyd, Michelle	212	Social Studies
Lopez, Porfirio	11	Social Studies
Marcano, Daniel	204	Math
Marcía, Johnny	12	LOTE – Spanish
Marro, Joseph	111	Music
Martino, Christine D.	200	ENL & ELL
McEntee, Mary Ellen	203	Science
McKeon, Carmen	219	Math
Mignanelli, Jennifer	6	ELA
Milch, David	209	Technology
TBD	JROTC-9	JROTC
Moser, Lisa	4	Social Studies
Ncimeth, Sean	107	Social Studies
Nieto, Juan	106	ELA
Penn, Bruce	110	Technology
Peralta, Luisa	115	ENL & ELL
Pierre, Daphney	12S	Psychologist
Provenzano, Rochelle	214	ELA
Reiher, Sandy	102B	AIS ELA
Robinson, Nicole	07	Math
Roca, Francisco, Dr.	210	Science
Romer, Virgil	Gym	PE
Salembier, Stephen	200, 205, 207, 211	Science
Schoenfeldt, Loretta	200	Science
Shannon, Angelique	Gym	PE
Shepard, Eleanor	2 nd Floor Resource Room	Speech
Spielmann, Karl, Dr.	208	Science
Sternberg, Stephanie	Library	School Librarian Media Specialist
Tahir, Danielle	5, 8, 107	Special Education – Social Studies
Toussaint, Darnell	10, 106, 113, 214	Special Education – ELA
Ward, Dexter	Guidance Office	Guidance Counselor
Wilhelm, Stacy	7, 202, 211	Special Education
Williams, Thomas	Gym	PE
Williamson, Renee	8	Social Studies
Yanes, Jasmine	Guidance Office	Guidance Counselor
Yap, Leann	201, 204	Special Education
Zanelotti, Jeff LTC	JROTC-9	JROTC
	120A	120A
	PTSA	PTSA
	Student Gov't Office	Student Gov't Office

**WYANDANCH MEMORIAL HIGH SCHOOL
BELL SCHEDULE
2021 – 2022**

**BUS ARRIVAL
BREAKFAST
EARLY BELL**

6:45 a.m.
6:45 a.m. – 7:00 a.m.
6:59 a.m.

**EARLY DISMISSAL
SCHOLAR DISMISSAL
BUS DEPARTURE**

10:58 a.m.
1:58 p.m.
2:03 p.m.

TECH SCHOLARS' SCHEDULE

11:40 a.m. – 2:25 p.m.

TEACHER/TEACHER ASSISTANT/TEACHER AIDE SIGN IN

7:00 a.m.

TEACHER/TEACHER ASSISTANT/TEACHER AIDE SIGN OUT

2:00 p.m.

PERIOD	LATE BELL	LOCKUP BELL	TIME	TIME IN PERIOD
Advisory	7:00 a.m.	7:01 a.m.	7:01 a.m. – 7:16 a.m.	15 min
1	N/A	N/A	7:16 a.m. – 7:58 a.m.	42 min
2	8:00 a.m.	8:01 a.m.	8:01 a.m. – 8:43 a.m.	42 min
3	8:45 a.m.	8:46 a.m.	8:46 a.m. – 9:28 a.m.	42 min
4	9:30 a.m.	9:31 a.m.	9:31 a.m. – 10:13 a.m.	42 min
5	10:15 a.m.	10:16 a.m.	10:16 a.m. – 10:58 a.m.	42 min
Tech Lunch 6	11:00 a.m.	11:01 a.m.	11:01 a.m. – 11:43 a.m.	42 min
7	11:45 a.m.	11:46 a.m.	11:46 a.m. – 12:28 p.m.	42 min
Junior Academy Lunch/CPT/Duty 8	12:30 p.m.	12:31 p.m.	12:31 p.m. – 1:13 p.m.	42 min
Senior Academy Lunch/CPT/Duty 9	1:15 p.m.	1:16 p.m.	1:16 p.m. – 1:58 p.m.	42 min

WYANDANCH MEMORIAL HIGH SCHOOL TELEPHONE DIRECTORY

Paul Sibblies	Principal	631-870-0450
Noel Rios	Assistant Principal	631-870-0450
CLERICAL		
Wanda Myers	Principal Office Assistant	631-870-0450
Theresa Weston	Senior Office Assistant	631-870-0450
CENTRAL REGISTRATION & ATTENDANCE		
Dr. Christine Jordan	Asst. to the Supt. for Admin. and Instruct. Accountability	631-870-0510
Cari Medina	Office Assistant (Spanish Speaking)	631-870-0513
Yakelin Canales	District Census Enumerator	631-870-0513
Lee Perez	Attendance Aide	631-870-0466
GUIDANCE DEPARTMENT		
Tiffany Kee	Lead Guidance Counselor	631-870-0468
Dexter Ward	Guidance Counselor	631-870-0467
Jasmine Yanes	Guidance Counselor	631-870-0469
Nicole Sladky	Senior Office Assistant	631-870-0465
Maria Roberson	Community Service Aide	631-870-0465
SOCIAL WORKER		
Tanisha Crawford	Social Worker	631-870-0464
PSYCHOLOGIST		
Daphney Pierre	Psychologist	631-870-0474
SPECIAL EDUCATION DEPARTMENT		
Carl Baldini	Director of Special Education	631-870-0500
Jenny Gomez	Clerk Typist (Spanish Speaking)	631-870-0500
Shimika Cobb	Senior Office Assistant	631-870-0500
Judith Kosciak	Senior Account Clerk	631-870-0500
Dominique Ramos	Psychologist (Bi-Lingual)	631-870-0500
Rosalina Brown	CSE Chair & Transition Coordinator	631-870-0501
NURSE		
Arlene Miles, RN	School Nurse	631-870-0461
CUSTODIAN		
John Jones	Head Custodian	631-870-0462
FOOD SERVICE DEPARTMENT		
Deborah Rhodes	Food Service Manager	631-870-0520
Shelly Williams	Senior Office Assistant	631-870-0520
CAFETERIA		
Theresa Stevens	Head Cook	631-870-0463
TEACHER'S LOUNGE		631-870-0480
LIBRARY		
Stephanie Sternberg	School Librarian Media Specialist	631-870-0481
TECHNOLOGY LAB		
Bruce Penn	Technology Teacher	631-870-0491
David Milch	Technology Teacher	631-870-0490
JROTC DEPARTMENT		
LTC Jeff Zanelotti	Instructor	631-870-0482
ATHLETIC DIRECTOR		
Angelique Shannon	Athletic Director	631-870-0478
PHYSICAL EDUCATION		
Montgomery Granger	Director	631-870-0430

GYM		
Angelique Shannon	Girl's Office	631-870-0488
Thomas Williams	Boy's Office	631-870-0487
Virgil Romer	Boy's Office	631-870-0487
SECURITY		
Raphael Perez	Lead Officer	631-870-0515
	Front Desk	631-870-0477
EOC/SNAP		
Sabrina Fearon	Project Coordinator	631-870-0495
PTSA xxxxxxxxxxxxxx	President	
YOUNG LIFE MENTORING PROGRAM		
Pastor Brian Cole	Coordinator	484-239-3263
Jeanine Shephard	Coordinator	

ARRIVAL AND DEPARTURE TIME FOR TEACHERS, TEACHER ASSISTANTS & TEACHER AIDES

Teachers, teacher assistants and teacher aides are to arrive by 7:00 a.m. and will be considered late if they arrive after 7:05 a.m. The expectation is for teachers, teacher assistants and teacher aides to arrive on time so please make every effort to do so. When using Scholar Chip or signing in please note the time. Please do not swipe or sign in for another teacher, teacher assistant or teacher aide. The signing-in process tells administration who has not arrived and what coverage(s) may be needed. It also provides documentation during emergency situations of who is in the building. Staff is required to swipe out using Scholar Chip or sign out at the end of the day.

If a staff member finds it necessary to leave the building because of an emergency during the regular school day, he/she must notify the administration and swipe out on **Scholar Chip** or sign out in the **Sign In/Out Book** in the **Main Office**. Teachers must get coverage and report who is doing the coverage to the Main Office. If you must leave school during the day because of a medical emergency, you must receive approval from both the school nurse and the administration and swipe out on **Scholar Chip** or sign out in the **Sign In/Out Book** in the **Main Office** after getting coverage and reporting coverage to the **Main Office**.

Teachers/Teacher Assistants/Teacher Aides leaving the building during their lunch time or any other time must swipe out on Scholar Chip or sign out and then swipe in on Scholar Chip or sign in when they return in the **Sign In/Out Book**. There is a sign-out/sign-in sheet for staff leaving the building in the back of the attendance book in the main office. You do not have to notify administration of a lunch sign out but must swipe out/in using Scholar Chip or the Sign In/Out book. Teachers/Teacher Assistants/Teacher Aides must have permission from the Principal to leave the building during their prep and swipe out on Scholar Chip or sign out in the Sign In/Out Book in the Main Office.

HOURS

School operates on a nine period schedule. There are six teaching periods, a preparation period, a lunch period, and a duty period. Your school day starts at 7:00 a.m. and ends at 2:00 p.m. Teachers having a prep period the first or last period of the day must be in the building at that time. In case of an emergency, a teacher may be asked to cover a class, and all teachers are expected to cooperate in this matter. Accurate records will be maintained so that teachers may be compensated for each coverage that is approved by administration.

FRONTLINE EDUCATION

Welcome to "**FRONTLINE EDUCATION**" formerly AESOP, our calling system for reporting your absences and requesting substitute personnel for teachers, teacher assistants and teacher aides.

Listed below is the **FRONTLINE** contact information to be used when you are going to be absent for the school year. You must remember that any time you will not be in attendance you must use the **FRONTLINE** system (i.e. conferences, death in the family, sick, emergencies). This is important as Human Resources uses **FRONTLINE** for verification of absences, substitution, and coverages.

USING FRONTLINE SUCCESSFULLY: This system can be used to:

- a. Create absences online or on the phone:

FRONTLINE offers both phone and Web services, so that you can create an absence anytime, anywhere. Online absences can be created as far as one year in advance. As soon as you register an absence, **FRONTLINE** starts finding a qualified, available substitute for you.

- b. Manage your schedule

With **FRONTLINE** you can track how many absences you have taken and see absences you have already scheduled in the future. You can also track the types of absences you have on record, such as personal or professional development day. **FRONTLINE** offers an easy way to store all your absence information in one place.

- c. Leave notes and attachments for the substitute

By writing notes or attaching documents to your absence, you can assure that your substitute is prepared to handle your duties during your absence. **FRONTLINE** lets both the district and the employee leave notes (specifying name of conference or field trip, etc.), as well as attach Word documents and PDF's to the absence.

TELEPHONE NUMBER: 1-800-942-3767 - Website: www.frontlineeducation.com

Scheduled absences should be reported as soon as possible such as conferences, workshops, etc. Unscheduled absences should be reported prior to **4:30 a.m.** the day of occurrence, if possible. **After 4:30 a.m.** all unscheduled absences should be reported to **FRONTLINE** and called in to the main office leaving a message if no one answers. You must call AESOP each day you are absent unless you have scheduled multiple days of absence. If you know you will be out for more than one (1) day, you are required to notify the Main Office by **3:00 p.m.** of the first day. If no call is received, the principal shall assume that you will return to school the next day.

WYANDANCH UFSD STAFF LATENESS PROCESS AND PROCEDURE:

When an employee is late, they must be marked late whether they call or not. Typically, the clerical that maintains attendance will highlight on the Scholar Chip report or in the Attendance Sign In/Out book the employee's name indicating that they are late. Their arrival time is either on the Scholar Chip report or in the Attendance Sign In/Out book in the main office. Administration has the latitude or flexibility to work with staff after evaluating each circumstance, but when it starts to become a problem administration can take action. Our WinCap system will allow us to take in 2-hour intervals so the following must take place if we are to penalize for the lateness:

1. The building must keep track of all instances of employee lateness and follow this approved process:

- a. Verbal Warning
- b. Written warning letter
- c. Final warning letter indicating that moving forward a penalty will be imposed.

2. After the final warning letter, the employee lateness should be tracked and once it accumulates and totals 2 (two) hours it may be sent to HR (Ms. Lisa Pope) for processing.

3. By processing I mean that if the teacher has either sick days or personal days in their bank it will be deducted in the following way:

- a. 2 hours late / leave early - .25 time docked from bank
- b. ½ day late-leave early - .50 time docked from bank
- c. ¾ day late / leave early - .75 time docked from bank
- d. Full day absent – 1.00 time docked or removed from bank

4. Regardless of what building administration chooses to do, the lateness must be indicated on the time sheet that is submitted to HR.

COVERAGE

Any teacher or teacher assistant needing coverage for a meeting, conference, field trip, or any other reason has to communicate with administration and/or the main office in a timely manner and get approval for that coverage. If any coverage takes place without the proper approval the teacher or teacher assistant covering will not be compensated. Any teacher or teacher assistant who sees the need to cover an unsupervised class must communicate with administration and/or main office and get approval before assuming they will get compensated for that coverage.

REQUEST FOR LEAVE FORM

A REQUEST FOR LEAVE FORM is filled out when requesting a personal business day, bereavement day, **sick day**, when on jury duty, to go to a visitation at another school district, maternity leave, conferences, field trip (name the conference or field trip in comments), etc.

DELAYED OPENING AND EMERGENCY CONFERENCE

In case of a delayed opening due to weather or road conditions that are unsafe for bus transportation, the following practices will be employed for notifying stakeholders: An emergency telephone chain will be created by the Main Office and distributed during the fall before the winter season begins. **A district phone message will be sent out by the Central Office.**

It is imperative that each faculty member sign in and notify an administrator as soon as he/she arrives on days when snow or sleet creates poor traveling conditions. It is necessary to know at the earliest possible time what rooms are uncovered and who is available to assist for the teacher(s) who will be late.

PROFESSIONAL CONDUCT

1. Keep a professional posture. Do not criticize other teachers, administrators, or staff members in front of scholars. If you have a criticism of any administrator, teacher, or staff member, meet with him/her in private to resolve the problem.
2. Do not allow scholars to call you by your first name.
3. Cell phones are permissible. Please use good judgment when using them. During class instruction you are asked not to use them.
4. **Smoking is not** allowed on school grounds.

PROFESSIONAL ATTIRE

Please keep in mind when selecting attire for work that you are required to model the kind of behavior you want your scholars to model. Some types of clothing are inappropriate for the school setting.

REQUEST FOR CREDIT APPROVAL OF IN-SERVICE AND GRADUATES COURSES

Please enter into "My Learning Plan" information on the course/s you wish to receive credit for movement across the salary schedule. Evidence of satisfactory completion of coursework must be submitted to Human Resources. As per the contract, see below.

ARTICLE XXI

COLLEGE/UNIVERSITY CREDITS AND IN-SERVICE COURSEWORK

1. Approval of In-Service Courses

- a. All in-service Courses to be taken for credit must have the approval of the Superintendent of Schools prior to the time of resignation. Notwithstanding the above OWL, Scope, and BOCES in-service coursework will automatically be approved provided they are directly relevant to the subjects taught by the teacher as determined by the Superintendent.
- b. Credit will be given only for courses which are conducted by institutions, agencies or groups approved by the Superintendent of Schools.
- c. Credit will be given only for courses which provide for a minimum of 15 hours of "seat" time. Travel and Video courses are prohibited. On-line courses shall be permitted only in the sole discretion of the Superintendent.
- d. As a basis for determining credit approval for in-service courses, it is the responsibility of the teacher to provide the Superintendent with the following information about the course:
 1. Name of course
 2. Sponsor of course
 3. Place where course is given
 4. Number and length of meetings
 5. Description of course
- e. To apply in-service credit toward a salary adjustment, the teacher must supply the Superintendent of Schools with evidence of satisfactory completion of the course.
- f. Teaching staff members may audit in-service programs without receiving in-service credit. This may be limited at the behest of the lecturer.
- g. Credit will be given in connection with courses completed for lane movement purposes effective the September and February following the completion date of each course and only if acceptable proof of completed courses is submitted within 45 days of said completion. In the event a member fails to submit the proof of completion within 45 days then said member may not be granted the right to move until the following September or February after said paperwork has been submitted.
- h. There shall be a limitation of six (6) credits per lane movement on in-service credits. This limitation shall not be construed to limit the number of graduate credits from an accredited college or university a teacher may take in any year.

2. Graduate Level Courses

- a. All credits taken at the graduate level must have the prior approval of the Superintendent. Graduate courses will be considered for salary credit only if:
 1. the institution is regionally accredited, or
 2. the institution is accredited by nationally recognized accredited agency, or
 3. the accrediting agency is the Board of Regents, or
 4. the accrediting agency is recognized by the U.S. Office of Education, and
 5. graduate courses must be provided by the institutional instructional faculty of the

college or university at which the course is taken. Credits earned through such courses must be acceptable by the college or university for a graduate degree bearing program provided by the institution. Such courses must be directly relevant to the subject(s) taught by the teacher as determined by the Superintendent of Schools.

- b. No credit will be awarded for correspondence or video courses. On-line courses shall be accepted in the sole discretion of the Superintendent.
- c. Credit will be given in connection with courses completed for lane movement purposes effective the September or February following the completion date and only if acceptable proof of completed courses is submitted within 45 days of said completion. In the event a member fails to submit the proof of completion within 45 days then said member may not be granted the right to move until the following September or February after said paperwork has been submitted.

General Provisions

- a. Effective July 1, 2018, and thereafter, in no event shall teachers be permitted to move more than one lane within any 24-month period. Notwithstanding this limitation, teachers progressing toward a second license in Bilingual, ENL or Special Education pursuant to a course of study approved by the Superintendent, shall be exempt from the provisions of Paragraphs (a), (b) and (c) in connection with said specific program. This exemption shall also apply as to teachers who, prior to June 19, 2018, received approval from the Superintendent to commence a course of study leading to a second license even if other than, Bilingual, ENL or Special Education.
- b. Effective July 1, 2018, and thereafter, in no event shall a teacher be entitled to accumulate more than 6 credits in a semester or 12 credits in a calendar year unless the teacher is on leave, or unless prior written approval is obtained from the Superintendent.
- c. Effective July 1, 2018, and thereafter, credits accumulated in excess of those required for lane movement may not be carried over for use in connection with a subsequent lane movement.
- d. Effective July 1, 2018, and thereafter, no credit will be granted unless the teacher receives a minimum of a Grade B for any course.

New Approval Procedure for ONLINE Coursework or for in Service Credit and Graduate Credit for Salary Movement:

Those of you interested in attaining approval to take online graduate coursework must follow the procedure in Step 6 highlighted below. Please contact your building Principal with the required documentation.

In-service Coursework:

- 1. Teachers can only use **6 in-service credits** towards a lane movement.
- 2. Lane movements will only take place **effective September or February**
- 3. The in-service courses that you take for credit must be related to your subject matter. Prior to completing My Learning Plan, you must have a conversation with your Principal to let him/her know that you intend to take the course. If the Principal agrees that it relates to your subject matter, you may begin the My Learning Plan process.

4. If you are not taking the courses for credit, but rather for professional development or for your own edification you may take as many courses as you like. Those courses that **are not** being submitted for lane movement may also be taken on-line.
5. All courses given by OWL, Scope or BOCES are automatically approved by the District and your Principal can approve it, so long as it pertains to your subject matter. Credit will be given only for courses which provide for a minimum of 15 hours of "seat time". 15 hours equals 1 credit.
6. With the exception of OWL, Scope and BOCES no other institution is automatically approved to provide in-service courses for credit. If a Teacher wishes to take courses for in-service credits from an institution that is not automatically approved as described above, he/she must submit the following information in writing to the Principal:
 1. Name of course
 2. Sponsor of course
 3. Place where course is given
 4. Number and length of meetings (15 hours)
 5. Description of course

If the Principal approves of the Course, he/she will submit the same information to the Office of Human Resources. Human Resources will investigate the Sponsor and in conjunction with the Superintendent determine if the Sponsor is credible. The office of Human Resources will inform the Principal of the Superintendent's decision one way or the other. If the course is approved, the Principal will inform the Teacher and the My Learning Plan process may begin. When the Principal approves the course in MY Learning Plan he/she will insert a note indicating that **this course falls within the scope of the teacher's subject matter and the course was approved by the Superintendent of Schools.**

Graduate level Courses:

1. No credit will be granted unless the teacher receives a minimum of a **B grade** for any Graduate course taken.
2. In no event will a teacher be entitled to accumulate more than **6 credits in a semester** or **12 credits in a calendar year** unless the teacher is on leave.
3. In no event will a teacher be permitted to move more than one lane within any 24-month period, unless they are pursuing a second license in **Bilingual, ENL or Special Education** pursuant to a course of study approved by the Superintendent.
4. Courses taken at the Graduate level must be regionally accredited or accredited by a nationally recognized accredited agency like the Board of Regents or the U.S office of Education.
5. Graduate course must be provided by the institutional instructional faculty of the college or university at which the course is taken. Credits earned through such courses must be acceptable by the college or university for a graduate degree bearing program provided by the institution. The course must also be directly related to the subject taught by the teacher.
6. No credit will be awarded for correspondence or video courses. On line courses must be approved prior to registration by the **Superintendent**. If a teacher wishes to take an on-line course, the teacher will submit the following information in writing to the Principal:
 1. Name of course
 2. Name of accredited institution
 3. Proof of accreditation by the Board of Regents or U.S office of Education
 4. Graduate degree that the course will lead to
 5. Description of course

If the Principal approves of the course, he/she will submit the same information to the Office of Human Resources. Human Resources will investigate the institution and in conjunction with the

Superintendent determine if the Sponsor is credible. The office of Human Resources will inform the Principal of the Superintendent's decision one way or the other. If the course is approved, the Principal will inform the Teacher and the My Learning Plan process may begin. When the Principal approves the course in MY Learning Plan he/she will insert a note indicating that **this course falls within the scope of the teacher's subject matter and the course was approved by the Superintendent of Schools.**

7. Credits accumulated in excess of those required for lane movement may not be carried over for use in connection with a subsequent lane movement.

TEACHER LIABILITY

New York is one of the states in which teachers and other staff personnel may be held liable for an act of negligence. Because of this ruling, teachers/teacher assistants are urged to comply with all responsibilities in regard to supervision.

The major area of concern is that no group or individual scholar should be left where he/she is not under direct supervision of a professional person. Lack of supervision on the field/track, in the building, or in the classroom when this is an assigned responsibility, is the major cause of negligence suits.

Teachers/Teacher Assistants will please observe the following rules:

1. Scholars are not to be left unsupervised.
2. Scholars are not to be sent on errands off the school premises.
3. Scholars should not be asked to carry any items that are considered heavy.
4. Teachers must not lend their cars to scholars.
5. Teachers should not transport any scholar in their car. Teachers should not ask scholars to purchase lunches or other items from the cafeteria or vending machines in the teacher's lounge for them.
6. All monies must be secured in a locked area.
7. Do not leave valuables such as pocketbooks, wallets, cell phones, iPad's, etc. in plain view of scholars.
8. The school cannot assume responsibility for stolen items.
9. Do not store expensive/valuable items in your classroom.

In connection with field trips, while the permission slip does not absolve the school or the teacher from liability for injuries resulting from negligence, it must be evident that the field trip was the result of careful planning and preparation. It is relevant to the question as to whether or not the school and the teacher have exercised reasonable care.

TEACHER ACADEMIC FREEDOM

Academic Freedom – free and unbiased study of important controversial issues appropriate to the subject under study shall be encouraged. Such study shall be objective and scholarly with a minimum emphasis on the teacher's opinion. The teacher shall approach such issues in an impartial and unprejudiced manner and shall refrain from using his or her privileges and prestige to promote a partisan point of view. **(Note: Approval is required from administration prior to teaching any controversial subject).**

In planning the curriculum, the administration and teachers shall take due cognizance of the rights of scholars to:

1. Study any controversial issue that has political, economic, or social significance, and concerning which, at their level of maturity, they should begin to have an opinion.
2. Study controversial issues under competent instruction in an atmosphere free from bias and prejudice.
3. Have free access to all relevant information including the materials that circulate freely in the community.
4. Raise questions, form and express their opinions on controversial issues without jeopardizing their relations with their teachers or the school.

TEACHER SUBSTITUTE PLANS

Each teacher is responsible for making up a substitute plan. When you make up the kit, you must keep in mind that the substitute who comes in for you may not be a specialist in your field. With this in mind, your plans should be comprehensive and all-inclusive in scope.

Keep the following in mind:

1. Do not ask the substitute to run off copies of material for your class. If necessary, you should include a sufficient amount of copies.
2. Everything that is necessary to implement the plans should be in your room. The substitute should not be required to get this material from another room, the library, or another teacher.
3. The substitute should be made aware if the assigned work is posted in Google Classroom and be directed to have scholars sign in to complete the work online.
4. Do not schedule an important test for the substitute to administer.
5. If you want the work collected, please direct the substitute in your instructions and then grade it and return it to the scholars. This will let them know that the work given by the substitute is important and not just busy work.

LESSON PLAN POLICY

Your lesson plans serve many purposes:

1. Lesson plans help the teacher in his/her educational planning and following of the semester's curriculum.
2. Lesson plans provide the substitute teacher with background information in case of an extended absence.
3. Lesson plans provide the teacher and administration with a record of teaching, examinations, written assignments, laboratory exercises, etc.

LESSON PLANS

Each teacher will be given a lesson plan format. These plans should be kept up-to-date. Teachers are required to have lesson plans prepared one week in advance. Plans are to be maintained in keeping with contractual policy. The administration expects the plans to be consistent with the course of study, to include a variety of teaching techniques, to show the use of resource and research materials including visual aids, and to list homework assignments. **Plans may be checked by the administration at any time.**

All plans are due according to the schedule below. Please submit, by e-mail, a **digital copy** to your coordinator and administrators. If you are absent, your plans are due upon your return to work. Your e-mail will serve as a dated record of your work. **In addition to submitting a digital copy, a hard copy is due to your department coordinator by the due date as well.**

Please note: You must have your plans in your possession daily. Lesson plans are to be open on your desk during the teaching day. Unavailable plans may constitute a rating of "ineffective" for any observed lesson.

FORMAT OF THE LESSON PLAN

New York State Next Generation Standards:

Learning Objective: What do I expect scholars to know and be able to do by the end of the lesson?

- ✓ Should be specific – "Scholars will be able to"
- ✓ Should be stated in behavioral terms
- ✓ Should be discussed with the class and written on the board
- ✓ Should be aligned to the Standards

Essential Questions: The purpose of an essential question is to stimulate thought, and provoke inquiry to spark more scholar questions. It is open ended and intellectually engaging. Learners are engaged in uncovering the depth and richness of the topic across a unit of study. **"Essential Questions"** by Jay McTighe and Grant Wiggins 2013.

Sample Essential Questions:

- ✓ How do the arts shape, as well as reflect, a culture?
- ✓ What do effective problem solvers do when they get stuck?
- ✓ Is there ever a “just” war?
- ✓ How can I sound more like a native speaker?
- ✓ How strong is the scientific evidence?

Materials: What will I need? What materials will scholars use?

- ✓ Should be suitable for different learning modalities and instructional levels
- ✓ Should be accessible, clearly visible, and appropriate
- ✓ Distributed at point of the lesson when needed

Motivation: How can I stimulate interest? How can I make each scholar aware of the value of the lesson?

- ✓ Is relevant to scholars’ experiences, needs, and abilities
- ✓ May incorporate the use of appropriate pictures, objects, statements or questions
- ✓ Uses varied methods to sustain interest and permit wide participation
- ✓ Comprised of engaging learning tasks based on previous learning experiences

Social Emotional Goal (SEG): How can I support my scholars’ mental health social emotional well-being?

Social emotional skills form the foundation of how scholars interact with their peers, respond to stressors and process their thoughts and feelings both in and out of the classroom.

Sample Social Emotional Goals:

- ✓ Scholars will be able to identify which character(s) in the novel demonstrate perseverance.
- ✓ Scholars will be able to demonstrate determination by using the **PEMDAS (parentheses, exponents, multiplication, division, addition and subtraction)** strategy to solve challenging quadratic equations.

Presentation of Content:

- ✓ Do Now – serves to review or prepare for the new lesson
- ✓ Academic Vocabulary
- ✓ The teacher models/demonstrates the skill to be taught and learned (Mini-lesson)
- ✓ The teacher activates prior knowledge
- ✓ The teacher provides and monitors practice of sequential learning activities and gives specific, positive, and corrective support and feedback to scholars
- ✓ Use of “Blooms Taxonomy” and Depth of Knowledge to generate creative thinking and questioning and promote rich academic discussion.
- ✓ Use of the Accountable Talk Stems
- ✓ Use inquiry-based questions with support of evidence

Summaries:

- ✓ Ongoing assessments to check for understanding throughout the beginning, middle, and end of each lesson to measure the learning and determine if the lesson’s objective was met
- ✓ Scholars should have debriefing questions that they are preparing to answer

Evaluation and Assessment: What data do you have from the scholars to determine that the skill taught was learned by the scholar?**Follow-Up/Scholar Application:** What follow-up activities can I prepare to reinforce skills and concepts taught? How can I help scholars apply acquired skills and knowledge to other situations?

Listed are the dates you will submit Lesson Plans for 2021-2022 School Year.

Month	Lesson Plan Due Date & Feedback Session	Lesson Plan Due Date & Feedback Session	Lesson Plan Due Date & Feedback Session	Lesson Plan Due Date & Feedback Session	Lesson Plan Due Date & Feedback Session
September	09/14/21	09/21/21	09/28/21		
October	10/05/21	10/12/21	10/19/21	10/26/21	
November	11/03/21	11/09/21	11/16/21	11/23/21	11/30/21
December	12/07/21	12/14/21			
January	01/04/22	01/11/22	01/18/22		
February	02/01/22	02/08/22	02/15/22		
March	03/01/22	03/08/22	03/15/22	03/22/22	03/29/22
April	04/05/22	04/12/22			
May	05/03/22	05/10/22	05/17/22	05/24/22	05/31/22
June					

TEN EVIDENCE BASED INSTRUCTIONAL STRATEGIES

The Ten Evidence Based Instructional Strategies are a set of best practices adapted throughout the WUFSD to enhance teaching and learning. Teachers are expected to utilize these strategies in their lesson plans throughout the school year:

The Ten Evidence Based Instructional Strategies are as follows:

Strategy #1: Clear Lesson Goals – Be clear about what you want your scholars to learn.

Strategy #2: Show & Tell – Tell your scholars what they need to know and show them what they need to be able to do.

Strategy #3: Questioning to Check for Understanding – Use questions to check that your scholars understand the lesson.

Strategy #4: Summarize New Learning in a Graphical Way – Have scholars summarize new information in a graphical way

Strategy #5: Plenty of Practice – Give your scholars plenty of practice spaced out over time

Strategy #6: Provide Scholars with Feedback – Provide your scholars with feedback so they can refine their efforts

Strategy #7: Be Flexible about How Long It Takes to Learn – Allow time for every child to succeed

Strategy #8: Get Scholars Working Together – Get scholars working together in productive ways

Strategy #9: Teach Strategies Not Just Content – Teach Scholars “strategies” as well as content

Strategy #10: Nurture Metacognition – Thinking about how you’re thinking, and having an understanding of why you are doing what you are doing (Ex: Think-aloud).

ATTENDANCE GRADE/POLICY #5170-R

SCHOLAR ATTENDANCE ACCOUNTING-REGULATIONS

Attendance for all scholars (Grades 6-12) must be recorded during each period of instruction, the sole exception being when a scholar does not change classrooms.

- At the designated time or at the conclusion of each class or school day, all attendance information must be provided to the designated staff member responsible for the attendance function. In all areas where scholars meet with non-instructional staff (Ex: Guidance, Nurse, I.S.S., Administrative Offices) a staff designee will send a daily log of scholars who reported to their area. Staff members not reporting accurate attendance information on a daily basis will be reported to building administration.

- Attendance reports must be made available to and checked by the building assistant principal and attendance aide in an expeditious manner.
- Attendance data will be analyzed periodically to identify patterns or trends for individual scholars 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 scholars with perfect attendance and punctuality. In addition, scholars whose attendance has improved significantly will also be recognized.

SCHOLAR 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 scholars 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 scholars, 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. Scholars 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 for 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 scholar 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 scholar and staff handbooks and will be reviewed with scholars 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.
- 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 newly registered scholars 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 scholar is absent, tardy or leaves class or school without an excuse, designated staff members will notify the scholar'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 "open 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 made to available to community residents upon a 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 scholar performance. Consequently, each marking period, a scholar's final grade is subject to classroom participation as well as scholar's performance on homework, tests, papers, projects, etc.

Scholars 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 scholar's class participation grade for the marking period.

Any scholar absent in excess of 27 school days in a full year course or 13 school days for a half year course who does not make up the work will not receive credit for that course. Only when there is an excused absence will scholars be allowed to make up the missed work.

To ensure that parents and scholars are aware of the implications of this minimum attendance requirement, appropriate school personnel will inform the scholar, and contact the parent upon each absence and remind the parent(s) that a written excuse has to be provided upon the scholar's return to school. School personnel will maintain appropriate documentation of attempts to contact parents (i.e. phone logs, copies of mailings, Parent Square messages). If no written excuse is provided before the scholar's third day of returning from an absence, the absence will be deemed an unexcused absence.

Any scholar 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 scholar 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 scholars 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 scholar's teacher for the class in question.

In implementing this policy, scholars 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 scholar 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 scholar exceeding the threshold of unexcused absences or total absences (27 full year, 13 half year) will not receive credit for the course. The scholar is, however, expected to maintain an acceptable attendance the remaining days of the year that the course is in session. The scholar 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 scholar ineligible to attend a summer school program at district expense.

A scholar 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 extracurricular 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 scholar's ability to achieve. Unexcused absence or lateness can be interpreted as a form of insubordination that may endanger a scholar'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
- Administrator conference
- Out of school suspension
- Suspension from sports and/or extra-curricular activities

Building/District Administration retains the right to refer cases of non-compliance to Child 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 scholar and person in parental authority of the loss of class credit. If a hearing is not requested, the scholar will lose 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 scholar 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.

SCHOLAR EXCUSED AND UNEXCUSED LATENESS & ABSENCE

The Board of Education shall require that scholars enrolled in the schools of the district attend school 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 scholars attending the activity. Class teachers will be informed prior to the impending activity of any child attending the activity. Scholars 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 scholar during a regularly scheduled school day, whether in part or all. Any scholar in grades 6-12 late to a particular course without an approved reason will receive a warning from the teacher upon the first occurrence.

Upon the second occurrence of unexcused lateness, the child will be charged with a cut (unexcused absence). Subsequently, each lateness of fifteen (15) minutes or less will count as one-half (1/2) of an absence. A child will be charged with a cut after every second occurrence of unexcused lateness. A lateness of more than fifteen (15) minutes will count as a full unexcused absence.

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 scholar'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 scholar.

UNEXCUSED ABSENCES

The parent/guardian will be notified after each scholar is unexcused 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 a contract with the scholar 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.

27th 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

Scholars 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, and 16th absences. Final warnings will occur after the 20th absence and 24th absence. After the 27th absence parents will be notified of the loss of credit.

SPECIAL CIRCUMSTANCES

A. HOMELESS SCHOLARS

Any scholar 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

Scholars 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. MID-TERM/FINAL EXAMS

Absences from a mid-term or final examination in Grades 6-12 will require a doctor's note, documented evidence of a permissible absence or an exemption by the building principal or designee.

D. SECTION TRANSFERS

Scholars who transfer from one section of a course to another, e.g. ELA 9, period one to ELA 9 period four, will have their class attendance transferred to the new class.

E. SPECIAL PROGRAMS

Scholars attending special programs such as vocational courses at Wilson Tech (Western Suffolk BOCES), a district approved alternative program, or an approved regional summer school program will be subject to attendance policies and procedures at that facility, except for the portion of their academic program for which they attend Wyandanch Memorial High School.

F. HOME INSTRUCTION & ACHIEVE NOW TUTORING ACADEMY

Scholars placed on home instruction, and who attend tutoring sessions (Achieve Now Academy) regularly will not be held liable for absences pursuant to this policy.

G. POTENTIAL DROP OUT

Reasonable attempts/alternatives will be made to conference with scholars and parents considered to be "Dropouts" in accordance with district policy and state attendance law. Building administration will keep documented records of attempts to contact the family of scholars considered on "Drop Out".

SCHOLAR RECORDS AND RECORD KEEPING

It is imperative that all records relating to ratings and attendance be kept meticulously. Instructions relating to such record keeping must be observed with exactitude. These documents are examined by courts and other duly authorized public agencies. Important decisions affecting the lives of scholars may hinge upon them. Our experience has been that even a slight oversight or error can become greatly magnified. Give careful attention to protecting all documents that constitute legal records. The greatest care must be exercised in handling and storing roll books/grade books. The permanent roll book should never be left in a scholar's hand. All roll books will be collected at the end of the school year. If a teacher leaves the district before the end of the school year, the roll book/grade book should be given to their department coordinator.

Highlights of State Education Department's Instructions for Record Keeping of Roll Books

1. Teachers must keep accurate records of attendance.
2. A certificate of attendance is presumptive evidence in a court of law.
3. Records of attendance could be inspected at any time during school hours by an authorized school official or attendance aide.
4. The assistant principal must ensure that accurate attendance records are kept and produced as required.
5. Registers must be marked in black or blue ink. **No red ink!**
6. No erasures or ink eradicators must be used in registers. Follow method of correction suggested by SED.
7. Follow procedures in recording scholars who enter and leave by using the letters "E" and "L."
8. Attendance registers must be kept secure at all times.
9. Use correct letters and symbols to record absences and tardiness. Pay particular attention to what constitutes legal/illegal absences.
10. Record totals for scholars at the end of each attendance period.
11. The entries in the registers of attendance shall be verified by an affidavit by the teacher.
12. The bottom line is the instructions for recording keeping is a legal mandate from SED and **no deviations are permitted.**

Recording Absences and Tardiness:

1. **What to record.** The attendance register is intended to show any unusual or irregular circumstance connected with a scholar's attendance in school.
2. **Method or recording.** A scholar is not to be counted present and immediately excused. No scholar is to be counted present who is not present for, at least, one period of instruction. A scholar not in his assigned place at the time required is absent and is to be so marked in the register. A chevron will be used for this purpose as illustrated below.
3. **Explaining Absence.** The letters and symbols shown below should be used to explain all time lost from school. Excuses should be required for all absence and tardiness. If excuses are not received and investigation does not determine otherwise, all absences should be entered as illegal.

<i>LEGAL</i>		<i>ILLEGAL</i>	
Sickness	S	Unlawful Detention	O
Sickness or Death in Family	F	Truancy	—
Excused absence, part of a day	X	Suspension	SU
OTHER LEGAL			
Impassable roads or weather Religious Observance Quarantine Required to be in court Music lessons Attendance at Health Clinic Approved Cooperative Work Program Approved College Visits Military Obligations			

4. Full-Day Absences. The chevron is always used for full day absences, regardless of the reason for the absence and coded appropriately. When school is in session only for half a day, a child who is absent is considered as having been absent for a full day.

5. Part-Day Absences.

- a. **Excused.** The symbol "X" should be used only for excused part-day absences of a legal nature. Scholars may be excused only for legal reasons as set forth above. No symbols or codes other than the symbol "X" should be entered in the register. The time a scholar leaves and returns should, however, be entered in a "sign out" book or other record of a similar nature and kept in the main office or some other central place. The "sign out" book or other record must be filed and stored with the registers at the end of the year. The symbol "X" is not to be used for absence at the beginning of the day unless a scholar has been previously excused by the school. If the reason for absence is not known the half chevron should be entered for the absence. If the scholar enters later in the day, the absence is considered as tardiness and coded with appropriate symbol. If the excused scholar extends his absence for the full day the chevron and proper code are used rather than the symbol "X."
- b. **Other.** In cases where parents remove their children from school unlawfully the symbol "O" should be entered in the register without the chevron, thus indicating absence for part of a day. The symbol "—" is used in the same manner to indicate truancy which occurs after attendance has been taken.

6. Miscellaneous. Occasions may arise when absence from school for a day or part of a day may appear to be of a legal nature but where no appropriate symbol is provided to explain such absence. In such cases teachers should add the explanation in the margin of the register, using an asterisk to signal the entry explained (ex. house burned).

Suspension should not exceed five days for a minor of compulsory school age, unless within that time, some other provision is made to continue his education or the case has been referred to the courts. Generally, absences for family reasons should be limited to no more than five days during any one year. Bus tardiness need not be recorded in the register. Educational trips are not absences from school and the chevron should never be used to record them.

7. Illegal Absence. Most absences not mentioned in item three above are interpreted under the law as illegal absence or unlawful detention. Unlawful detention occurs when a scholar is absent with the knowledge and consent, stated or implied, of his/her parent and/or guardian, for other than legal reasons.

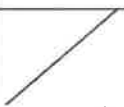

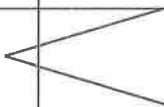
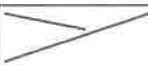

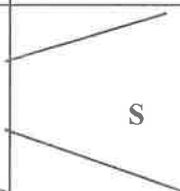
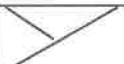

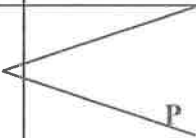

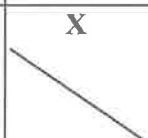


Such excuses as the following come under this heading:

- a) Visiting
- b) Away
- c) Vacation
- d) Shopping
- e) Needed at home
- f) Caring for baby
- g) Work
- h) Laundry
- i) Overslept

A scholar whose parents/guardians expect him/her to be in school and who does not attend for other than lawful reasons is truant.

8. Education Trips. Education trips are not absences from school. The chevron should never be used to record them. Educational trips should be planned as an integral part of a particular course or program and the scholars must be accompanied by a teacher. On these few occasions, the pupil's absence from his regularly assigned place may be indicated by the use of the symbol "Ed" for with the asterisk and the time and explanation recorded in the margin of the register. Trips with parents, vacations, etc. are not approved education trip

9. Illustration:

Pupil	Monday	Tuesday	Wednesday	Thursday	Friday	Example
1	 S		 O		 S	Absence
2		 O	 P	 S		Tardiness
3	 S  F		 P  O		 X SU	Absence and Tardiness
		X			O	Part-Day Absence
5	E		Ed	L		Misc.

Pupil 1: Monday, absent a.m. sick. Wednesday; absent p.m. unlawful detention. Friday, absent all day, sick.

Pupil 2: Tuesday, tardy a.m., unlawful detention. Wednesday, tardy p.m., religious observance. Thursday, tardy a.m., truancy; tardy p.m. sick.

Pupil 3: Monday, tardy a.m., sick; absent p.m., sickness in family. Wednesday, absent a.m., military obligation; tardy p.m., unlawful detention. Friday, excused part of a.m., required to be in court; absent p.m., suspension.

Pupil 4: Tuesday, excused part of session, music lessons. Wednesday, absent part of session, truancy. Friday, absent part of session, taken from school by parent to baby sit.

Pupil 5: Monday, pupil entered. Tuesday, absent a.m. truancy; schools closed p.m. Wednesday, education trip. Thursday, pupil left or transferred.

SCHOLARS LEAVING SCHOOL

1. **Recording.** When a scholar leaves school the letter "L" should be placed in the space for the last day the scholar attended. A horizontal line should then be drawn through the remaining spaces for the year and the word "LEFT" written on the line. On the line write, also, reason for leaving and in case of transfer, the name of the receiving school or institution. No symbol or code is required.
2. Conditions necessary if pupil is to be marked "LEFT." No scholar in a public school shall be discharged, nor shall his record be terminated except for one of the following reasons: death, moved, address unknown, verified admission to another school, transfer to another room, withdrawal of a child by parent, exemption from attendance, and admission to an institution. Reason for leaving must be definitely established.

INFINITE CAMPUS

Attendance is recorded in your record book at the beginning of each period but must be entered in Infinite Campus by the end of the period. On school days, you will have a reminder to take attendance in the process inbox of Infinite Campus. You will mark a scholar either present, absent, or tardy by clicking on the appropriate radio button.

AFFIDAVIT

The entries in the register of attendance shall be verified by the oath or affirmation of the person making the entries in the register.

OBSERVATIONS AND EVALUATIONS

Each teacher in the high school will be observed and evaluated throughout the school year.

NON-TENURED TEACHERS & TENURED TEACHERS

Refer to your WTA contract as the observation/evaluation process is aligned to the district's APPR (Annual Professional Performance Review) Plan.

WALKTHROUGH

Walkthroughs are done by administration. They will come in to your classroom and get a snapshot of what is being taught and learned in your classroom. See a copy of the walkthrough form in the Appendix.

GRADING POLICY

The following is a brief summary of the high school's grading policy:

1. The alpha numerical grading system is in effect.
2. One grading system will be used for all courses and for all scholars.
3. Grades will range from 65 – 100% (A+ - F).
4. The minimum passing grade is a D (65).
5. Minus grades will not be utilized in recording or reporting.
6. Scholars enrolled in Regents courses, must take the Regents Exam.
7. Mid-term and final exams will not be averaged into the quarterly grades. The mid-term exam grade will be placed in your grade book and kept on a form that will be distributed and collected by your Department coordinator. The final exam will be added to the mid-term and averaged out which goes in as the 5th grade.
8. Alternative Assessment (cooperative education, interdisciplinary teaching, portfolio development, library research writing and reporting, homework, tests, quizzes, journals and class participation) must be used to evaluate scholars.

Examinations

There will be a minimum of four (4) major examinations given each quarter. Each exam will cover, at least, two weeks' worth of materials.

1. In some areas, such as English, a research paper could be substituted for one or more tests. It is also understood that special projects could also be substituted for major examinations.
2. Quizzes are defined as a test that would not last any longer than 20 minutes. To compute, the values of these quizzes will equal one major examination. Quizzes are not to replace major examinations; they are to be given in conjunction with major examinations.
3. Mid-term (10%), final examinations (20%), and quarterly exams will still be given on a departmental basis. The two grades will be added together and averaged out. This grade will go in as the 5th grade on the report card carrying a 30% value.

WYANDANCH HIGH SCHOOL 2021-2022 BENCHMARK EXAM DATES

Department	1 st Quarterly	Midterm	3 rd Quarterly	Final
ELA/LOTE	November 4 th & 5 th	January 11 th & 12 th	March 31 st & April 1 st	May 31 st & June 1 st
Math	November 4 th & 5 th	January 13 th & 14 th	April 4 th & 5 th	June 2 nd & 3 rd
Science	November 8 th & 9 th	January 18 th & 19 th	April 6 th & 7 th	June 6 th & 7 th
Social Studies	November 10 th & 12 th	January 20 th & 21 st	April 11 th & 12 th	June 8 th & 9 th

End of Quarter Dates:

1st – November 12, 2021

2nd – January 28, 2022

3rd – April 08, 2022

4th – June 24, 2022

IReady Reading and Math Universal Screeners

1st – ELA, 09/28–10/05/21

2nd – ELA, 01/11–01/19/22

3rd – ELA, 5/17–5/20/22

1st – Math, 10/05–10/15/21

2nd – Math, 01/20–01/28/22

3rd – Math, 5/23–5/31/22

Homework

Homework will be given each day. Homework could be in the form of a written assignment, project, or reading assignment. It is understood that all homework assignments will be given a grade. The following are some suggestions on giving grades for homework other than written:

1. When a reading assignment is given to the class on the next day the teacher must assess scholars' understanding. They will be given a grade that will be noted in the grade book. Only a few questions will be asked so as not to monopolize the class period with these questions and therefore not interfere with that day's lesson.
2. In some cases, where new concepts are being introduced to the class, it may not be in the scholar's best interest to collect the assignment. By the time the assignment was returned, it might have very little relevancy to the lesson. In this situation a teacher may move around the room to each scholar and make a notation that this assignment was completed. However, when these concepts have been fully introduced, a comprehensive assignment will be given which will be collected, graded, and returned to the scholar.
3. All homework assignments will be added together and averaged out. This average will be added in as one major test grade.

Class Participation

There are a number of factors that many teachers should include in the area of class participation. The four broad categories are:

1. Scholar listens to instruction, etc.
2. Being prepared (notebooks, pen, textbook, chromebooks etc.)
3. Asking questions and answering questions
4. Being involved in the lesson (taking notes, completing assignments, etc.).

A grade for class participation must be computed in the scholar's quarterly and final grade.

GRADES

Please refer to the following guidelines for entering grades for new scholars and incomplete work:

1. The teacher must enter a grade for all scholars scheduled or registered in their classes for 16 days or more.
2. Incomplete work due to extended legal absence – The teacher will enter an "INC" grade if the scholar has not satisfied the requirements for the marking period. The scholar is allowed two weeks to make-up work/tests. The teacher or department coordinator will make a recommendation to the principal to change the "INC" grade after the scholar has satisfied the course requirements for the marking period.
3. In-School Transfers (15 days or less in class) – The teacher will enter "NG" (No Grade) for scholars scheduled/registered in their class for 15 days or less. However, the former teacher, who had the scholar for 16 days or more, must submit a grade for that marking period.
4. New Transfers from other schools (no grade) – The teacher will enter "NG" (No Grade) for scholars scheduled/registered in their class for 15 days or less.
5. Teachers cannot give a scholar less than a 60 for quarters one (1), two (2), and three (3).
6. Grades and comments are to be entered in Infinite Campus.

GRADING SYSTEM

<u>Letter Grade</u>	<u>Numeric Grade</u>
A+ Highest Honors	95 – 100
A High Honors	90 – 94
B+ Honors	85 – 89
B Commendable Achievement	80 – 84
C+ Satisfactory	75 – 79
C Average Work	70 – 74
D+ Acceptable Work	68 – 69
D Lowest Acceptable Work	65 – 67
F Failure	0 – 64

PROGRESS REPORT

A periodic progress report to the parent/guardian of each scholar shall be prepared by the teacher five (5) weeks before the end of each marking period.

REPORT CARD

Grades are reported quarterly. The final average is determined by averaging all four quarters and the mid-term/final examinations. The recording and reporting of grades are done by the teacher. Verification sheets will be given to teachers to verify that the grades are accurate.

SCHOLASTIC ELIGIBILITY

1. All scholars, including seniors, must be enrolled in, at least, five (5) subjects and physical education to be eligible to participate in any extra-curricular activity unless the principal gives prior approval.
2. At the end of each marking period, four (4) times a year, the scholars eligibility committee will review scholar eligibility as it relates to participation in extra-curricular activities. Scholars must maintain an overall grade point average (G.P.A.) of C (2.0) or better. Whenever a scholar's G.P.A. falls below C or 2.0, he/she will be placed on academic probation.
3. Scholars will be expected to demonstrate appropriate school citizenship. This will be monitored through the Attendance and Guidance Offices. In addition, if a scholar has been suspended, he/she will be referred to the eligibility committee that will determine the period time he/she shall be barred from participation in any extra-curricular activities.
4. Every scholar placed on academic probation will be encouraged to attend extra-help sessions. It is the scholar's responsibility to seek out and attend such sessions. Failure to do so could result in the scholar being declared ineligible for any further participation in extra-curricular activities.
5. A probation period is five (5) weeks long. During this time, the scholar must submit weekly progress reports in order that his/her progress is carefully monitored. If the scholar fails to submit a weekly progress report, he/she will be ineligible to participate in extra-curricular activities until the report is submitted. Should a scholar fail to submit five progress reports by the end of the probation period, he/she will be declared ineligible to participate in extra-curricular activities.

TEXTBOOK POLICY

All books/printed materials issued to scholars are to be handled in the following manner:

1. Each book is to be pre-stamped showing it is the property of Wyandanch Memorial High School (UFSD #9) and with a unique book number.
2. Teachers are to classify condition of book in the front cover. Hard cover books should last eight to ten (8 – 10) years. Soft cover books should last three to five (3 – 5) years or more.
3. The scholar is to complete a book issue form for each item issued to him/her.
4. Book issue forms are to be collected by the teacher and checked for accuracy and then forwarded to the department coordinator once all books are issued for an entire class.

Wyandanch Memorial High School Scholar Book Issue Form

Please Print All Information In Ink

Scholar's Name: _____ Date: _____

Course Title: _____ Name of Text: _____

Publisher: _____ Cost of Text: _____ Book Number _____

Condition of Text: _____

Scholar's Address: _____ Telephone: _____

I declare as a scholar of Wyandanch Memorial High School, I fully understand my responsibility regarding this textbook. I will return the text when I am asked to return it and it will be as close to the original condition as when I received it. If not, it is my responsibility to pay the price listed above.

Scholar's Signature _____ Date: _____

Upon return of text – Teacher's Signature _____ Date: _____

Condition of Text: _____

Book Condition Criteria

Classifications:

1. NE – (New/Excellent) – Book newly purchased or being used for the first time with cover, binding, pages with no marks, and intact
2. G – (Good) – Book has cover, binding, and all pages intact with very few marks. Book condition shows normal use.
3. P – (Poor) – Cover, binding/pages loose or damaged. Book shows general use with some marks, tears, or breaks.
4. X – (Almost unusable) – General condition of book is extremely poor. Being used for the last time until it can be replaced. Binding is broken, cover may be missing, pages may be missing in some areas, or book is marked up extensively.

WYANDANCH MEMORIAL HIGH SCHOOL TEACHER BOOK REQUEST FORM

Teacher's Name: _____ Date: _____

Course Title: _____

Book Title: _____

Publisher: _____

Number of Texts Desired: _____ Number Issued: _____

Upon Return of Books Indicate:

Usable Number Returned: _____ Number Non-Usable and/or Lost: _____

Teacher's Signature: _____ Date: _____

Department Coordinator's Signature: _____ Date: _____

FIELD TRIPS

Field trips are a great educational experience that can be used effectively to award scholars. These trips should support the current curriculum in the classroom to enhance learning. However, before any trip is planned or scheduled the following procedures must be followed:

- Teachers must discuss the trip with their coordinator.
- A field trip request form must be filled out electronically through School Dude.
- The form **must** be approved by the principal or assistant principal.
- All scholars going on any trip **MUST** have a **SIGNED** permission slip. **DO NOT ACCEPT ANY VERBAL CONSENT.**
- Teachers **must** give a **receipt** for monies taken or spent.
- There should be one responsible adult for every ten scholars.
- A list of scholars going on the trip **MUST** be submitted a **WEEK** in advance before the day of the trip. Followed by a list of scholars that actually go on the trip.
- The cafeteria should be notified in writing a week ahead of the trip for bagged lunches if needed.
- Arrangements must be made for those scholars not participating on the trip.

We do encourage field trips as an incentive to motivate and award scholars in your classrooms. Other staff members deserve the right to debate any scholars participating on any scheduled field trip. Therefore, it is essential that scholars are made aware their conduct in all classrooms will be monitored.

Teachers organizing field trips are responsible for completing the necessary Field Trip Request Form electronically. Please see your department coordinator if you need help with completing the form.

Scholar permission slips and adequate supervision are required for each field trip and are the responsibility of the teacher in charge. No field trips may be taken three weeks prior to mid-term examinations. Field trips should not be taken after May 1st. Please see an administrator for permission for a trip after May 1st.

After the principal has approved the field trip, all requests are electronically submitted to the Curriculum Office for approval. Field trips must be approved by the Board of Education. All requests for field trips must be submitted in a timely manner according to the board resolution due dates. **The principal will not approve field trips submitted late.**

Once approval is given, the teacher in charge is responsible for distribution of a list of potential participants to appropriate faculty members and the building offices including the main office, cafeteria and attendance. Arrangements must be made for all scholars not going on the field trip. This should be done two weeks prior to the trip in conjunction with an administrator. Also required is an itinerary of the trip including contact person, telephone numbers, chaperone assignments, and a list of all scholars attending.

The teacher is responsible for the collection of any monies due prior to the trip. Collect no monies for the trip until approval is given. Teachers should get receipts for all monies spent.

In accordance with education law, no charge will be made to scholars for field trips that are a required part of a course of study other than the normal admission fee if one is involved. Faculty members have the right and responsibility to notify the teacher in charge of the names of those scholars who have not fulfilled assignments and would be academically disadvantaged if they were to miss a day of school.

Transportation

Transportation for District buses is arranged through the Curriculum Office. District buses are used for travel in Nassau and Suffolk counties only and are available between the hours of 10:15 a.m. and 1:15 p.m. This means **buses cannot leave the district before 10:15 a.m. and must be back in the district by 1:15 p.m.** When requests have been approved by the Board of Education, transportation is arranged and each principal will receive notification. The Transportation Department should not be contacted directly. Transportation personnel will not arrange transportation, which the Business Office has not approved. Field trips with departure/return times or destinations outside of the above-stated parameters must have services provided by an outside contractor. You have to arrange for this yourself.

Please see the principal's secretary for names of transportation companies. In that case, a teacher's Field Trip Request Form must be accompanied by a properly coded purchase requisition. The principal's secretary will need the following information for the requisition to be inputted in WinCap: Vendor name, number of buses, destination, and date of trip. **Several days before the date of the field trip, confirm all arrangements with the appropriate personnel/vendor.**

Safety

While on a field trip, no scholar is allowed to leave the group. Scholars must remain with the group from time of departure to time of return to the building. All school rules are in effect. Teachers should take roll call checks to assure that all scholars who started on the trip are accounted for. They should take a roll call from a copy of the class enrollment prior to buses leaving for the trip, after every stop, and prior to leaving the bus from the trip.

CONFERENCES/WORKSHOPS

Please first speak with your coordinator to discuss your requests for any conference/workshop. Then enter any request for a conference/workshop in "Frontline Education Professional Development" which is our professional development portfolio system. **All** conferences/workshops have to be entered into "Frontline Education Professional Development" and "Frontline Education Absence Management." The building principal must approve all requests for conferences/ workshops. Conferences/workshops costing \$250.00 must be approved by the Board of Education. All requests must be submitted in a timely manner. Please refer to the board resolution due dates. **No request for a conference will be approved if it is submitted late.** No exceptions! You must follow the board resolution due dates.

Submission Due Dates To Central Office	Work Session Date	Board Voting/ Approval Date	Activity Dates
<u>ALL OTHER RESOLUTIONS</u>			
08/27/21	09/15/21*	09/15/21*	09/16/21-10/20/21
10/01/21	10/13/21	10/20/21	10/21/21-11/17/21
11/05/21	11/17/21*	11/17/21*	11/18/21-12/15/21
11/23/21	12/08/21	12/15/21	12-16/21-01/19/22
12/23/21	01/12/22	01/19/22	01/20/22-02/09/22
01/28/22	02/09/22*	02/09/22*	02/10/22-03/16/22
02/18/22	03/09/22	03/16/22	03/17/22-04/26/22
04/01/22	04/13/22*	04/26/22	04/27/22-05/18/22
04/29/22	05/11/22	05/18/22	05/19/22-06/15/22
05/26/22	06/08/22	06/15/22	06/16/22-06/24/22

*Combined Work Session/Voting meeting

OTHER DATES OF INTEREST: Annual BOCES Vote, 04/26/22
Budget Vote/Trustee Election, 05/17/22

REQUISITIONS

All requisitions have to be entered into WinCap which is our purchase order maintenance system. Only the principal's secretary and/or principal have rights to this. The information that is needed in order for the principal's secretary to enter the information into WinCap is as follows:

- | | |
|------------------|---------------------|
| 1. Vendor's Name | 6. Item Name |
| 2. Address | 7. Quantity |
| 3. Telephone | 8. Cost per item |
| 4. Fax | 9. Shipping Charges |
| 5. Vendor's Rep | |

The Education Data Services System (Ed-Data), is a bid-listing system which gives the highest discount on products and services. All requests for supplies, materials, books, etc., get entered into the Ed-Data system by teachers, to be approved by your department coordinator, who will okay or deny your request in the system. The requisitions are approved by the principal/the principal's secretary.

CLASSROOM SECURITY

Classroom doors must remain unlocked during class sessions. Classroom door windows are not to be covered. Classroom doors must be locked whenever there are no scheduled class/group/or faculty members using a room. Faculty members should be consciously aware of the utilization of their assigned rooms. **The individual who uses the room last is responsible for securing the room for the night. Scholars should not be permitted in a classroom when there is no teacher or an adult supervisor present. Teachers are asked to lock the doors and windows then lower the blinds when leaving for the evening.**

GENERAL PHILOSOPHY REGARDING HALL PASSES

It should be kept in mind that passes constitute a privilege, not an obligation. It remains the prerogative of the teacher to refuse to give a scholar a pass when that teacher feels that the privilege is being abused. General attitude toward passes should be that the receiver of the pass is sincere and can be trusted not to abuse the pass.

1. Scholars who constantly request passes should be referred to the school nurse to determine any medical problems.
2. No passes should be issued during periods one (1) and nine (9) (only in an emergency).
3. Hold scholars accountable to return promptly to class. Discourage scholars from returning to class at their leisure.
4. Only official school passes are to be used.
5. Scholars wishing to see a guidance counselor must have made an appointment with either the counselor or the guidance secretary. At that time, a pass will have been issued to the scholar by guidance for their appointment. Scholars who ask to go to guidance must show their pass to their teacher/teacher assistant.
6. If a pass privilege is being abused, the teacher should treat that infraction as a classroom problem and follow the procedures set forth for other disciplinary problems:
 - a. Talk to the scholar on a one-to-one basis to ascertain the reason for the abuse.
 - b. If the problem continues consult the parent/guardian and request cooperation.
 - c. Refer the problem to the administration for final decision and resolution

PROCEDURES DURING PASSING:

- Teachers must be visible at all times, standing at their classroom doors.
- All teachers should be present at or before the sound of the bell.
- Teachers must encourage any scholars lingering in the hallway to move quickly to their classroom.
- No teacher, at any time, should harbor any scholar in their classroom at a time when the scholar is scheduled to be in another class.
- Hallway sweeps will be conducted unannounced during the school day. After the third bell, teachers will then close their doors.

In order for us to ensure safety, academic enrichment of instruction, consistency, and overall unity it begins with **ALL** staff members. As we continue to improve the framework and climate of the school, we implore you to assist each other to raise scholars' achievement. As a reminder, "**accountability**" is the core of reform.

VISITORS/GUESTS IN SCHOOL

All school visitors are to sign in at the security desk in the main lobby and then report to the main office where they will be greeted by an office assistant to determine the nature of their business, given a pass, and directed to the proper location. A Visitors/Guests Log will be kept by Security.

PARENTSQUARE

This past school year, a new system has been implemented called ParentSquare. It is an easy-to-use, one stop communication tool that enables multiple forms of communication, coordination, and engagement throughout the entire school community. You will be able to communicate with parents, students and administrators, receive many documents, notifications, letters from principals, parents, students and staff. It is important to note, that you as the teacher have the responsibility of securing a login account and sign in regularly to receive notices, district updates, and to communicate with your students' parents frequently.

STAFF LOUNGE

There is a Staff Lounge located on the first floor in the south wing available for use by the staff. Located in the Lounge are the staff lactate area, mailboxes, vending machine, soda machine, a microwave and refrigerator. A telephone is available for personal telephone calls. **No long distance telephone calls are allowed.** Please respect time frames when using the telephone. When using the microwave we ask that you cover your food. If something spills over, you are responsible to clean it up. Please be considerate of your fellow co-workers. **No scholars are allowed in the staff lounge. Do not send them in there to get snacks for you or your scholars!**

DUPLICATING

Teachers are asked to use the Canon copier located in the teacher's lounge, library or west wing location for all of their copying needs. The main office copier is to be used in emergencies only.

MAINTENANCE

All work order request forms must be electronically submitted through School Dude (directions are in the appendix section).

LIBRARY

Located on the second floor is the library staffed by the school librarian media specialist.

SCHOLAR AND WRITER OF THE MONTH SCHEDULE 2021-2022 SCHOOL YEAR

Month	Scholar of the Month	Writer of the Month
September	Math	English
October	Social Studies	Special Education
November	Special Education	Science
December	English	ENL
January	Science	English
February	Social Studies	Social Studies
March	Math	Science
April	Special Education	Special Education
May	ENL	English

Names are due to the Principal by the 6th of the following month from the lead teachers.

PBIS PROGRAM (POSITIVE BEHAVIOR INTERVENTION & SUPPORTS)

PBIS is a proactive strategy for supporting scholar behavior resulting in social and academic improvement and a positive school environment. The aim will be to encourage positive behavior for all scholars and therefore reduce behavioral incidents throughout the year. All staff will be required to assist with the implementation of the PBIS program which will be practiced and evidenced within the school throughout the year.

The high school PBIS program will be built on the foundation of the PBIS matrix. The matrix will include key character traits for the scholars to demonstrate within and around the school grounds. These traits are:

P - Perseverance
R - Respect
I - Integrity
D - Dignity
E - Empathy

In addition to teaching these character traits, the PBIS program will also provide scholars with incentives and rewards for following the set guidelines with consistency.

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.

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

DETENTION

Teachers or administrators may assign scholars to lunch detention when they believe that the scholar needs to be redirected and behavior does not warrant OSS. The goal is to prevent scholars from missing classes throughout the day. Scholars are responsible to complete homework or enrichment during the session. In addition a reflection worksheet must be completed.

Lunch Detention may be given for the following reasons:

- | | |
|-------------------------------------|---|
| 1. No books/materials | 5. Talking/disruptive behavior |
| 2. Inappropriate language / apparel | 6. Academic dishonesty |
| 3. Leaving class without permission | 7. Habitual tardiness |
| 4. Wearing headgear | 8. Use of electronic gadgets during class |

OUT-OF-SCHOOL SUSPENSION

This measure will be used for scholars whose behavior is either disruptive and poses a danger to the order and safety of the school or whose repeated offenses indicate an adjustment cannot be made within the available school resources. When suspended, scholars are not allowed on this or any other Wyandanch school property. The purpose of this measure is to provide the scholars 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. Scholars who are placed on long-term suspensions may be provided an education in an alternative setting as determined by school authorities in accordance with SED regulations and Board of Education policies. **Scholars are not permitted to leave their home during scheduled school hours.** All scholars given out-of-school suspension will be assigned homebound instruction by the Office of Student Services.

PROCEDURES FOR REPORTING VIOLATIONS OF THE SCHOOL CODE OF CONDUCT

When a scholar or other person violates the School 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. (See the Inappropriate Behavioral Report in the Appendix). Violent Acts: Reporting of all violent acts should be immediate and must be done no later than the close of the business day.

DIGNITY FOR ALL STUDENTS ACT (DASA): NYS'S ANTI-BULLYING LAW

All children have the right to attend school in a safe, welcoming, and caring environment. DASA specifically ensures this for New York State public school students.

The Dignity for All Students Act (The Dignity Act also known as DASA) was signed into law on September 13, 2010. The legislation amended State Education Law by creating a new Article 2, *Dignity for All Students*, and revising Section 801-a regarding instruction in civility, citizenship, character education, tolerance, respect for others, and dignity. It combats bias-based bullying, harassment, and discrimination in public schools, and includes awareness and sensitivity in the relations of people including individuals of different races, weights, national origins, ethnicities, religions or religious practices, mental or physical abilities, sexes, sexual orientations, and gender identities or expressions.

- **The Dignity Act promotes civility and creates a safe nurturing environment.**
- **The Dignity Act provides a response to students who are harassed and bullied at school.**

Dignity Act §11 Harassment – the creation of a hostile environment by:

- **Conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a scholar to fear for their physical safety.**
- **Conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, secular orientation, gender or sex.**

Highlights of the new law, effective July 1, 2012

- All public elementary and secondary school students are protected.
- DASA prohibits the harassment and discrimination of students by students and by school personnel.

Creating a Safe and Supportive School Environment for Transgender and Gender Nonconforming Scholars, effective July, 2015

DASA includes transgender and gender nonconforming ("GNG") students, with an environment free from discrimination and harassment, to foster civility in public schools, and to ensure that every student has equal access to educational programs and activities. For more information and the law, refer to the district website under Parents, Anti-Bullying and Anti-Harassment.

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 procedure. Scholars who exhibit inappropriate behavior will be subject to one or more of the following consequences.

SCHOLAR CODE OF CONDUCT

A. Level 1 Infractions – Actions that can result in reprimand, counseling, parent conference, detention, ISS or OSS:

1. Cheating (in addition, a failing grade may be given).
2. Wearing hats or headgear indoors. This applies to both *MALES & FEMALES*
3. Cutting classes
4. Tardiness
5. Invalid absences
6. Possession and/or use of obscene literature or materials
7. Littering
8. Use of CD, IPOD, Cassette players, cell phones, and/or beepers during school hours and on school premises
9. No scholar ID tag
10. Causing or participating in disorderly behavior in classes, assemblies, corridors, cafeterias, on school grounds or on school buses
11. Being in unauthorized areas
12. Cutting detention

B. Level 2 Infractions – Actions that can result in one to five days detention, ISS or OSS:

1. *Frequent tardiness to class
2. Use of abusive or profane language
3. Defacing school property (Graffiti)
4. Causing or participating in mass disturbances in classrooms, assemblies, corridors, cafeterias, etc.

5. Bullying
6. Sexual Harassment (Verbal)

C. Level 3 Infractions – Actions that can result in one to five days ISS or OSS:

1. *Truancy
2. *Excessive class cutting
3. Damaging or endangering the property of others or the school
4. Trespassing
5. Smoking on school property including but not limited to vaping
6. Continued or 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. Instigating a Fight or Fighting
12. Hazing
13. Inappropriate language to staff
14. Inciting a Riot

*Not an OSS offense

D. Level 4 Infractions – Actions that can result in suspension or 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 (staff or student)
3. Blackmail
4. Bomb scares
5. Breaking and entering
6. Sale, possession, use or distribution of an illegal substance, narcotics or drugs
7. Intimidation of students or teachers
8. Pulling of fire alarm
9. Larceny
10. Theft/Robbery
11. Malicious mischief, such as setting off smoke/stink bombs or fireworks; sale, possession, use of fireworks or other explosives.
12. Extortion
13. Possession/use of a weapon, such as knives, slingshots, guns, laser pens, weapons or projectiles.
14. False alarms
15. Vandalism

16. Trespassing on school property while on suspension
17. Sexual Harassment (Physical)
18. Repetition of offenses listed in Section C

PENALTIES FOR VIOLATIONS OF CODE OF CONDUCT

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

1. Verbal Warning
 2. Written warning
 3. Written notification to parents
 4. Counseling
 5. Probation
 6. ISS, OSS, or Detention
 7. Suspension from transportation (inappropriate behavior)
 8. Suspension from participation in athletics
 9. Suspension from participation in social or extra-curricular events
 10. Suspension of other privileges
 11. Exclusion from a particular class
 12. Involuntary transfer/alternative placement/referral to Job Corp or GED programs elsewhere
 13. Expulsion
 14. Referral to police department for criminal or civil prosecution
- A. Depending on the nature of the violation, it is the Board of Education's desire that the scholar'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 singularly or in any combination.**
Reference: Education Law #3214
Cross-Reference: 5312 Prohibited Conduct

INFRACTIONS	CONSEQUENCES
LEVEL I Disorderly Conduct Disruptive Behavior Class Tardiness Class Cuts Truancy (from school) Use of cell phones, games, and other electronic devices Cutting Detention No ID tag (not an out-of-school suspension offense) Cheating Possession of and/or use of obscene literature or materials Littering	3 MAXIMUM each of which may result in a scholar-teacher conference, administrative conference, counseling, community service and/or suspension
LEVEL II Insubordination Inappropriate Language Graffiti Smoking cigarettes, vaping Bullying Sexual Harassment (verbal)	2 MAXIMUM each of which may result in any combination of Level I consequences and parent escort for 1-3 days. Scholars will pay for graffiti removal and correction of vandalism. A third offense moves the consequences to Level IV
LEVEL III Fighting Trespassing Endangering the safety of others Inappropriate Language to Staff Excessive class cutting Failure to serve Detention	2 MAXIMUM each of which will result in 1-5 days suspension out-of-school, and any combination of consequences above. A third offense moves the consequences to Level IV
LEVEL IV Pulling Fire Alarm Sexual Harassment (Physical) Possession/use of weapon/explosive Inciting a riot	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

Possession/use/sale of illegal substance	category not be returned to the school.
Assault on any Staff member	
Vandalism	
Extortion	
Larceny	
Theft	
Trespassing on school property while under suspension	
Intimidation	

All infractions will be thoroughly investigated by administration. Scholars alleged to have committed an infraction will be given due process. In all cases, parents/guardians will be contacted by phone where possible, and a letter will follow.

SEXUAL HARASSMENT

The Wyandanch School District prohibits any form of sexual harassment of scholars 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 scholar or staff member will be subject to civil or criminal litigation, and disciplinary actions by the school district. Any incidence of sexual harassment must be reported immediately to any school or district authority.

WYANDANCH UNION FREE SCHOOL DISTRICT FIRE DRILL PROTOCOLS

The ringing of the fire alarm means that classes are to be taken out of and away from the building as quickly as possible in an orderly manner. **Everyone must leave the building** and remain at a safe distance from it.

Certain rules are necessary when an alarm rings for a Fire Drill.

1. There is to be NO TALKING during the Fire Drill.
2. Each Teacher is to designate a Fire Marshall whose responsibility will be as follows:
 - a. Close all windows and turn off lights
 - b. Be sure all occupants have left the room; however, this responsibility is the legal responsibility of the teacher
 - c. Close the door after making his/her exit
3. Under no circumstances is a scholar or staff member to remain in the building.

4. Teachers will lead classes out, but at all times be consciously **involved in maintaining order** of the entire Class.
5. Please note that no classes will walk across the parking lot to the street. People leaving center doors will turn right or left.
6. Teachers who are free will be responsible to check all lavatories and offices to see that **everyone is out** and all doors are closed.
7. Re-entry to the building is to take place after a visual signal is made. (**Not a Bell!!!**). All re-entries will be done through the front doors. Teachers are to remain with their classes as they re-enter also.

Primary Route to Exits

1st Floor

Classrooms: 106, 107, 108, 109, 110, 111, 113 120A and School Store will exit through center front doors. They will turn left at the sidewalk and proceed to the field at 32nd and Garden City Avenue.

Classrooms: 102, 103, 104, and 105 will exit through the South exit doors. They will turn left at the sidewalk and proceed to the field at 32nd and Garden City Avenue.

Classrooms: 112, 114, 115 and 117 will exit from the building through the North exit doors. They will turn left at the sidewalk and proceed to the field at 32nd and Garden City Avenue.

Classrooms: 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10 will use the exit door in the rear of your classrooms. They will proceed to the field on 32nd and Garden City Avenue.

Classrooms: 11 and 12 will exit through the side door by the auditorium. They will proceed to the field at 32nd and Garden City Avenue.

Cafeteria A & B: All scholars, staff and Food Service workers will exit through the side door by the auditorium. They will proceed to the field at 32nd and Garden City Avenue.

Gym: will use the gym exits. They will proceed to the field at 32nd and Garden City Avenue.

Auditorium: will exit by the nearest exit door. They will proceed to the field at 32nd and Garden City Avenue.

Offices: 109OTEA, Main Office, Custodial, Security Office, Athletic Director, Nurse and Food Service will exit through center front doors. They will turn left at the sidewalk and proceed to the field at 32nd and Garden City Avenue.

Offices: Guidance and Special Education will exit through the South exit doors. They will turn left at the sidewalk and proceed to the field at 32nd and Garden City Avenue.

2nd Floor

Classrooms: 200, 201, 202 and 203 will exit through the South exit doors. They will turn left at the sidewalk and proceed to the field at 32nd and Garden City Avenue.

Classrooms: 204, 205, 207, 208, 209, 210, 211, 213 and Library will exit through center front doors. They will turn left at the sidewalk and proceed to the field at 32nd and Garden City Avenue.

Classrooms: 212, 214, 215, 217 and 219 will exit from the building through the North exit doors and will turn left at the sidewalk and proceed to the field at 32nd and Garden City Avenue.

Offices: 223A, 223B, 223C, 223D and 223E will exit through center front doors. They will turn left at the sidewalk and proceed to the field at 32nd and Garden City Avenue.

Secondary Route

1st Floor

Classrooms: 106, 107, 108, 109, 110, 111, 113 120A and School Store will exit through South exit doors. They will turn right at the sidewalk and proceed along the fence to the right side of the building on 32nd Street.

Classrooms: 102, 103, 104 and 105 will exit through the South exit doors. They will turn right at the sidewalk and proceed along the fence to the right side of the building on 32nd Street.

Classrooms: 112, 114, 115 and 117 will exit from the building through the North exit doors. They will turn right at the sidewalk and proceed along the fence to the right side of the building on 32nd Street.

Classrooms: 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10 will use the exit door in the rear of your classrooms. They will turn right and proceed along the fence to the right side of the building on 32nd Street.

Classrooms: 11 and 12 will exit through the side door by the auditorium. They will proceed along the fence to the right side of the building on 32nd Street.

Cafeteria A & B: All scholars, staff and Food Service workers will exit through the side door by the auditorium. They will proceed along the fence to the right side of the building on 32nd Street.

Gym: will use the gym exits and proceed to turn right along the fence to the right side of the building on 32nd Street.

Auditorium: will exit by the nearest exit door. They will proceed to walk along the fence to the right side of the building on 32nd Street.

Offices: 109OTEA, Main Office, Custodial, Security Office, Athletic Director, Nurse and Food Service will exit through South exit doors. They will turn right at the sidewalk and proceed along the fence to the right side of the building on 32nd Street.

Offices: Guidance and Special Education will exit through the South exit doors. They will turn right at the sidewalk and proceed along the fence to the right side of the building on 32nd Street.

2nd Floor

Classrooms: 200, 201, 202 and 203 will exit through South exit doors. They will turn right at the sidewalk and proceed along the fence to the right side of the building on 32nd Street.

Classrooms: 204, 205, 207, 208, 209, 210, 211, 213 and Library will exit through South exit doors. They will turn right at the sidewalk and proceed along the fence to the right side of the building on 32nd Street.

Classrooms: 212, 214, 215, 217 and 219 will exit from the building through the North exit doors. They will turn right at the sidewalk and proceed along the fence to the right side of the building on 32nd Street.

Offices: 223A, 223B, 223C, 223D and 223E will exit through center front doors. They will turn right at the sidewalk and proceed along the fence to the right side of the building on 32nd Street.

WYANDANCH UNION FREE SCHOOL DISTRICT
EMERGENCY RESPONSE DRILL PROTOCOLS
ALARM CAN BE INITIATED BY ANY OF THE EMERGENCY
EVACUATION SOUNDS
(FIRE, BOMB SCARE WHICHEVER IS APPROPRIATE)

SHELTER-IN-PLACE

Used to shelter students and staff inside the building.

Listen for instructions about the situation and your actions.

- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take Attendance.
- All other staff assist students, as needed.
- Move away from windows, if situation warrants.
- If instructed, move out of classroom to designated safe area. Stay together at all times.
- Take Attendance.
- Listen for updates.

HOLD-IN-PLACE

Used to limit movement of students and staff while dealing with short term emergencies.

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take Attendance.
- All other staff assist students, as needed.
- Listen for updates.

EVACUATE

Used to evacuate students and staff from the building.

- Listen for instructions about the situation and your actions.
- Lead students to designated assembly or announced assembly area. Use secondary route, if necessary
- Bring attendance list and class roster.
- Close the classroom door after exiting.
- Take Attendance when safe to do so.
- If evacuating off site, take Attendance before moving from and upon arrival at off site location.
- Listen for updates.

LOCKOUT

Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.

- Listen for instructions regarding the situation and your actions.
- Lock all exterior windows.
- Leave blinds/lights as they are.
- Take Attendance.
- After initial instructions listen for updates.
- Classroom instruction continues as normal.
- All outdoor activities are terminated.
- Listen for updates.

LOCKDOWN

Used to secure school buildings and grounds during incidents that pose an imminent threat of violence in or around the school.

- When you hear lockdown announced, you should move quickly to execute the following actions.
- If safe, gather students from hallways and common areas near your classroom.
- Lock your door. Barricade if necessary.
- Move students to a safe area in the classroom out of sight of the door.
- Leave windows, blinds/lights as they are.
- Keep everyone quiet, silence cell phones.
- Take Attendance, if possible.
- Do not communicate through door or answer room phone.
- Do not respond to P.A. announcements or fire alarm.
- Stay hidden until physically released by law enforcement personnel.

APPENDIX

(FORMS)



WYANDANCH UNION FREE SCHOOL DISTRICT

Central Administration Building
1445 Dr. Martin L. King, Jr., Boulevard
Wyandanch, New York 11798-3997

REQUEST FOR LEAVE

Name: _____ Position/ Building: _____

Date(s): From _____ To _____ Total No. of Hours: _____

- | | | |
|---|--|---|
| <input type="checkbox"/> Vacation | <input type="checkbox"/> Sabbatical | <input type="checkbox"/> *Personal Business |
| <input type="checkbox"/> Military Leave | <input type="checkbox"/> Maternity Leave | <input type="checkbox"/> Jury Duty |
| <input type="checkbox"/> Sick Leave | <input type="checkbox"/> Extended Sick Leave | <input type="checkbox"/> Bereavement |
| <input type="checkbox"/> Conference | <input type="checkbox"/> *Visitation | <input type="checkbox"/> Other Leave |

**Submit application 2 business days prior to the dated absence*

Comments: _____

<input type="checkbox"/> Approved	Date _____	<input type="checkbox"/> Approved	Date _____
<input type="checkbox"/> Disapproved		<input type="checkbox"/> Disapproved	

Signature _____	Signature _____
Principal/Supervisor	Personnel Administrator

_____	Date of Board Approval _____
Signature of Employee	

Original- Supervisor

Yellow- Personnel

Pink-Employee

**WYANDANCH UNION FREE SCHOOL DISTRICT
PAYROLL CLAIM FORM**

PAY PERIOD ENDING: _____

NAME: _____

TITLE: _____

	DATE	TIME IN	TIME OUT	SUB FOR	REGULAR HOURS	OVERTIME HOURS	TOTAL HOURS
MON							
TUES							
WED							
THU							
FRI							
SAT							
SUN							
				TOTAL			

	DATE	TIME IN	TIME OUT	SUB FOR	REGULAR HOURS	OVERTIME HOURS	TOTAL HOURS
MON							
TUES							
WED							
THU							
FRI							
SAT							
SUN							
				TOTAL			

I hereby certify the above attendance to be an accurate and correct statement of time worked.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE

White Copy: Payroll

Canary Copy: Building
(Please photocopy before turning in)

Pink Copy: Employee

WYANDANCH MEMORIAL HIGH SCHOOL **2021-2022 CALENDAR OF EVENTS** **TENTATIVE**

August 26, 2021	9 th Grade and ENL Orientation @ 10:00 a. m. - 11:00 a. m. (virtual) 10 th Grade and ENL Orientation @ 11:00 a. m. - 12:00 a. m. (virtual)
September 01-02, 2021	Superintendent's Conference Days (virtual)
September 06-08, 2021	School Closed (Labor Day and Rosh Hashanah)
September 09, 2021	1 st Day of School
September 10, 2021	Wyandanch Football vs Gpt/Shld/Matt @ 6:00 p. m. (Greenport High School)
September 11, 2021	ACT Exam @ 8:00 a.m.
September 15, 2021	Open School Night @ 6:00 p.m. – 7:00 p.m. (virtual) Kappa League Voter Registration Drive @ 6:00 p.m. – 7:00 p.m.
September 16, 2021	School Closed (Yom Kippur)
September 17, 2021	Wyandanch Football vs Babylon @ 5:00pm (Babylon High School)
September 20, 2021	Professional Development Meeting @ 2:00 p.m. - 4:00 p.m.
September 27, 2021	Leadership Meeting @ 2:00 p.m. - 4:00 p.m. PTSA Mtg. – 6:00 p.m.(virtual)
October 02, 2021	SAT Exam @ 8:00 a.m.
October 04, 2021	Professional Development Meeting @ 2:00 p.m. - 4:00 p.m.
October 11, 2021	School Closed (Columbus Day)
October 13, 2021	PSAT @ WMHS 7:00 a.m. – 12:00 p.m. (Tentative)
October 18, 2021	Professional Development Meeting @ 2:00 p.m. - 4:00 p.m.
October 22, 2021	WMHS Breast Cancer Walk @ 10:30 a.m.
October 23, 2021	ACT Exam @ 8:00 a.m.
October 25, 2021	Leadership Meeting @ 2:00 p.m. - 4:00 p.m. PTSA Mtg. – 6:00 p. m.
October xx, 2021	WSCA College Fair Trip - TBD
October 28, 2021	ENL Orientation @ 5:00 p.m. Hispanic Heritage Assembly @ 6:00 p.m.
October 29, 2021	Homecoming Pep Rally @ 12:30 p.m.

WYANDANCH MEMORIAL HIGH SCHOOL

2021-2022 CALENDAR OF EVENTS

TENTATIVE

October 30, 2021	Homecoming Parade @ 11:00 a.m. Tailgate Party 12:30 p.m. Homecoming Game - Hampton Bays vs Wyandanch Football @1:30pm Halftime Presentation
November 01, 2021	Professional Development Meeting @ 2:00 p.m. - 4:00 p.m.
November 02, 2021	School Closed (Election Day) Senior Picture Day
November 06, 2021	SAT Exam @ 8:00 a.m.
November 11, 2021	School Closed (Veteran's Day)
November 12, 2021	End of the 1 st Quarter Grades
November 15, 2021	Professional Development Meeting @ 2:00 p.m. - 4:00 p.m.
November 17, 2021	Kappa League Thanksgiving Food Drive @ 6:00 p.m. - 8:00 p.m.
November 18, 2021	Parent / Teacher Conference @ 6:00 p.m. – 8:00 p.m.
November 22, 2021	Leadership Meeting @ 2:00 p.m. - 4:00 p.m.
November 23, 2021	Student / Staff Basketball Game @ 1:00 p.m.
November 24-26, 2021	School Closed (Thanksgiving Recess)
November 29, 2021	PTSA Mtg. – 6:00 p. m.
December 04, 2021	SAT EXAM @ 8:00 a.m.
December 06, 2021	Professional Development Meeting @ 2:00 p.m. - 4:00 p.m.
December 11, 2021	ACT Exam @ 8:00 a.m.
December 13, 2021	Leadership Meeting @ 2:00 p.m. - 4:00 p.m.
December 16, 2021	Gospel Holiday Concert – 7:00 p.m.
December 20, 2021	Professional Development Meeting @ 2:00 p.m. - 4:00 p.m. PTSA Mtg. – 6:00 p.m.
December 24-31, 2021	Winter Recess – School Closed
January 03, 2022	Professional Development Meeting @ 2:00 p.m. - 4:00 p.m.
January 10, 2022	Leadership Meeting @ 2:00 p.m. - 4:00 p.m.
January 14, 2022	Women's Alumni Game @ 8:00 p.m.
January 15, 2022	Wyandanch Classic @ 9:00 a.m. – 6:00 p.m.
January 17, 2022	School Closed (Martin Luther King Day)

WYANDANCH MEMORIAL HIGH SCHOOL

2021-2022 CALENDAR OF EVENTS

TENTATIVE

January 24, 2022	Professional Development Meeting @ 2:00 p.m. - 4:00 p.m.
January 25 - 28, 2022	Regents Exams (Tuesday thru Friday)
January 28, 2022	End of the 2 nd Quarter Grades
January 31, 2022	PTSA Mtg. – 6:00 p.m
February 07, 2022	Professional Development Meeting @ 2:00 p.m. - 4:00 p.m.
February 11, 2022	Kappa League Valentines Ball @ 6:00 p.m. – 9:00 p.m.
February 12, 2022	ACT Exam @ 8:00 a.m.
February 17, 2022	Leadership Meeting @ 2:00 p.m. - 4:00 p.m.
February 21-25, 2022	School Closed (President's Day and Mid-Winter Recess)
February xx, 2022	Black History Concert @ 6:00.p.m. – TBD - District
February 28, 2022	Professional Development Meeting @ 2:00 p.m. - 4:00 p.m. PTSA Mtg. – 6:00 p.m.
March 05, 2022	Chinese Auction @12:00pm
March 12, 2022	SAT Exam @ 8:00 a.m.
March 14, 2022	Professional Development Meeting @ 2:00 p.m. - 4:00 p.m.
March xx, 2022	PSAT 10 @ WMHS @ 7:00 a.m. – 12:00 p.m - TBD
March 21, 2022	Leadership Meeting @ 2:00 p.m. - 4:00 p.m.
March 23, 2022	Parent / Teacher Conference @ 6:00 p.m. – 8:00 p.m.
March 28, 2022	Professional Development Meeting @ 2:00 p.m. - 4:00 p.m. PTSA Mtg. – 6:00 p.m.
April 02, 2022	ACT Exam @ 8:00 a.m.
April 04, 2022	Leadership Meeting @ 2:00 p.m. - 4:00 p.m.
April 08, 2022	End of the 3 rd Quarter Grades
April 11, 2022	Professional Development Meeting @ 2:00 p.m. - 4:00 p.m.
April 13, 2022	WMHS Spelling Bee @ 1:00 p.m.
April 15, 2022 – April 22, 2022	School Closed (Spring Recess)
April 25, 2022	Professional Development Meeting @ 2:00 p.m. - 4:00 p.m. PTSA Mtg. – 6:00 p.m.

WYANDANCH MEMORIAL HIGH SCHOOL

2021-2022 CALENDAR OF EVENTS

TENTATIVE

May 05, 2022	Senior Prom – The Piermont, 494 Fire Island Ave, Babylon, NY @ 6:00 p.m. – 11:00 p.m.
May 07, 2022	SAT Exam @ 8:00 a.m.
May 09, 2022	Professional Development Meeting @ 2:00 p.m. - 4:00 p.m. Kappa League Lupus Walk @ 10:30 a.m.
May 16, 2022	Leadership Meeting @ 2:00 p.m. - 4:00 p.m.
May 18, 2022	Caribbean Flag Day
May xx, 2022	Senior Trip – 4 days -TBD
May 20, 2022	Science Labs Cut-Off Day
May 23, 2022	Professional Development Meeting @ 2:00 p.m. - 4:00 p.m. PTSA Mtg. – 6:00 p.m.
May 27-30, 2022	School Closed (Memorial Day Weekend)
May 30, 2022	Memorial Day Parade @ 10:00 a.m.
June 04, 2022	SAT Exam @ 8:00 a.m.
June 06, 2022	Professional Development Meeting @ 2:00 p.m. - 4:00 p.m.
June 08, 2022	Athletic Awards Night @ 6:00 p.m.
June 09, 2022	Senior Awards Night @ 6:00 p.m.
June 11, 2022	Wyandanch Day @10:00 a.m. ACT Exam @ 8:00 a.m.
June 13, 2022	Leadership Meeting @ 2:00 p.m. - 4:00 p.m. PTSA Mtg. – 6:00 p.m.
June xx, 2022	Milton L. Olive 8 th Grade Graduation @ 10:00 a.m. (WMHS Auditorium) - TBD
June 17, 2022	Martin Luther King 5 th Grade Graduation @ 10:00am (WMHS Auditorium) (Tentative)
June 15 - 24, 2022	Regents Exams (Wednesday – Friday) (June 20 – Juneteenth Holiday Observed – No Exams – School Closed) (June 24 – Rating Day – No Exams)
June xx, 2022	JROTC End of Year Awards Ceremony/Luncheon @ 10:30 a.m. – 1:30 p.m. - TBD
June 20, 2022	School Closed (Juneteenth)
June 23, 2022	Rating Day Last Day of Classes for High School
June 24, 2022	End of 4 th Quarter Grades

WYANDANCH MEMORIAL HIGH SCHOOL
2021-2022 CALENDAR OF EVENTS
TENTATIVE

June 24, 2022	Graduation Rehearsal @ 10:00 a.m. Graduation Luncheon @ 11:00am
June 25, 2022	Wyandanch High School Graduation @ 10:00 a.m.
July 16, 2022	ACT Exam @ 8:00 a.m.
August 16 - 17, 2022	Regents Exams (Tuesday – Wednesday)

School District: WYANDANCH
 Sport : ALL
 Level : All
 9/21/2021 to 7/1/2022

2021-2022 SPORTS CALENDAR OF EVENTS

<u>Date</u>	<u>Time</u>	<u>H/A</u>	<u>Visiting School</u>	<u>Home School</u>	<u>Sport</u>	<u>Level</u>	<u>Contest Location</u>
Wed, 9/22/2021	4:00 PM	Home	Islip	Wyandanch	BSOC	B	<u>Wyandanch Memorial High School</u>
Wed, 9/22/2021	4:00 PM	Away	Wyandanch	Mt Sinai	FGVB	JV	<u>Mount Sinai High School</u>
Wed, 9/22/2021	4:00 PM	Away	Wyandanch	Port Jefferson	GSOC	V	<u>550 Scraggy Hill Road (SCRAGGY HILL FIELDS)</u>
Thu, 9/23/2021	4:00 PM	Home	Moses White	Wyandanch	BSOC	B	<u>Wyandanch Memorial High School</u>
Fri, 9/24/2021	3:45 PM	Home	Amityville	Wyandanch	FGVB	JV	<u>Wyandanch Memorial High School</u>
Fri, 9/24/2021	4:00 PM	Home	Stimson	Wyandanch	GSOC	B	<u>Wyandanch Memorial High School</u>
Sat, 9/25/2021	10:00 AM	Home	Miller Place	Wyandanch	BSOC	V	<u>Wyandanch Memorial High School</u>
Sat, 9/25/2021	1:30 PM	Home	Easthampton/Pier	Wyandanch	FB	V	<u>Wyandanch Memorial High School</u>
Mon, 9/27/2021	4:00 PM	Away	Wyandanch	West Babylon	BSOC	B	<u>West Babylon Junior High School</u>
Mon, 9/27/2021	4:30 PM	Away	Wyandanch	Islip	FGVB	JV	<u>Islip High School</u>
Tue, 9/28/2021	4:30 PM	Home	Bayport-Blue Point	Wyandanch	BSOC	V	<u>Wyandanch Memorial High School</u>
Tue, 9/28/2021	5:00 PM	Away	Wyandanch	Mt Sinai	GSOC	V	<u>Mount Sinai High School</u>
Wed, 9/29/2021	4:00 PM	Away	Wyandanch	Harborfields	FGVB	JV	<u>Harborfields High School</u>
Wed, 9/29/2021	4:00 PM	Home	Oldfield	Wyandanch	GSOC	B	<u>Wyandanch Memorial High School</u>
Thu, 9/30/2021	4:30 PM	Away	Wyandanch	Shoreham WR	BSOC	V	<u>Shoreham Wading River High School</u>
Thu, 9/30/2021	4:30 PM	Home	Amityville	Wyandanch	GSOC	V	
Fri, 10/1/2021	4:30 PM	Away	Wyandanch	Center Moriches	FB	V	<u>Center Moriches High School (CMHS TURF)</u>
Mon, 10/4/2021	4:30 PM	Home	Mt Sinai	Wyandanch	BSOC	V	<u>Wyandanch Memorial High School</u>
Mon, 10/4/2021	5:00 PM	Home	Miller Place	Wyandanch	FGVB	JV	<u>Wyandanch Memorial High School</u>
Mon, 10/4/2021	4:00 PM	Away	Wyandanch	Kings Park	GSOC	B	<u>William T. Rogers Middle School</u>
Tue, 10/5/2021	5:00 PM	Away	Wyandanch	Copague	BSOC	B	<u>Copague Middle School</u>
		Away					<u>Sayville High School</u>

9/21/2021

www.sectionxi.org/private/report.asp

Tue, 10/5/2021	4:00 PM		Wyandanch	Sayville	FGVB	JV	
Tue, 10/5/2021	4:30 PM	Home	Southampton	Wyandanch	GSOC	V	Wyandanch Memorial High School
Wed, 10/6/2021	4:00 PM	Away	Wyandanch	East Hampton	FGVB	JV	East Hampton High School
Thu, 10/7/2021	4:00 PM	Home	Hauppauge	Wyandanch	GSOC	B	Wyandanch Memorial High School
Fri, 10/8/2021	4:00 PM	Away	Wyandanch	Elwood/J Glenn	BSOC	V	Elwood John Glenn High School
Fri, 10/8/2021	4:00 PM	Away	Wyandanch	Deer Park	BSOC	B	Robert Frost Middle School
Fri, 10/8/2021	4:00 PM	Home	Mattituck/Shld/Gpt	Wyandanch	GSOC	V	
Sat, 10/9/2021	1:30 PM	Home	Miller Place	Wyandanch	FB	V	Wyandanch Memorial High School
Tue, 10/12/2021	4:30 PM	Home	Hampton Bays	Wyandanch	BSOC	V	Wyandanch Memorial High School
Tue, 10/12/2021	6:00 PM	Away	Wyandanch	Deer Park	GSOC	V	Deer Park High School
Wed, 10/13/2021	4:00 PM	Home	Brentwood South	Wyandanch	BSOC	B	Wyandanch Memorial High School
Wed, 10/13/2021	4:00 PM	Away	Wyandanch	Rocky Point	FGVB	JV	Rocky Point High School
Wed, 10/13/2021	4:00 PM	Away	Wyandanch	Finley	GSOC	B	Woodhull Intermediate School
Thu, 10/14/2021	4:00 PM	Home	Comsewogue	Wyandanch	GSOC	V	
Fri, 10/15/2021	4:30 PM	Home	Mt Sinai	Wyandanch	FGVB	JV	Wyandanch Memorial High School
Sat, 10/16/2021	1:30 PM	Home	Hampton Bays	Wyandanch	FB	V	Wyandanch Memorial High School
Mon, 10/18/2021	4:30 PM	Away	Wyandanch	Miller Place	BSOC	V	Miller Place High School (STADIUM TURF)
Mon, 10/18/2021	3:45 PM	Away	Wyandanch	Amityville	FGVB	JV	Amityville Memorial High School
Mon, 10/18/2021	4:00 PM	Home	Deer Park	Wyandanch	GSOC	B	Wyandanch Memorial High School
Tue, 10/19/2021	4:00 PM	Away	Wyandanch	Brentwood East	BSOC	B	Brentwood East Middle School
Tue, 10/19/2021	4:30 PM	Away	Wyandanch	Smithtown Christian	GSOC	V	Smithtown Christian School
Wed, 10/20/2021	4:00 PM	Home	Islip	Wyandanch	FGVB	JV	Wyandanch Memorial High School
Thu, 10/21/2021	4:00 PM	Away	Wyandanch	Elwood	GSOC	B	Elwood John Glenn High School
Fri, 10/22/2021	4:00 PM	Home	Babylon	Wyandanch	BSOC	B	Wyandanch Memorial High School

Sat, 10/23/2021	1:30 PM	Away	Wyandanch	Elwood/J Glenn	FB	V	Elwood John Glenn High School
Tue, 10/26/2021	4:00 PM	Away	Wyandanch	Amityville	BSOC	B	Edmund W. Miles Middle School
Tue, 10/26/2021	4:00 PM	Away	Wyandanch	Stimson	GSOC	B	Stimson Middle School
Fri, 10/29/2021	4:00 PM	Away	Wyandanch	Oldfield	GSOC	B	Oldfield Middle School
Sat, 10/30/2021	1:30 PM	Home	Port Jefferson	Wyandanch	FB	V	Wyandanch Memorial High School
Wed, 11/3/2021	4:00 PM	Home	Moses Blue	Wyandanch	BSOC	B	Wyandanch Memorial High School
Thu, 11/4/2021	4:00 PM	Home	Kings Park	Wyandanch	GSOC	B	Wyandanch Memorial High School
Thu, 12/9/2021	4:00 PM	Away	Wyandanch	Bayport-Blue Point	BBKB	V	Bayport Blue Point High School
Thu, 12/9/2021	5:45 PM	Away	Wyandanch	Bayport-Blue Point	BBKB	JV	Bayport Blue Point High School
Thu, 12/9/2021	4:30 PM	Home	Bayport-Blue Point	Wyandanch	GBKB	V	Wyandanch Memorial High School
Thu, 12/9/2021	6:30 PM	Home	Bayport-Blue Point	Wyandanch	GBKB	JV	Wyandanch Memorial High School
Mon, 12/13/2021	4:30 PM	Home	Shoreham WR	Wyandanch	BBKB	V	Wyandanch Memorial High School
Mon, 12/13/2021	6:30 PM	Home	Shoreham WR	Wyandanch	BBKB	JV	Wyandanch Memorial High School
Mon, 12/13/2021	4:00 PM	Away	Wyandanch	Shoreham WR	GBKB	V	Shoreham Wading River High School
Mon, 12/13/2021	5:45 PM	Away	Wyandanch	Shoreham WR	GBKB	JV	Shoreham Wading River High School
Thu, 12/16/2021	4:00 PM	Away	Wyandanch	Mt Sinai	BBKB	V	Mount Sinai High School
Thu, 12/16/2021	5:45 PM	Away	Wyandanch	Mt Sinai	BBKB	JV	Mount Sinai High School
Thu, 12/16/2021	4:30 PM	Home	Mt Sinai	Wyandanch	GBKB	V	Wyandanch Memorial High School
Thu, 12/16/2021	6:30 PM	Home	Mt Sinai	Wyandanch	GBKB	JV	Wyandanch Memorial High School
Tue, 12/21/2021	4:30 PM	Home	Elwood/J Glenn	Wyandanch	BBKB	V	Wyandanch Memorial High School
Tue, 12/21/2021	6:30 PM	Home	Elwood/J Glenn	Wyandanch	BBKB	JV	Wyandanch Memorial High School
Tue, 12/21/2021	4:30 PM	Away	Wyandanch	Elwood/J Glenn	GBKB	V	Elwood John Glenn High School
Tue, 12/21/2021	5:45 PM	Away	Wyandanch	Elwood/J Glenn	GBKB	JV	Elwood John Glenn High School
Thu, 1/6/2022	5:45 PM	Away	Wyandanch	Hampton Bays	BBKB	V	Hampton Bays High School

Thu, 1/6/2022	4:00 PM	Away	Wyandanch	Hampton Bays	BBKB	JV	Hampton Bays High School
Thu, 1/6/2022	4:30 PM	Home	Hampton Bays	Wyandanch	GBKB	V	Wyandanch Memorial High School
Thu, 1/6/2022	6:30 PM	Home	Hampton Bays	Wyandanch	GBKB	JV	Wyandanch Memorial High School
Fri, 1/14/2022	4:30 PM	Home	Miller Place	Wyandanch	BBKB	V	Wyandanch Memorial High School
Fri, 1/14/2022	6:30 PM	Home	Miller Place	Wyandanch	BBKB	JV	Wyandanch Memorial High School
Fri, 1/14/2022	5:30 PM	Away	Wyandanch	Miller Place	GBKB	V	Miller Place High School
Fri, 1/14/2022	6:30 PM	Away	Wyandanch	Miller Place	GBKB	JV	Miller Place High School
Thu, 1/20/2022	4:30 PM	Home	Bayport-Blue Point	Wyandanch	BBKB	V	Wyandanch Memorial High School
Thu, 1/20/2022	6:30 PM	Home	Bayport-Blue Point	Wyandanch	BBKB	JV	Wyandanch Memorial High School
Thu, 1/20/2022	4:00 PM	Away	Wyandanch	Bayport-Blue Point	GBKB	V	Bayport Blue Point High School
Thu, 1/20/2022	5:45 PM	Away	Wyandanch	Bayport-Blue Point	GBKB	JV	Bayport Blue Point High School
Sat, 1/22/2022	10:00 AM	Away	Wyandanch	Shoreham WR	BBKB	V	Shoreham Wading River High School
Sat, 1/22/2022	12:00 PM	Away	Wyandanch	Shoreham WR	BBKB	JV	Shoreham Wading River High School
Sat, 1/22/2022	12:00 PM	Home	Shoreham WR	Wyandanch	GBKB	V	Wyandanch Memorial High School
Sat, 1/22/2022	10:00 AM	Home	Shoreham WR	Wyandanch	GBKB	JV	Wyandanch Memorial High School
Tue, 1/25/2022	4:30 PM	Home	Mt Sinai	Wyandanch	BBKB	V	Wyandanch Memorial High School
Tue, 1/25/2022	6:30 PM	Home	Mt Sinai	Wyandanch	BBKB	JV	Wyandanch Memorial High School
Tue, 1/25/2022	4:00 PM	Away	Wyandanch	Mt Sinai	GBKB	V	Mount Sinai High School
Tue, 1/25/2022	5:45 PM	Away	Wyandanch	Mt Sinai	GBKB	JV	Mount Sinai High School
Fri, 1/28/2022	4:30 PM	Away	Wyandanch	Elwood/J Glenn	BBKB	V	Elwood John Glenn High School
Fri, 1/28/2022	5:45 PM	Away	Wyandanch	Elwood/J Glenn	BBKB	JV	Elwood John Glenn High School
Fri, 1/28/2022	4:30 PM	Home	Elwood/J Glenn	Wyandanch	GBKB	V	Wyandanch Memorial High School
Fri, 1/28/2022	6:30 PM	Home	Elwood/J Glenn	Wyandanch	GBKB	JV	Wyandanch Memorial High School

9/21/2021

www.sectionxi.org/private/report.asp

Mon, 1/31/2022	4:30 PM	Home	Hampton Bays	Wyandanch	BBKB	V	Wyandanch Memorial High School
Mon, 1/31/2022	6:30 PM	Home	Hampton Bays	Wyandanch	BBKB	JV	Wyandanch Memorial High School
Mon, 1/31/2022	5:45 PM	Away	Wyandanch	Hampton Bays	GBKB	V	Hampton Bays High School
Mon, 1/31/2022	4:00 PM	Away	Wyandanch	Hampton Bays	GBKB	JV	Hampton Bays High School
Tue, 2/8/2022	6:15 PM	Away	Wyandanch	Miller Place	BBKB	V	Miller Place High School
Tue, 2/8/2022	4:30 PM	Away	Wyandanch	Miller Place	BBKB	JV	Miller Place High School
Tue, 2/8/2022	4:30 PM	Home	Miller Place	Wyandanch	GBKB	V	Wyandanch Memorial High School
Tue, 2/8/2022	6:30 PM	Home	Miller Place	Wyandanch	GBKB	JV	Wyandanch Memorial High School

Total Contests (Non-Scrimmage) : 100

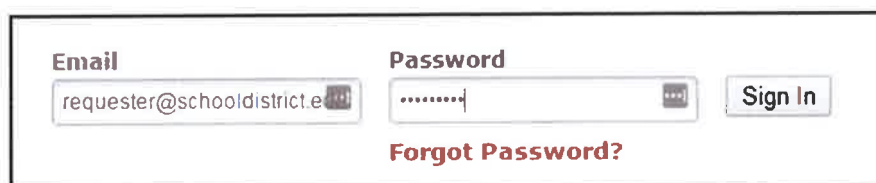
Total League : 100

Total NL/MNL/I/T : 0

TripDirect Requester Guide

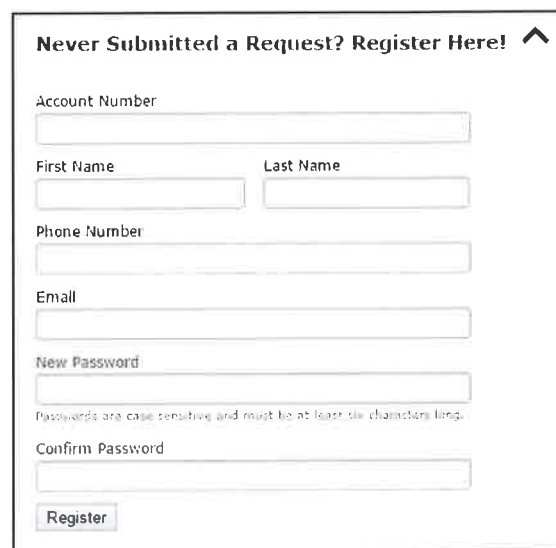
How to Register/Log in

- Open your Internet Browser (Internet Explorer, Firefox, etc). Click on the following link, or copy and paste it into the web browser:
<https://www.myschoolbuilding.com/myschoolbuilding/tdgateway.asp?acctNum=insert account number>
- If you are a returning user, enter your **Email Address** and **Password**. Click **Sign In**.
- If you have forgotten your password, click the **Forgot Password?** Link and enter your email address. We'll send you instructions for resetting your password.



The form contains two input fields: 'Email' with the text 'requester@schooldistrict.e' and 'Password' with masked characters '.....'. To the right of the password field is a 'Sign In' button. Below the password field is a red link that says 'Forgot Password?'.

- If you are submitting your first request, you must enter registration information first. Click on the down arrow (▼) next to Never Submitted a Request? Register Here! to expand the registration form. **Note: Your registration will be complete after you submit your first work request.*
 - Enter the **Account Number** provided by your Administrator.
 - Enter your **First and Last Name**, as well as your **Phone Number** and **Email Address**.
 - Type the **Password** you would like to use to log into your SchoolDude account and confirm it. The password you choose must be 6 characters long.
 - Click **Register** to go to the work order request form.



The registration form is titled 'Never Submitted a Request? Register Here!' with an upward arrow icon. It includes the following fields: 'Account Number', 'First Name', 'Last Name', 'Phone Number', 'Email', 'New Password', and 'Confirm Password'. A note below the password fields states: 'Passwords are case sensitive and must be at least six characters long.' A 'Register' button is located at the bottom of the form.

The Dude Says:

To create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. You will have the option to create a shortcut or add to your favorites. Creating a shortcut will add an icon to your desktop. You can double click it the next time you want to sign in.

How to Submit a Request

- Make sure you are on the **Trip Request** tab at the top of the screen.



**Note: Any field marked with a red checkmark is a required field.*

- The **Booked By** section will be filled in with your contact information according to how it was entered upon registration.
- Enter the **Trip Name** and the **Trip Destination**.
- Select your departing **Location** and the **Organization** taking the trip.
- Choose if your trip is **One Way** or **Round Trip**.
- If you are entering a frequently taken trip, you may be able to select it from the **Trip Package** drop down list.
- Select your trip **Departure and Return Dates and Times**.
- If applicable, select a **Budget Code**.

- Select the **Transportation Type** that is needed for your trip. Click on the icon next to the Transportation Type description to select it.

- Enter the **Trip Contact**. Check the box next to **Yes, the 'Booked By' requester information is the same as the 'Trip Contact' information** if you are going to be the contact person for the trip.
- Enter the **Number of Students** attending the trip.
- You can add additional information for the trip in the **Faculty, Supervising Adults, Educational Objective**, and **Special Needs and/or Trip Requirements** boxes.
 - The **Educational Objectives** field is a great place for additional information (such as whether multiple vehicles are needed), as it is easily seen by Administrators during the approval process
- Once the trip request form is completed, enter the submittal **Password** of **(Insert Password)**.
- Click on the **Submit Request** button.

My Request Tab

You can view any requests that you have entered into the system by clicking on the **My Requests** tab. Hover your mouse over the **Shortcuts** link and click on **My Trip Requests**. You will see a listing of any requests that you have entered into the system. You are also able to print out a listing of your requests by clicking on the printer icon.



On the **My Trip Requests** page you will see up-to-date information on your requests including the current status, trip ID number, and total costs. You can search for any trip request by typing a key word into the **Search** box and clicking **GO**.

Search this results for: [GO](#) [Show All](#) [Print This](#)

1 - 6 of total 6 listed

Trip ID	Status	Trip State	Trip Destination	Organization	Total Costs
Trip Name	Location	# Students	Package Name	Contact Name	Total Estimated Costs
Departure Date	Return Date Time	# Adults	Educational Objectives	Contact Phone	
Pick Up Location	Drop Off Location	Attendees			
180 State Capital 8/14/2015 9:00 AM	Approved ISU High School 8/14/2015 3:00 PM	Active 75 5 80	Des Moines to gain an appreciation of the state's ...	Drama sude dude	\$0.00 \$0.00
135 Driver Test 3 1/28/2013 3:00 AM	Approved Chatham Central High School 1/28/2013 7:00 PM	Active 10 0 10	Driver Test 3	Athletic Boosters Club Administrator Hayley 919-516-5164	\$0.00 \$0.00

WYANDANCH UNION FREE SCHOOL DISTRICT

WYANDANCH MEMORIAL HIGH SCHOOL
54 South 32nd Street
Wyandanch, NY 11798
Telephone: 631-870-0450 Fax: 631-491-8525

Mr. Paul Sibblies, Principal

Mr. Noel Rios, Assistant Principal

FIELD TRIP PERMISSION SLIP

Date: _____

_____ has permission to go on a field trip from
Student's Name

Teacher's Name/School Organization

Wyandanch Memorial High School to:

Location

Address Telephone

on _____
Date

Departure Time: _____ Approximate Time of Return: _____

Parent/Guardian's Name
Please Print

Cell Phone Number

Parent/Guardian's Signature

Telephone Number

WYANDANCH MEMORIAL HIGH SCHOOL

INAPPROPRIATE BEHAVIOR REPORT

Student: _____ Grade: _____ Date: ____ / ____ / ____

Referring Staff: _____ Counselor: _____

Day: M T W T F A B Period: 1 2 3 4 5 6 7 8 Time: ____ : ____ a.m. / p.m.

Location / Classroom: _____

Nature of Incident (Please Check Offense)

<input type="checkbox"/> Fighting / Instigating a Fight	<input type="checkbox"/> Excessive Discipline Problems
<input type="checkbox"/> Aggressive Behavior or Assault of Staff / Student	<input type="checkbox"/> Possession or Use of Electronic Devices in Class / School
<input type="checkbox"/> Threatened a Teacher / TA / Staff / Student	<input type="checkbox"/> Intimidation / Harassment / Menacing / Bullying Behavior
<input type="checkbox"/> Cutting Class	<input type="checkbox"/> Theft / Arson / Bomb Threat / False Alarm
<input type="checkbox"/> Walking / Loitering in Hallways / Cafeteria	<input type="checkbox"/> Damaging or Defacing School Property
<input type="checkbox"/> Brought Inappropriate Articles to School	<input type="checkbox"/> Smoking or Smoking Paraphernalia
<input type="checkbox"/> Wearing Inappropriate Apparel in School	<input type="checkbox"/> Possession of a Weapon / Use of a Weapon
<input type="checkbox"/> Using Inappropriate Language	<input type="checkbox"/> Sexual Harassment/Inappropriate Relationship/Indecent Exposure
<input type="checkbox"/> Leaving Class/Location Without Permission	<input type="checkbox"/> Possession or Use of Alcohol or Drugs / Drug Paraphernalia
<input type="checkbox"/> Causing a Disturbance in Class	<input type="checkbox"/> Appearance of Substance Abuse / Under the Influence
<input type="checkbox"/> Causing a Mass Disturbance	<input type="checkbox"/> Possession of Forged passes / Use of Forged passes
<input type="checkbox"/> Insubordination	<input type="checkbox"/> Posting to Social Media / Cyber Bullying

REMARKS: (Please be specific) _____

Action Taken Prior to this Referral

<input type="checkbox"/> Conference with Student	<input type="checkbox"/> Referred Student to Guidance Counselor
<input type="checkbox"/> Assigned New Seat	<input type="checkbox"/> Isolated Within Classroom
<input type="checkbox"/> Rewarded Student for Displaying Desired Behavior	<input type="checkbox"/> Sent Letter Home to Parent/Guardian
<input type="checkbox"/> Telephone Parent/Guardian	<input type="checkbox"/> Called for Security

Spoke to an Administrator (Be Specific): _____

Other: _____

Parent/Guardian Contact: _____

_____ Date: ____ / ____ / ____

Administrative Action

<input type="checkbox"/> Held Conference with Student	<input type="checkbox"/> Telephoned or Sent Letter Home to Parent/Guardian
<input type="checkbox"/> Scheduled Conference with Parent/Guardian	<input type="checkbox"/> Referred Student to Guidance Counselor
<input type="checkbox"/> Assigned Detention with Staff	<input type="checkbox"/> Assigned Out-of-School Suspension

Administrator: _____

Date: ____ / ____ / ____

White copy - Parent

Pink copy - Student File

Yellow copy - Guidance

OSS PROCEDURE

Suspension Letter will indicate that Google classroom will be used to fulfill suspension. The correct sentence will be added to the Suspension Letter which is stored in a shared drive under suspension letter samples.

Part B Procedural Safeguards Notice stored in shared drive under (ADOBE) OSS Suspension Letters 17-18 in 2021-2022 info will accompany all Special Education suspension letters.

PARENT (Hand Delivered) :

Suspension Letter (1-5 days)

Behavior Report (Copy)

Special Education student include Part B Procedural Safeguards Notice

FILE:

Suspension Letter (1-5 days)

Behavior Report (White and Pink)

Personal Summary IC

Student Schedule IC

Security and / or Witness Report and / or Incident Report (if any)

EMAIL the student's teachers to supply work on Google Classroom for duration of suspension.

WITS / VADIR:

Suspension Letter (1-5 days)

Behavior Report

Security and / or Witness Report and / or Incident Report (if any)

Mr. Shinika Cobb: (scan and email all paperwork Only Special Ed Student)

Suspension (1-5 days)

Behavior Report

Student Schedule IC

Security and /or Incident Reports

Ms. Jordan: (scan and email cc: D. Raudales) ONLY OUT OF DISTRICT:

Suspension (1-5 days)

GUIDANCE COUNSELOR:

Suspension (1-5 days)

Behavior Report (Yellow)

OSS PROCEDURE

Personal Summary IC
Student Schedule IC

Ms. DAPHNEY PIERRE - (PSYCHOLOGIST)- Only Special Ed Student:

Suspension (1-5 days)
Behavior Report
Personal Summary IC
Student Schedule IC

MS. Evette JAMES – (SPECIAL ED COORDINATOR):- - Only Special Ed Student:

Suspension (1-5 days)
Behavior Report
Personal Summary IC
Student Schedule IC

ATTENDANCE:

Suspension (1-5 days)

SUPERINTENDENT HEARING:

Request for Hearing
Checklist
Suspension (5 days)
Behavior Report

OSS PROCEDURE

Suspension Letter will indicate that Google classroom will be used to fulfill suspension. The correct sentence will be added to the Suspension Letter which is stored in a shared drive under suspension letter samples.

Part B Procedural Safeguards Notice stored in shared drive under (ADOBE) OSS Suspension Letters 17-18 in 2021-2022 info will accompany all Special Education suspension letters.

PARENT (Hand Delivered) :

Suspension Letter (1-5 days)

Behavior Report (Copy)

Special Education student include Part B Procedural Safeguards Notice

FILE:

Suspension Letter (1-5 days)

Behavior Report (White and Pink)

Personal Summary IC

Student Schedule IC

Security and / or Witness Report and / or Incident Report (if any)

EMAIL the student's teachers to supply work on Google Classroom for duration of suspension.

WITS / VADIR:

Suspension Letter (1-5 days)

Behavior Report

Security and / or Witness Report and / or Incident Report (if any)

Mr. Shinika Cobb: (scan and email all paperwork Only Special Ed Student)

Suspension (1-5 days)

Behavior Report

Student Schedule IC

Security and /or Incident Reports

Ms. Jordan: (scan and email cc: D. Raudales) ONLY OUT OF DISTRICT:

Suspension (1-5 days)

GUIDANCE COUNSELOR:

Suspension (1-5 days)

Behavior Report (Yellow)

OSS PROCEDURE

Personal Summary IC
Student Schedule IC

Ms. DAPHNEY PIERRE - (PSYCHOLOGIST)- Only Special Ed Student:

Suspension (1-5 days)
Behavior Report
Personal Summary IC
Student Schedule IC

MS. Evette JAMES – (SPECIAL ED COORDINATOR)-: - Only Special Ed Student:

Suspension (1-5 days)
Behavior Report
Personal Summary IC
Student Schedule IC

MS. ARLENE MILES - NURSE: (IF MEDICAL)

Letter from Doctor stating starting and ending dates out of school
Personal Summary IC
Student Schedule IC

ATTENDANCE:

Suspension (1-5 days)
Letter from Doctor stating starting and ending dates out of school
(if applicable)

SUPERINTENDENT HEARING:

Request for Hearing
Checklist
Suspension (5 days)
Behavior Report

Wyandanch Memorial High School

Our mission is to establish a positive learning environment within a collaborative educational community that engages scholars in developing high standards of achievement in a global society.

BATHROOM

ROOM #



ROOM #

Wyandanch Memorial High School

Our mission is to establish a positive learning environment within a collaborative educational community that engages scholars in developing high standards of achievement in a global society.

GUIDANCE PASS



ROOM #

ROOM #

Wyandanch Memorial High School

Our mission is to establish a positive learning environment within a collaborative educational community that engages scholars in developing high standards of achievement in a global society.

MAIN OFFICE PASS

ROOM #



ROOM #

Wyandanch Memorial High School

Our mission is to establish a positive learning environment within a collaborative educational community that engages scholars in developing high standards of achievement in a global society.

NURSE PASS



ROOM #

ROOM #

Quick Step Guide for Maintenance Direct Requesters

- Open your Internet Browser (Internet Explorer, Netscape etc...) and type in www.myschoolbuilding.com in the address bar and press Enter or click on **Go**.
 - *Follow step 2 if you are a first time user or if asked to enter an Organization Account Number.*
- If it is the first time your computer has been to the website, enter the Organization Account number (**140118999**) and click **Submit Organization** as prompted.

Select Organization

Organization Account Number

You may also copy this link and paste it into the web address window for your browser:
<https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=140118999>
 If the name and information is not you/yours, please click the “NO” button and then continue.

Find a blank area on the next page, click your right mouse button and select **Create Shortcut**. This will add an *icon* on your desktop that you can double click the next time you want to sign in. Enter your email and click **Submit**. If prompted to enter your first and last name, do so.

If you are a new user, welcome! You can begin by indicating your email address below.

Email Address

Select All
Print
Create Shortcut
Add to Favorites...

Welcome to MySchoolBus...

Step 1 : This will be filled in with your information from the email address you entered at the sign in screen.

Step 2: Click on the drop down arrow and highlight a **Location** that you want the work to be done at and click the mouse. Follow the same steps for **Building** and **Area** **if selections are available*. Also be sure to **type** in your Area description or Room #.

☒ Indicates required information.

Step 1 Please be yourself, click [here](#) if you are not Jill Briley

First Name	Last Name	Email
<input type="text" value="Jill"/>	<input type="text" value="Briley"/>	<input type="text" value="brileyj@lakotransiexed.net"/>
Phone <input checked="" type="checkbox"/>	Pager	Cellular Phone
<input type="text" value="503-6051"/>	<input type="text"/>	<input type="text"/>

Step 2 **Location** ☒

<input type="text" value="-- Select Location --"/>	<input type="text"/>
Building	
<input type="text" value="-- Select Building --"/>	
Area	Area/Room Number <input checked="" type="checkbox"/>
<input type="text" value="Classroom"/>	<input type="text" value="302"/>

Step 3: Select the icon that best describes your problem and click on it.

Maintenance Help Desk:
Click [here](#) for Maintenance Emergency Contacts.
Click on the problem type below that best describes your issue.

 Alarm	 Appliance Repair	 Asphalt	 Athletic Fields
 Bleachers	 Boiler	 Burglar Alarm	 Carpentry

Step 4: Type in your description of the problem

Step 5: Type in the best time for a technician to come by *if available*

Step 6: Click on the drop down arrow and select a purpose code *if available*

Step 7: Type in a when you would like the work to be completed (Click on the calendar to choose a date or type in a date in this format **10/02/15**) *if available*

Step 4 Please describe your problem or request. ☒

Step 5 Time Available for Maintenance ☒

Step 6 Purpose
-- Select Purpose -- ☒

Step 7 Requested Completion Date

(A valid date is required. Text is not accepted, but you may leave it blank. Click here for assistance in date entry.)

Step 8: Type in the submittal password of: warriors

Step 9: Click SUBMIT

After you click submit, the screen will refresh and go to the *My Request* Tab.

My Work Requests | My Schedule Requests |

My Work Requests

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

Request Totals
14 Complete

Search for "

Search this results for: [GO](#) [Show All](#)

1 - 10 of total 71 listed

Status	Location	Action Taken	Complete Date
Complete	Maintenance Facility	No Action Note	11/19/2004
General Maintenance	3171 Please move box and roll of blueprints to war room. Get key from Frank or Jill. It may take 2 people to carry these.	11/18/2004	

On this screen you will see up to date information on your request including the status, work order number and action taken notes. You can click on the number next the to status description to see all request marked with that status. You can search for any work order request by typing in a key word in the **Search** box and clicking on **GO**. This will pull up any of your requests with that word in it. (ex: keys would pull up any request dealing with keys).

Click on the **Work Request** Tab to input a new request.

WMHS Distance Learning Direct Teaching Instructional "Look Fors"		
Danielson Domain 3: Instruction (Suggested Time)	Direct Instruction	Distance Learning Instructional Practices Note: Use of technology resources may vary by department/subject. Implement 3-4 support resources with fidelity.
3a. Communicating with Students (5-7 Minutes)	Clear Lesson Goals: ➤ Essential Question ➤ Aim/ Learning Objective ➤ New York State CCSS/ Next Gen. Standards ➤ Content/Language Objective (when appropriate)	Do Now/ Review Instructional Focus: Set the stage for the lesson to come: <input type="checkbox"/> Educator explicitly communicate the lesson's content Learning Standards, Aim, Learning Targets, and Essential Question. <input type="checkbox"/> Educator may assign a 5-minute reading/writing/ word problem/vocabulary task of the day that will lead into the lesson. (Entrance Ticket) <input type="checkbox"/> Educator may show a 2-3 minute video to spark student led class discussion. ___ Evident ___ Not Evident
3a. Communicating with Students 3b. Using Questioning and Discussion Techniques (10-15 Minutes)	Mini-Lesson: Show and Tell Whole Group Discussion/ Instruction	The educator delivers direct explicit instruction to the class. <input type="checkbox"/> Model a skill in action, strategy, or demonstration that aligns with the content specific instructional focus of the lesson (uploaded pre-recorded videos, Google Meets in real time with shared screen). <input type="checkbox"/> Co-teaching Google Meets (ENL/ SWD). <input type="checkbox"/> SIOP Features/ Language Acquisition <input type="checkbox"/> Conduct explicit instructions for small group and collaborated tasks/ assignments. <input type="checkbox"/> Use technology resources and supports: Ex: Edpuzzle, Kami, Khan Academy, Google Cast, YouTube <input type="checkbox"/> Summarize New Learning Graphically. Check for Understanding-1 (clarifying) ___ Evident ___ Not Evident
3c. Engaging Students in Learning (30 Minutes)	Small Instructional Groups and independent Practice with a Purpose/ Tiered Instruction	Student Engagement: (Student Led, teacher facilitated) based on: <input type="checkbox"/> One on one Google Meets conferencing and feedback to student with next steps during scheduled time. <input type="checkbox"/> Small group Google Meets conferencing pre-scheduled with Teacher / Co-Teacher, and Teacher Assistant to provide guided support, scaffolding, or re-teaching for scholars according to the needs of the group. <input type="checkbox"/> Educator may apply tiered tasks according to scholar's readiness, interest, and learning profile. Check for Understanding-2 (DOK Stems "Level Up") ___ Evident ___ Not Evident
3d. Using Assessment in Instruction 3e. Demonstrating Flexibility and Responsiveness (20-25 Minutes)	Assessment of Scholars (Checking for Understanding Formative /Summative) Scholar Work Products	Whole/ Small Group Share out and Feedback <input type="checkbox"/> Corrective Feedback: (timely, written or verbal on how scholars can improve, with opportunities for revision.) <input type="checkbox"/> Assessing Growth: Scholars collaboratively/ independently produce a product, problem solve, or group discussion and presentation. Scholars share work products in real time via Google Meets or upload work via Google Docs. <input type="checkbox"/> Assessment of Tools: Completion of summative assessment (Ex: Achieve 3000, Castle Learning, Edpuzzle, Google Forms, Vocabulary.com), Teacher created assessments, Scholar self-reflection/ Peer reflections. <input type="checkbox"/> Lesson adjustment: Based on feedback and findings. ___ Evident ___ Not Evident
Summary (5-7 Minutes)	Closure: Realization of Aim/Learning Target	Class reflection and takeaways: <input type="checkbox"/> Exit Ticket ___ Evident ___ Not Evident

Teacher: _____

Administrator(s): _____

Date: _____

Time: _____

Feedback: _____

WYANDANCH MEMORIAL HIGH SCHOOL

Floor Plan

