

WYANDANCH MEMORIAL HIGH SCHOOL

**TEACHER'S
HANDBOOK
2018 – 2019**

**Mr. Paul Sibblies, Principal
Dr. Darlene White, Assistant Principal
Mr. Noel Rios, Assistant Principal**

WYANDANCH UNION FREE SCHOOL DISTRICT

BOARD OF EDUCATION

Mr. James Crawford, President

Mrs. Yvonne Robinson, Vice President

Dr. Ronald Allen Sr., Trustee

Mrs. Shirley Baker, Trustee

Mr. Ronald Fenwick, Trustee

Ms. Nancy Holliday, Trustee

Mr. Charlie Reed, Trustee

Ms. Stephanie Howard, District Clerk

CENTRAL ADMINISTRATION

Mary Jones, Ed.D, Superintendent of Schools

Mrs. Gina Talbert, Assistant Superintendent for Curriculum & Instructions

Mr. Kester Hodge, Assistant to the Superintendent for Human Resources

Mr. Idowu Ogundipe, School Business Official

Ms. Janice Gibson, Asst. Superintendent for Pupil Personnel & Special Education

DISTRICT-WIDE

Mr. Steven Berger, Director of Support Operations

Ms. Margaret Guarneri, Director of Second Language Acquisition

Mr. Carl Baldini, Assistant Director of Special Education

Ms. Christine Jordan, Director of Science

Ms. Izett Thomas, Director of Grants

WYANDANCH MEMORIAL HIGH SCHOOL ADMINISTRATION

Mr. Paul Sibbles, Principal

Dr. Darlene White, Assistant Principal

Mr. Noel Rios, Assistant Principal

DEPARTMENT COORDINATORS

Ms. Deven Kane, English Language Arts/LOTE/ELL

Ms. Kimberly Donovan, Mathematics

Ms. Tracy Kelly, Science

Mr. Walter Morris, Social Studies

Ms. Evette James, Special Education

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PRINCIPAL'S MESSAGE

Dear Team,

Welcome to the 2018-2019 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 three focus objectives are to...

- Connecting Academic Improvement using **Differentiated Instruction** aligned with **DOK Levels of Rigor** and **Interdisciplinary Instruction**
- To improve attendance and academic performance in all content areas with evidence of **Targeted Monthly Academic Skills** and **Character Traits**, and **Student Initiated Accountable Talk**
- Creating and sustaining an **Active PTSA**

Also, I want us to 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 school uniform initiative and curriculum embedded character education. It's imperative that as we promote such expectations that we ourselves as the educators of the building comply as well.

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.

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 gives 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 craft.
- 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.

GOALS

1. Thinking and Reasoning Skills

- Scholars will demonstrate effective problem solving skills.
- Scholars will demonstrate the ability to think critically and draw and support their conclusions.
- Scholars will demonstrate the ability to creatively formulate solutions to practical problems.

2. Communication Skills

- Scholars will communicate in the written and other forms (oral, graphic, and technology-related) with clarity, purpose, and understanding of audience.

3. Learning to Learn

- Scholars will demonstrate a commitment to creating and reflecting on quality work by participating in self-evaluation for the purpose of improvement.
- Scholars will demonstrate internalization of their learning by connecting it to their lives outside of school.

**WYANDANCH MEMORIAL HIGH SCHOOL
STAFF LISTING FOR 2018 – 2019**

ADMINISTRATORS

Paul Sibbles, Principal
Dr. Darlene White, Assistant Principal
Mr. Noel Rios, Assistant Principal

CLERICAL

Wanda Myers, Principal Stenographer
Deyling Raudales Andino, Clerk/Typist (Span. Speaking)
Theresa Weston, Senior Clerk Typist

CENTRAL REGISTRATION & ATTENDANCE

Janice Gibson, Assistant Superintendent of Pupil Personnel and Special Education

Cari Medina, Clerk Typist (Spanish)
Ann Watson, District Census
Zondra Outlaw, School Attendance Aide
Sharon Baker, School Attendance Specialist

ENGLISH DEPARTMENT

Deven Kane, Coordinator

Lori Dekie
Rachel Holmes
Jennifer Mignanelli
Juan Nieto
Rochelle Provenzano
Sandy Reiher

ENL

Luisa Peralta, Bi-Lingual Lead Teacher

Suni Marie Barr
Michael Buttitta
Filomena Russo

LANGUAGE

Alejandra Fonseca-Schall, Lead Teacher, (Spanish)

Paulina Araya, Spanish
Francesca Chery, French
Johnny Marcía, Spanish

HEALTH

Keith Carrick

SCHOOL LIBRARIAN MEDIA SPECIALIST

Erika Wall

NURSE

Arlene Miles

PHYSICAL EDUCATION

Cherese Hinckson
Vigil Romer
Thomas Williams

TECHNOLOGY

David Milch
Bruce Penn

PSYCHOLOGIST

Daphney Pierre

MUSIC

Joseph Marro
Eric Sacher

ART

Jill Lewis

AIS ELA DEPARTMENT

Sandy Reiher

RESOURCE ROOM

Jennifer Ashdown
Lori Basel

SCIENCE DEPARTMENT

Tracy Kelly, Coordinator

Keisha Bentley
Mary Ellen McEntee
Fredrika Miller
Sean Peterson
Dr. Francisco Roca
Stephen Salembier
Loretta Schoenfeldt
Dr. Karl Spielmann

SOCIAL STUDIES DEPARTMENT

Walter Morris, Coordinator

Kaitlyn Barrett
Michelle Lloyd
Porfirio Lopez
Lisa Moser
Sean Neimeth
TBD (BI-LINGUAL)

SPECIAL EDUCATION DEPARTMENT

Evette James, Coordinator

Barbara Adams
Jennifer Ashdown
Lori Basel
Lorraine Donato
Anthony Felpo
Martin Greene
Beverly Harper-Lewis
Travis Kalberer
Thomas Roeder
Danielle Tahir
Stacy Wilhelm

MATHEMATICS DEPARTMENT

Kimberly Donovan, Coordinator

John Chappell
Michael Fatscher
Thomas Hill
Daniel Marcano
Carmen Massi
Megan O'Neill

SPEECH

Eleanor Sheppard

SOCIAL WORKER

Tanisha Crawford
Aldwin Jones, Intern
Gia Mannone, Intern
Rynese Smith, Intern

TEACHER ASSISTANTS

Barry Baker
Robert Brown
Lena Cooley (Military Leave until 10/20/18)
Benjamin Coreas (Bi-Lingual)
Evan Henry
Andrew Hodge
Sacia Lee (Bi-Lingual)
Rakiya Phillips
Cyrinia Prendegast
John Rickenbacker, Jr.
Brenda Salagardo (Bi-Lingual)
Somalia Sexton
Carl Shaw
Kris Simmons
Dwight Singleton
Patricia Taylor

GUIDANCE DEPARTMENT

Dexter Ward, Guidance Counselor
Tiffany Kee, Guidance Counselor
Evelyn Hernandez, Guidance Counselor
Nicole Sladky, Senior Clerk Typist
Maria Lucy Roberson, Community Service Aide

JROTC

Jeff Zanelotti, LTC
Julian Miranda, MSG

CUSTODIAN

John Jones, Head Custodian-Day
Bridget Lovelace, Day
Andres Gonzalez – Evening
Shane Gay – Sub-Evening
Dezmond Clay, Sub-Evening
Tyree Green, Sub
Michael Murphy, Sub
James Smith, Sub
Lenny Tazwell, Sub

SECURITY

Raphael Perez – Supervisor
Robert Arnold - Day
Natanya Fletcher, Day
Douglas Marrison, Evening
Michael Oyadiron - Day
Christopher Lavin – Day
Damain Smith - Day
Daniel Titus – Day
Joseph Charles, Evening
George Saint Ima - Evening
Veronica McKoy – Sub

SPECIAL EDUCATION DISTRICT DEPARTMENT

Janice Gibson – Assistant Superintendent of Pupil Personal and Special Education

Carl Baldini – Asst. Director of Special Education
Tracé Francis – Senior Account Clerk/Typist
Jenny Gomez - Clerk/Typist (Spanish Speaking)
Karen Parrish – Account Clerk/Typist
Dominique Ramos – Psychologist (Bi-Lingual)
Wanda Roberts – Clerk/Typist

FOOD SERVICE

Danielle Teicher, Food Service Manager
Shelly Williams, Senior Clerk/Typist

KITCHEN STAFF

Brenda Sexton, Head Cook
Earnest Mays, Assistant Head Cook
Maisie Douglas (FSW)
Deborah Walcott (FSW)
Linda Lyles (Substitute)

EOC/SNAP

Sabrina Fearon, Program Coordinator
Amanda Barry, Intern
Samantha DeLucia, Intern

Young Life Mentor

Pastor Brian Cole
Sirece Thomas

WYANDANCH MEMORIAL HIGH SCHOOL**TENTATIVE ROOM ASSIGNMENTS**

2018 – 2019

STAFF MEMBER	ROOM #	DEPARTMENT
Adams, Barbara	8, 113	Special Education – ELA
Araya, Paulina	109	LOTE
Ashdown, Jennifer	102A	Special Education – Resource Room
Barr, Suni Marie	115, 217	ENL & ELL
Barrett, Kaitlyn	11	Social Studies
Basel, Lori	102A	Special Education – Resource Room
Bentley, Keisha	211	Science
Buttitta, Michael	114, 115, 210, 211	ENL
Carrick, Keith	2, 3, 12, 202, 211	Health
Chappell, John	106	Math
Chery, Francesca	4, 6, 7, 10, 11	LOTE - French
Crawford, Tanisha	Guidance Office	Social Worker
Dekie, Lori	10	ELA
Donato, Lorraine	5, 212, 215	Special Education – Resource Room
Donovan Kimberly	204	Math
Fatscher, Michael	117	Math
Felpo, Anthony	105, 106, 107, 113, 214	Special Education - CDOS
Fonseca-Schall, Alejandra	112	LOTE – Spanish
Greene, Martin	207	Special Education – Science
Harper-Lewis, Beverly	105	Special Education – Life Skills
Hill, Thomas	2	Math
Holmes, Rachel	8	ELA
James, Evette	3	Special Education – ELA
Kalberer, Travis	204, 210, 215	Special Education
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	1, 4, 8, 200, 205	Social Studies
Marcano, Daniel	202, 204, 219	Math
Marcía, Johnny	12	LOTE – Spanish
Marro, Joseph	Auditorium	Music
Massi, Carmen	219	Math
McEntee, Mary Ellen	203	Science
Mignanelli, Jennifer	102A, 104, 109	ELA
Milch, David	209	Technology
Miller, Fredrika	205	Science
Miranda, Julian MSG	JROTC-09	JROTC
Morris, Walter	1	Social Studies
Moser, Lisa	4	Social Studies
Neimeth, Sean	107	Social Studies
Nieto, Juan	7	ELA
O'Neill, Megan	217	Math
Penn, Bruce	110	Technology
Peterson, Sean	201	Science
Peralta, Luisa	115, 201	ENL & ELL
Pierre, Daphney	12S	Psychologist
Provenzano, Rochelle	214	ELA
Reiher, Sandy	102B	AIS ELA

Roca, Francisco, Dr.	210	Science
Roeder, Thomas	6	Special Education
Romer, Virgil	Gym	PE
Russo, Filomena	114	ENL
Sacher, Eric	111	Music
Salembier, Stephen	117, 202, 212, 214	Science
Schoenfeldt, Loretta	200	Science
Shepard, Eleanor	2nd Floor Resource Room	Speech
Spielmann, Karl, Dr.	208	
Tahir, Danielle	5	Special Education – Social Studies
Thomas, Sirece	109A	Consultant
Wall, Erika	Library	School Librarian Media Specialist
Ward, Dexter	Guidance Office	Guidance Counselor
Wilhelm, Stacy	200, 203, 205, 208	Special Education
Williams, Thomas	Gym	PE
Zanelotti, Jeff LTC	JROTC-9	JROTC
Vacancy	11, 102A, 106, 107	Social Studies
	120A	
	Skeen's office (109A)	
	PTSA	
	Student Gov't Office	

**WYANDANCH MEMORIAL HIGH SCHOOL
BELL SCHEDULE
2018 – 2019**

BUS ARRIVAL 6:30 a.m.
BREAKFAST 6:30 a.m. – 6:40 a.m.
EARLY BELL 6:38 a.m.

EARLY DISMISSAL 9:55 a.m.
SCHOLAR DISMISSAL 1:22 p.m.
BUS DEPARTURE 1:27 p.m.

TECH STUDENTS' SCHEDULE 11:40 a.m. – 2:25 p.m.

TEACHER/TEACHER ASSISTANT SIGN IN 6:30 a.m.
TEACHER/TEACHER ASSISTANT SIGN OUT 1:30 p.m.

PERIOD	LATE BELL	LOCKUP BELL	TIME	TIME IN PERIOD
1	6:39 a.m.	6:40 a.m.	6:40 a.m. – 7:22 a.m.	42 min
2	7:24 a.m.	7:25 a.m.	7:25 a.m. – 8:07 a.m.	42 min
3	8:09 a.m.	8:10 a.m.	8:10 a.m. – 8:52 a.m.	42 min
4	8:54 a.m.	8:55 a.m.	8:55 a.m. – 9:37 a.m.	42 min
5	9:39 a.m.	9:40 a.m.	9:40 a.m. – 10:22 a.m.	42 min
Life Skills Lunch 6	10:24 a.m.	10:25 a.m.	10:25 a.m. – 11:07 a.m.	42 min
Tech Lunch 7	11:09 a.m.	11:10 a.m.	11:10 a.m. – 11:52 p.m.	42 min
Junior Academy Lunch/CPT /Duty 8	11:54 a.m.	11:55 a.m.	11:55 a.m. – 12:37 p.m.	42 min
Senior Academy Lunch/ CPT/Duty 9	12:39 p.m.	12:40 p.m.	12:40 p.m. – 1:22 p.m.	42 min

**WYANDANCH MEMORIAL HIGH SCHOOL
TELEPHONE DIRECTORY**

ADMINISTRATION STAFF		
Paul Sibbles	Principal	631-870-0450
Dr. Darlene White	Assistant Principal	631-870-0450
Noel Rios	Assistant Principal	631-870-0450
CLERICAL		
Wanda Myers	Principal Stenographer	631-870-0450
Deyling Raudales Andino	Clerk Typist (Spanish Speaking)	631-870-0450
Theresa Weston	Senior Clerk Typist	631-870-0450
CENTRAL REGISTRATION & ATTENDANCE		
Janice Gibson	Asst. Supt. of Pupil Pers. & Sp. Ed	631-870-0500
Cari Medina	Clerk Typist (Spanish Speaking)	631-870-0513
Anzella Watson	District Census	631-870-0513
Zondra Outlaw	School Attendance Aide	631-870-0460
Sharon Baker	School Attendance Specialist	631-870-0466
GUIDANCE DEPARTMENT		
Tiffany Kee	Guidance Counselor	631-870-0468
Evelyn Hernandez	Guidance Counselor	631-870-0469
Dexter Ward	Guidance Counselor	631-870-0467
Nicole Sladky	Senior Clerk Typist	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		
Janice Patterson	Asst. Supt. of Pupil Pers. & Sp.Ed.	631-870-0500
Carl Baldini	Asst. Director of Special Education	631-870-0500
Tracé Francis	Senior Account Clerk/Typist	631-870-0500
Jenny Gomez	Clerk Typist (Spanish Speaking)	631-870-0500
Karen Parrish	Account Clerk Typist	631-870-0500
Dominique Ramos	Psychologist (Bi-Lingual)	631-870-0500
Wanda Roberts	Clerk/Typist	631-870-0500
Arlene Miles, RN	School Nurse	631-870-0461
CUSTODIAN		
John Jones	Head Custodian	631-870-0462
FOOD SERVICE DEPARTMENT		
Danielle Teicher	Food Service Manager	631-870-0520
Shelly Williams	Senior Clerk/Typist	631-870-0520
CAFETERIA		
Brenda Sexton	Head Cook	631-870-0463
TEACHER'S LOUNGE		
		631-870-0480
LIBRARY		
Erika Wall	School Librarian Media Specialist	631-870-0481
TECHNOLOGY LAB		
Bruce Penn	Technology Teacher	631-870-0491
David Milch	Technology Teacher	
JROTC DEPARTMENT		
LTC Jeff Zanelotti	Instructor	631-870-0482
MSG Julian Miranda	Instructor	631-870-0483

ATHLETIC DIRECTOR		
Walter Morris	Athletic Director	631-870-0478
PHYSICAL EDUCATION		
Montgomery Granger	Director	631-870-0430
GYM		
Cherese Hinckson	Girl's Office	631-870-0488
Thomas Williams	Boy's Office	631-870-0487
Virgil Romer	Boy's Office	631-870-0487
PTSA		
Lisa Simpson	President	631-870-0479
SECURITY		
Raphael Perez	Supervisor	631-870-0515
EOC/SNAP		
Sabrina Fearon	Project Coordinator	631-870-0495
YOUNG LIFE MENTORING PROGRAM		
Sirece Thomas	Coordinator	347-405-1460

ARRIVAL AND DEPARTURE TIME FOR TEACHERS AND TEACHER ASSISTANTS

Teachers and teacher assistants are to arrive by 6:50 a.m. and will be considered late if they arrive after 6:50 a.m. The expectation is for teachers and teacher assistants to arrive on time so please make every effort to do so. When signing in please note the time. Please do not sign in for another teacher or teacher assistant. 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 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 sign out in the **Sign In/Out Book** in the **Main Office**. Teachers must get coverage and report 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 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 leaving the building during their lunch time or any other time they must sign out and then sign in when they return in the **Sign In/Out Book**. There is a sign-out/sign-in sheet in the back of the book. You do not have to notify administration of a lunch signout. **Teachers/Teacher Assistants must have permission from the Principal to leave the building during their prep and sign out in the Sign In/Out Book in the Main Office.**

HOURS

School operates on a nine period schedule at the end of the school day. There are six teaching periods, a preparation period, a common planning time / duty period, and a lunch period. Your school day starts at 6:50 a.m. and ends at 1:51 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.

AESOP

Welcome to "AESOP" our new calling system for reporting your absences and requesting substitute personnel for teachers and teacher assistants.

Listed below is the AESOP contact information to be used when you are going to be absent for the 2018 – 2019 school year. You must remember that any time you will not be in attendance you must

use the AESOP system (i.e. conferences, death in the family, sick, emergencies). This is important as Human Resources uses AESOP for verification of absences, substitution and coverages.

USING AESOP SUCCESSFULLY: Please refer to your Employee Quick Start User's Guide for successful use of the system. This system can be used to:

- a. Create absences online or on the phone:

Aesop 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, AESOP starts finding a qualified, available substitute for you.

- b. Manage your schedule

With AESOP 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. AESOP 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. AESOP 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.aesoponline.com

Scheduled absences should be reported as soon as possible such as conferences, workshops, etc. Unscheduled absences should be reported prior to **5:00 a.m.** the day of occurrence, if possible. **After 5:00 a.m.** all unscheduled absences should be reported to AESOP 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.

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.**



WYANDANCH UNION FREE SCHOOL DISTRICT

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

February, 2016

Dear Parent/Guardians:

BOARD OF EDUCATION

Mr. Thomas Tolliver, President
Mr. Ronald Allen, Vice President
Mrs. Shirley Baker, Trustee
Mr. James Crawford, Trustee
Ms. Monick Hatcher, Trustee
Mrs. Nancy Holliday, Trustee
Mrs. Yvonne Robinson, Trustee

Stephanie Howard
District Clerk
31 870-0405
ax 631 510-3173

DISTRICT MAIN
AUTOMATED DIRECTORY)
31 870-0400

CENTRAL ADMINISTRATION

Mary Jones, Ed.D.
Superintendent of Schools
31 870-0401
ax 631 491-8539

Mrs. Gina Talbert
Assistant Superintendent
of Curriculum and Instruction
31 870-0419
ax 631 491-1243

Mr. Robert Howard
Assistant Superintendent
of Business
31 870-0420
ax 631 491-8510

Mr. Kester Hodge
Assistant Superintendent
of Human Resources
31 870-0410
ax 631 491-1210

Ms. Janice Patterson
Assistant Superintendent
of Pupil Personnel Services &
Special Education
31 870-0500
ax 631 491-8523

SCHOOLS

Wyandanch Memorial High School
4 South 32nd Street
Mr. Paul Sibbiles, Principal
31 870-0450
ax 631 491-8525

Hilton L. Olive Middle School
40 Garden City Avenue
Denya Vanterpool, Principal
31 870-0525
ax 631 491-8570

Martin L. King Jr.
Elementary School
92 Mount Avenue
Jamika Simpson, Principal
31 870-0555
ax 631 491-8573

Francis Hardiman
Elementary School
92 Mount Avenue
Jamika Simpson, Principal
31 870-0580
ax 631 491-8572

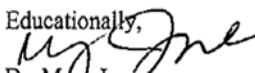
Here in the North, the weather conditions during the winter months can often present our school district with many challenges. Often, severe conditions at 6:00 a.m. are much improved one or two hours later making it safe to continue school activities. With this being said, the Wyandanch Union Free School District may continue using the option to close school or to delay the start of the school day during such inclement weather or other emergencies. The need to close or delay the opening of our schools for the safety of students and staff is a decision we take very seriously and their welfare is our top priority.

In the event that a delayed start becomes necessary, the following procedures will be implemented:

1. The Superintendent and other school officials will strive to make a decision by 5:00 a.m. to either close school or delay the opening of school. As in the past, an announcement will be made on the radio, television, district website and through our Emergency Call Notification system.
2. When a two-hour delay announcement is made, continue to listen to the radio and television for updated information. If conditions deteriorate, a decision will be made by 6:00 a.m. to close school for the day.
3. Should the District impose a delayed start, morning bus transportation will begin two hours from normal pick-up times. Students are required to be at their bus stop two hours later than their normal time. This will apply to all students including vocational, special needs, and private/parochial school students. Please be sure to dress your children appropriately for the weather.
4. It is important that you **DO NOT** send or drop off your children at school prior to the delayed start time. Building staff **ARE NOT** available to supervise children before that time. Students who walk to school should report to school two hours later than their normal time.
5. All high school, middle school and elementary school students, upon arrival, should report to their regular classroom for that period.
6. Breakfast **WILL NOT** be served on days that we have a delayed start. Therefore, it is important that you feed your children at home during this two hour window of time. The lunch program will run as usual with possible changes in serving times and/or menus.
7. School dismissal will remain at the normal time when there is a delayed start.
8. Scheduled co-curricular activities will be adjusted accordingly and you will be notified via the Emergency Call Notification system of any cancellations. Please update your phone contact at the main office of your child's school, so that you may continue to receive calls in the event of an emergency, school closing or delayed start opening.

Closing or delaying school is a difficult decision and we do our best to make the proper call. We may not always make the right decision, but we are committed to err on the side of doing what's best for children. Therefore, we solicit your continued support and cooperation in order for this plan to work effectively.

Thank you.

Educationally,

Dr. Mary Jones
Superintendent of Schools

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.

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 scholars 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, 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 an 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 pupils 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 KIT

Each teacher is responsible for making up a substitute kit which will be filed in the Main Office by the 7th school day. 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. 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.
If you expect the substitute to review the answers to review sheets, reading assignment, etc. **Be sure to leave a copy of the answers.**
3. Do not schedule an important test for the substitute to administer.
4. 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.
5. Your substitute kit is kept in case of an emergency; therefore, it will be difficult to keep material that is up-to-date in your kit. With this in mind, material included in this kit could be enrichment material or materials that you may not cover in the course of the year. However, if you know you are going to be absent, then it is imperative that you place up-to-date material in the sub-kit.

The following information is to be included in the sub-kit:

1. Teacher Schedule (Include Prep, Lunch Time, duty assignment)
2. Lesson Plans for three days
3. Class Lists
4. Seating Chart
5. Any other information the sub may need, such as instructions.

Department Coordinators are responsible for the following:

1. Have the sub report to you at the end of the day to collect the sub kit.
2. Return the sub kit to the department member upon his/her return to school.
3. Teacher will then update his/her sub kit and return it to his/her Department Coordinator.
4. You will then check the sub kit to ensure it is updated and return it to the Main Office to be filed.

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 two weeks 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 an unsatisfactory for any observed lesson.

FORMAT OF THE LESSON PLAN

New York State Standards:

Learning Objective: What do I expect the scholars to learn?

- ✓ 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

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 activities based on previous learning

Presentation of Content:

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

Summaries:

- ✓ An assessment to check if the learning 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 2018-2019 School Year.

Occurrences	Due Date	Date	Range
1	09/12/18	09/12/18	09/21/18
2	09/24/18	09/24/18	10/05/18
3	10/09/18	10/09/18	10/19/18
4	10/22/18	10/22/18	11/02/18
5	11/05/18	11/05/18	11/16/18
6	11/19/18	11/19/18	11/30/18
7	12/03/18	12/03/18	12/14/18
8	12/17/18	12/17/18	01/04/19
9	01/07/19	01/07/19	01/18/19
10	01/21/19	01/21/19	02/01/19
11	02/04/19	02/04/19	02/15/19
12	02/25/19	02/25/19	03/08/19
13	03/11/19	03/11/19	03/22/19
14	03/12/19	03/12/19	03/23/19
15	03/25/19	03/25/19	04/05/19
16	04/08/19	04/08/19	04/18/19
17	04/29/19	04/29/19	05/10/19
18	05/13/19	05/13/19	05/23/19
19	05/28/19	05/28/19	06/07/19

Tips for Essential Questions

1. Organize courses and units around questions. Make content answer the question.
2. Design assessment that is linked to the question.
3. Use between 2 and 3 questions per unit.
4. Use “kid language” to make questions engaging or proactive.
5. Every scholar must understand questions and see the value.
6. Derive and design specific concrete exploratory activities and inquiries for each question.
7. Sequence the questions so that they lead naturally from one to another.
8. Make questions visible. Post them. Scholars can organize their notes around them.
9. Help scholars personalize the questions.
10. Consider writing “entry point” questions.
 - Framed for simplicity
 - Scholar friendly language
 - Provoke discussion
 - Point toward larger essential unit questions

TEN EVIDENCE BASED INSTRUCTIONAL STRATEGIES

The Ten Evidence Based Instructional Strategies are an initiative throughout the WUFSD used to enhance teaching practices and strategies throughout our classrooms. Teachers are encouraged 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 things.

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 Your Scholars with Feedback – Provide your students 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 – Nurture metacognition

ATTENDANCE GRADE/POLICY #5170-R

SCHOLAR ATTENDANCE ACCOUNTING-REGULATIONS

Attendance must be recorded at least once daily for scholars in Grades K-5. Attendance for all other 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. All areas where scholars meet with non-instructional staff (Ex: Guidance, Nurse, I.S.S., Administrative Offices) will send the staff designee 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.
- All attendance reports must contain specific codes with the complete explanation of each code listed on the report.
- Attendance reports must be made available to and checked by the Building Principal or designee in an expeditious manner.
- Attendance data will be analyzed periodically to identify patterns or trends for individual 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 in ensuring that their children attend school on a regular basis.

The Superintendent of Schools is authorized to establish procedures and regulations to maintain and enhance 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 Pre-K and 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 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 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 or a unit of study 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). 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 (18 full year, 9 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 extra curricular activities.
3. Eligibility to enroll in a BOCES vocational program in the ensuing semester or school year.

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

DISCIPLINARY CONSEQUENCES

Numerous absences from class can dramatically impact a 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
- Out of School suspension
- Suspension from sports and/or extra-curricular activities

Building/District Administration retain the right to refer cases of non-compliance to Child 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 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, to Principal suspensions, to 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 late 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. Any scholar in Grades K-5 who arrives to school more than 2 hours after the start of classes but prior to 11:30 A.M. will be marked as absent for the morning session. Scholars arriving later than 1:30 P.M. will be marked absent for the entire day.

All absences must be accounted for. It is the responsibility of the parent/guardian to notify the school on the day of the absence or tardiness and to provide a written excuse upon the 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 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.

19th Unexcused Absence- The parent/guardian will receive notification of the loss of credit for the effected course. Notifications for **half year courses** will occur at the **3rd, 5th and 8th** occurrences. Parents will be notified of loss of credit after the **10th** occurrence of unexcused absence.

ALL ABSENCES

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, 16th absences. Final warnings will occur after the 20th absence and 24th absence. After the 28th absence parents will be notified of the loss of credit.

SPECIAL CIRCUMSTANCES

A. HOMELESS 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 "Drop outs" in accordance with district policy and State Attendance Law. Building Administration will keep documented records of attempts to contact the family of scholars considered "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. A principal/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 students 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 pupils 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. No shoes
 - 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 pupils 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" or with the asterisk and the time and explanation recorded in the margin of the register. Trips with parents, vacations, etc. are not approved education trips.

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 lesions. 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.

PUPILS 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

A daily walkthrough is done by either your coordinator or the 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 students.

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 2018-2019 BENCHMARK EXAM DATES

Department	1 st Quarterly	Midterm	3 rd Quarterly	Final
ELA/LOTE	October 26 th & 29 th	January 14 th & 15 th	April 4 th & 5 th	June 4 th & June 5 th
Math	October 24 th & 25 th	January 17 th & 18 th	April 2 nd & 3 rd	June 12 th & 13 th
Science	October 22 nd & 23 rd	January 15 th & 16 th	March 27 th & 28 th	June 10 th & 11 th
Social Studies	October 30 th & 31 st	January 16 th & 17 th	March 29 th & April 1 st	June 6 th & 7 th

End of Quarter Dates:

1st November 9, 2018

2nd February 1, 2019

3rd April 12, 2019

4th June 18, 2019

Renaissance STAR 360 Reading and Math Universal Screeners

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.

Notebooks

Each teacher is required to have his/her scholars keep a notebook. This notebook should contain class work, dittos of diagrams, and other pertinent materials. The collection and checking of these books is at the discretion of the teacher. Some may want to check these notebooks every two weeks or once every quarter. However, the value of the notebook grade is equal to one major examination as it is computed into the scholar's average.

Class Participation

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

1. Scholar listens to instruction, etc.
2. Being prepared (notebooks, pen, textbook, 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 "F" 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 "F" 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 "NE" (Not Eligible) 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 "NE" (Not Eligible) for scholars scheduled/registered in their class for 15 days or less. In addition, the teacher will complete a "New Transfer/No-Grade Slip." This will alert the Guidance Office that grades from the former school must be entered for the marking period.
5. Teachers cannot give a scholar less than a 55 for quarters one (1), two (2), and three (3).
6. Grades and comments are entered in the computer using 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 in jeopardy of failing any subject 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 related 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: _____

PROFESSIONAL DEVELOPMENT/COMMON PLANNING TIME

There will be two monthly Professional Development meetings held on Mondays directly at the end of the school day as per with WTA contract. Common Planning Time meetings will be held according to teacher’s duty schedules.

Professional Development Faculty Meetings

1:30 p.m. – 3:30 p.m. - Location TBD

Month	Department Meetings	Targeted PD	Leadership Meetings
September		09/24/18	09/17/18
October	10/01/18	10/22/18	10/15/18
November	11/05/18	11/26/18	11/19/18
December	12/03/18	12/17/18	12/10/18
January	01/07/19	01/28/19	01/14/19
February	02/04/19	02/25/19	02/11/19
March	03/04/19	03/18/19	03/11/19
April	04/08/19	04/29/19	04/15/19
May	05/06/19	05/20/19	05/13/19
June	06/03/19	06/17/19	06/10/19

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 receipt 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, 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 class enrollment prior to buses leaving for trip, after every stop, and prior to leaving the bus from 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 "My Learning Plan" which is our professional development portfolio system. **All** conferences/workshops have to be entered into "My Learning Plan" and AESOP. 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 <u>ALL OTHER RESOLUTIONS</u>	Work Session Date	Board Voting/ Approval Date	Activity Dates
DATES NOT AVAILABLE			DATES NOT AVAILABLE
AT THE PRINTING OF			AT THE PRINTING OF
THIS HANDBOOK			THIS HANDBOOK

*Combined Work Session/Voting meeting

OTHER DATES OF INTEREST: Annual BOCES Vote, TBD; Budget Vote/Trustee Election, TBD

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 students 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 embark upon this new initiative 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 a staff member 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.

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 mailboxes, a 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 for 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 a School Librarian Media Specialist.

STUDENT AND WRITER OF THE MONTH SCHEDULE 2018-2019 SCHOOL YEAR

Month	Student 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 Dr. White by the 6th of the following month from the Department Coordinator.**

WYANDANCH UNION FREE SCHOOL DISTRICT
Central Administration Building
1445 Dr. Martin L. King, Jr. Boulevard
Wyandanch, New York 11798-3997

ZERO TOLERANCE POLICY

August, 2015

Dear Resident:

The resolution on the opposite page reflects the Board of Education's support of the Administration's desire to provide your child with a...

“SCHOOL CLIMATE THAT IS CONDUCIVE TO THE TEACHING AND LEARNING PROCESS!”

As such, this correspondence comes to residents of Wyandanch in hopes of having your ongoing support as we continue our quest to improve the overall academic programs for our children. As I stated in my correspondence of August, 2003, “this is a place for teaching and learning, and if one is not here for the business of teaching and/or for the business of learning, they have no business here!” I still maintain and believe that we must fully stand behind the original message of **“ZERO TOLERANCE POLICY FOR DISTRUPTION ON ANY LEVEL AND TO ANY DEGREE.”**

Are we satisfied with the progress that has been made? YES! Is this progress sufficient? NO! Will we now become complacent and no longer maintain our diligent effort for that ultimate climate conducive to teaching and learning? OF COURSE NOT! Therefore, we are again soliciting help from all residents who are genuinely concerned about both the academic and the physical well-being of our children.

Our children have been made aware of school rules. Some are defiant and as a parent/guardian you know that children are prone to “test the waters.” The rules are not difficult to understand. **WEAPONS are not allowed! ELECTRONIC EQUIPMENT FOR RECREATIONAL USE, such as iPads/laptops, iPods/Tablets and earphones/headphones are not allowed! CELL PHONES are not allowed! DOO-RAGS and BANDANAS are not allowed! HATS AND CAPS are not allowed! GANG ACTIVITY ON ANY LEVEL, INSINUATIONS OR OVERTONES is not allowed! IMPROPER BUS BEHAVIOR is not allowed!** This list is in no uncertain terms to be interpreted as complete. There are myriad of other behaviors that are not mentioned **but will not be tolerated either!** Please know that my door, the doors of the building administrators, and the doors of school personnel are open for discussion and clarity.

There is a positive wind of change blowing within the Wyandanch Union Free School District. The breeze is gentle. The breeze is community-wide. The breeze is scholar-centered. The breeze is parent friendly. The breeze is...

Sincerely,

Paul Sibblies
Principal

WYANDANCH UNION FREE SCHOOL DISTRICT
Central Administration Building
1445 Dr. Martin L. King, Jr. Boulevard
Wyandanch, New York 11798

Board of Education

MEMORANDUM

TO: Dr. Sherman Roberts, Interim Superintendent

FROM: Board of Education

DATE: January 27, 2004

SUBJECT: **Zero Tolerance Policies**

At last night's Special Meeting of the Board of Education, the following resolution was approved by the Board:

BOE #6
Request to Interim Superintendent

BE IT RESOLVED, that the Interim Superintendent is hereby requested to revisit his policies of zero tolerance of no walkmans, no CD players, no doo-rags or bandanas, no weapons, etc. and that a letter be sent to parents, guardians, and community and be posted re-enforcing the issue.

Motion by Crawford, second by Bacon

Motion carried 4-0-0

C: Board of Education

PBIS PROGRAM (POSITIVE BEHAVIOR INTERVENTION & SUPPORTS)

PBIS is a proactive strategy for supporting student behavior resulting in social and academic improvement and a positive school environment. The aim will be 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 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 these 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 student needs to be redirected and behavior does not warrant OSS. The goal is to prevent students 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
2. Inappropriate language / apparel
3. Leaving class without permission
4. Wearing headgear
5. Talking/disruptive behavior
6. Academic dishonesty
7. Habitual tardiness
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 between the hours of 7:00 a.m. to 1:51 p.m.** 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 is 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, ethnicity, religions or religious practices, mental or physical abilities, sexes, sexual orientations, 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 fostering civility in public schools, and to ensuring 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.

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
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
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. Fighting
12. Hazing

*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
3. Blackmail
4. Bomb scares
5. Breaking and entering
6. Sale, possession, use or distribution of narcotics or drugs
7. Inciting riots
8. Intimidation of students or teachers
9. Pulling of fire alarm
10. Larceny
11. Theft/Robbery
12. Malicious mischief, such as setting off smoke/stink bombs or fireworks; sale, possession, or use of fireworks
13. Extortion
14. Possession of knives, slingshots, guns, laser pens, weapons or projectiles.
15. False alarms
16. Vandalism
17. Trespassing on school property while on suspension
18. Sexual Harassment (Physical)
19. 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
<p>LEVEL I</p> <p>Disorderly Conduct</p> <p>Disruptive Behavior</p> <p>Class Tardiness</p> <p>Class Cuts</p> <p>Truancy (from school)</p> <p>Possession of <i>walkman</i>, radios, cell phones, games portable TV's and beepers</p> <p>Cutting ISS, or Detention</p> <p>No ID tag (not an out-of-school suspension offense)</p>	<p>3 MAXIMUM each of which may result in a scholar-teacher conference, administrative conference, counseling, community service and/or suspension</p>
<p>LEVEL II</p> <p>Insubordination</p> <p>Inappropriate Language</p> <p>Graffiti</p> <p>Smoking cigarettes</p> <p>Vandalism</p>	<p>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</p>
<p>LEVEL III</p> <p>Fighting</p> <p>Theft</p> <p>Extortion</p> <p>Inappropriate Language to Staff</p> <p>Inciting a riot</p> <p>Failure to serve ISS</p>	<p>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</p>
<p>LEVEL III</p> <p>Fighting</p> <p>Theft</p> <p>Extortion</p> <p>Inappropriate Language to Staff</p> <p>Inciting a riot</p> <p>Failure to serve ISS</p>	<p>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</p>
<p>LEVEL IV</p> <p>Pulling Fire Alarm</p> <p>Sexual Harassment</p> <p>Possession/use of weapon/explosive</p> <p>Possession/use/sale of illegal substance</p> <p>Assault on any Staff member</p>	<p>1 MAXIMUM will result in 5 days suspension out-of-school and a superintendent's hearing. Administration will request that any repeat offender in this category not be returned to the school.</p>

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 students, 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 students, 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.

Updated 3/13/2019

WYANDANCH UNION FREE SCHOOL DISTRICT

BUS DRILL PROTOCOLS

- Check Point – Everyone seated quietly and correctly in seats
- Introduction of Driver and Monitor
- Show Students Emergency Exits (Escape roof, doors and kick-out windows)
- Seat belts should be worn if bus is equipped with them
- No hands or heads out of windows
- Show Communications System
- Show First Aid Kit
- Show Fire Extinguisher
- Show Emergency Kit (Located in rear of bus)
- Allow Bus Driver to address the students (Optional)
- Exit bus from the rear to end drill
 - Use rear Emergency Door (same as if an emergency)
 - Lower heads and no jumping when exiting
- Security and staff should be available to assist in exiting bus from the rear

Updated 3/13/2019

WYANDANCH UNION FREE SCHOOL DISTRICT

SHELTER DRILL PROTOCOLS

ALARM CAN BE INITIATED BY ANY OF THE EMERGENCY EVACUATION SOUNDS (FIRE, BOMB SCARE WHICHEVER IS APPROPRIATE)

- Staff and scholars will go to same appropriate staging areas as the evacuation drills
- At staffing area attendance will be taken and reported to Building Administrators
- Building Administrators should be available at all staging areas
- Building Administrators will then direct and assist Staff to activate Shelter Drill Protocols (Walking / Busing)
- Staff and Scholars will proceed to Shelter sites and safely enter into shelters
- Attendance will be taken again and reported to Building Administrators
- Building Administrators will then direct Staff and Scholars with further directions (Normally report back to their home schools)

Updated 3/13/2019

WYANDANCH UNION FREE SCHOOL DISTRICT

WEAPONS DRILLS PROTOCOLS/ LOCK, DROP AND COVER

DRILLS BASED ON WEAPONS BEING BROUGHT INTO THE SCHOOL OR ON ANY PART OF SCHOOL PROPERTY

- Initial alarm sign; alarm should be sounded using Police Whistle which is blown to indicate it's a Weapon Drill
- Upon sound of Police Whistle alarm

WHAT SHOULD BE DONE

- Doors and windows are locked and shades are closed
- Scholars in classrooms are placed under the desk or against the walls to ensure those scholars cannot be visually seen from doors or windows
- Building Administrators and Security will check to make sure that all doors and windows are locked
- Upon proceeding, Security will be checking through windows and doors to ensure that all is secure
- When finished, Administrators and Security teams will state ALL CLEAR or WAIT FOR FURTHER INSTRUCTIONS!

Please make sure your staff is aware of protocols, my thanks in advance.

Updated 8/06/2015

APPENDIX

(FORMS)