

# LFH Annex Parent & Scholar Handbook 2021-2022



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



**Dr. Darlene White LFH /Annex Principal**

**Dr. Kevin Branch, Assistant Principal**

**Ms. Dianna Rivera, LFH Assistant Principal**

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**The School Board**

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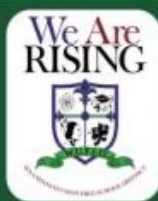
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## LAFRANCIS HARDIMAN/ANNEX ELEMENTARY SCHOOL

792 Mount Avenue, Wyandanch, NY 11798  
LFH : 631 870-0580 • LFH Fax: (631) 491-8572

30 Deforest Road, Dix Hills, NY 11746  
LFH Annex: 631 870-0505 • LFH Annex Fax: 631-462-2309

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

### **PRINCIPALS MESSAGE**

2021-2022

Dear Parents/Guardians,

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

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

Please Make Note:

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

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

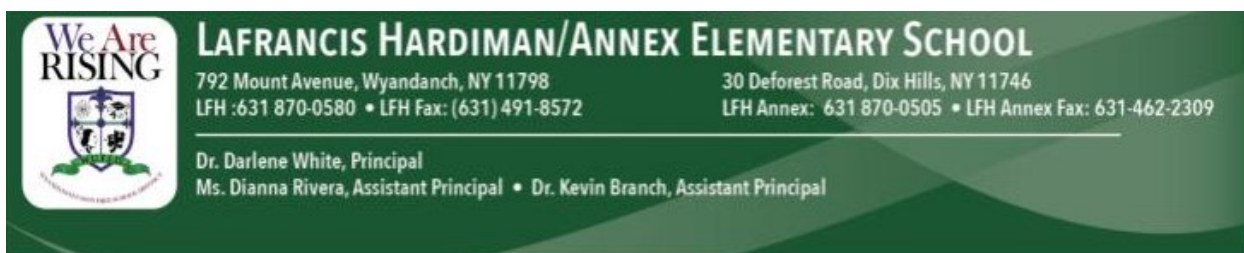
First Day of School for Pre- Kindergarten scholars: September 13, 2021

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

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

Privileged to Serve You!

Dr. Darlene White, Principal



Estimados Padres/Tutores,

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

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

Por favor, tenga en cuenta:

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

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

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

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

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

¡Privilegiado en servirle!

Dra. Darlene White, Directora



### **OUR MISSION**

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

### **OUR VISION**

Where the Foundation is set and the Building Begins.

### **WHAT WE BELIEVE**

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

### **WHAT WE VALUE**

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

### **OUR GOALS**

To create a safe, respectful learning environment.

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

# Arrival and Dismissal at LFH/Annex

## Morning Arrival

### Kindergarten

Scholars' arrival: 9:00 a.m.

1<sup>st</sup> Period begins: 9:15 a.m.

8<sup>th</sup> Period ends: 3:15 p.m.

Walker Pick Up: 3:00-3:15 p.m.

Bus Dismissal: 3:20pm

#### **Morning Drop Off (Annex)**

\*LFH Annex scholars are to report to school at 9:15 a.m., with 9:15 a.m. being the earliest hours scholars will be permitted into the building. There is no adult supervision to watch them, and they will not be allowed into the building prior to 9:15 a.m.

If you dropping your child off at the Annex in the morning, you will pull into the front of the building. A staff member will meet you at the car. Parents/guardians will not get out of car. The scholar will then be asked to exit the car and escorted into the building.

#### **Morning Bus Pick Up (Annex)**

Scholars will be mailed a bus pass to ride the bus. Please be at the bus stop at the designated times from the Transportation Company. Bus information can also be accessed in Parent Portal.

#### **Lateness**

**Scholars who arrive to school after 9:45 a.m. will be marked late/tardy.**

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

#### **School Dismissal**

Scholars in grades Kindergarten who will be pick-ups (walkers) will be escorted to the front of the building to meet their parents/guardians. Parents/guardians are asked to drive up to the front of the building, parent/guardian will go to 1<sup>st</sup> door at cafeteria and sign out their child. The parent will then be asked to stand by their car, the scholar will then be escorted to the cafeteria to meet the parent/guardian outside. Parents/guardians must present ID when picking up, and only those adults in the computer system of Emergency Contact form, will be permitted to pick up scholars.





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### Scholar Pick-up form 2021- 2022 school year sample pick-up form you will need to complete at your child's local school if you want them to be a pick-up daily

Dear Parents/ Guardians,

If your child(ren) will be picked up from school every day we are requesting that you fill out the information below and return it to the school ASAP. Students who will be picked-up daily will be dismissed from the front of LFH Annex at 3:00p.m., you will sign your child(ren) out every day. If your child(ren). When the children are being picked up ID must be shown, if you do not have ID the child(ren) will not be released. If someone is not on the pick-up list they will not be allowed to take the child(ren).

My child(ren) \_\_\_\_\_  
will be picked up from school every day.

The following adults are authorized to pick-up my child(ren):

1. \_\_\_\_\_
2. \_\_\_\_\_

### **Early Dismissal**

Parent/Guardians are asked to call the LFH Annex main office in the case that you need to pick up your child(ren) for Early Dismissal. Parents will not be permitted into the build, a staff member will meet the parent at the main entrance to verify phot ID and have the scholar signed out. The parent/guardian will be asked to wait outside while the scholar is escorted to them.

### **\*\*Please Note:**

- Please check your child's route number. There may be changes in routes from the previous year.
- Please be at stop at least ten-fifteen minutes before the assigned time during AM drop off and PM dismissal.
- **Kindergarten, First and Second grade scholars will be brought back to school if a parent/guardian is not at the bus stop. (Address for school pick up- Lafrancis Hardiman Elementary School, 792 Mount Avenue, Wyandanch, NY)**
- **After your child has been brought back to the building 2 times as a result of nobody at the bus stop, your child's transportation privileges will be revoked for a total of 15 days.**



# Emergency School Closings/Delayed School Openings

Whenever some emergency necessitates the closing of school or a delayed opening, an announcement may be posted on the District's website:

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

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

[www.wufsd.k12.ny.us](http://www.wufsd.k12.ny.us)

Parents may also receive an automated phone call/email.

A delayed opening is used when the appropriate set of circumstances is present. The designation of a one hour or two hour delayed opening will be determined by the Superintendent of schools.

As a LFH Annex family we are proud of our school and all that it represents. With this in mind, it is our goal to keep all members of the LFH/Annex family safe in an environment conducive for learning. Please join us in maintaining the beauty of our school inside and out and protecting its property. (no littering)

## **Important Phone Numbers**

Office 631-870-0505

Nurse 631-870-0586

Attendance 631-870-0506

Psychologist 631-870-0589

Social Worker- 631-870-0560

# Visitors' Expectations to the Building (s)

## VISITORS TO THE BUILDING:

### **LFH Annex COVID 19 Protocol for Entering the Buildings**

(Effective Wednesday, July 1, 2020)

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

No one is to come to LFH and MLK without an appointment, between 9:00 am and 3:00 pm. Those who are not in compliance will be asked to make an appointment (if they are not approved at that time). All visitors will remain in the "Safety Trap" as Security conducts a brief Health Assessment:

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

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

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

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

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

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

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

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

**Trespassing:**

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

## **Scholars' Protocol**

**Items from Home**

Children are discouraged from coming to school with toys, radios, walkmans, game boys, etc. There are times when items are lost, broken, left unattended or stolen. The school cannot be held accountable for any items that your children might bring to school. Please make sure your children leave these items at home.

**Gum / Candy**

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

### **Scholar Dress Code**

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

Scholars are prohibited from wearing the following:

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

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

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

### **Unauthorized Articles**

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

- Scholars are not to bring fireworks, matches, lighters, knives, razors, slingshots, guns, laser pens, or toy weapons (i.e. toy guns, toy knives) or any resemblance of

what might be construed as a weapon that can inflict bodily harm or cause injury to oneself or another individual. In addition, scholars should under no circumstances, bring to school pornography materials or write pornography in school (walls, floor, etc.)

### **Cell Phones**

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

### **Vandalism**

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

### **Homework**

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

### **Emergency Health Card/Health Information**

This health card, which is your child will bring home to you on the first day of school, will enable us to contact you or a neighbor in the event your child will become ill or is injured at school. Please complete it accurately and return it to school promptly. This information MUST be updated as changes occur. Your cooperation is necessary to ensure the well-being of your child.

### **Calling By Parents**

Our office is often asked to deliver personal messages to during the school day. To maintain an uninterrupted learning environment, please restrict requests for messages for emergencies only.

### **Student Use of the Telephone**

In our efforts to foster responsibility, we greatly discourage calls home for various forgotten items or last minute social arrangements.

### **Physical Examinations**

New York State Law requires all children in grades K, 2, 4, 7, 10 and all new entrants to a school system to have a physical examination. Scholars in Pre-Kindergarten, Kindergarten and Grades 2 need up to date physicals this school year. All scholars need to be up to date

on their immunizations in order to start school. If you have any questions or concerns, the school nurse can be reached at (631) 870-0566 or 0586.

### **Immunizations**

According to New York State Public Health Law #2164, "No child shall be admitted to public school without documented proof of required immunization, signed by the doctor."

### **Health Information**

#### **Scholar Health Services**

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

#### **Physical Examinations**

Scholars in Pre-Kindergarten, Kindergarten and Grades 2 need up to date physicals this school year. All scholars need to be up to date on their immunizations in order to start school. If you have any questions or concerns, the school nurse can be reached at (631) 870-0506.

#### **Medication**

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

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

#### **Head Lice-Pediculosis**

It is advisable to check your child at home for head lice. School policy: If found in school, the school will contact the parent or guardian. The child will be excluded from school until effective shampooing and nit removal is completed. The school nurse will check all children before they are readmitted.

#### **Ticks**

If a tick is discovered on a student, the school nurse will notify the parent so that appropriate follow up can be made.

### **Food Allergies**

We have scholars in our school with severe peanut and nut allergies, and exposure to these products can cause a life threatening reaction, anaphylaxis. Safety for all children is important to us at all times. Therefore, I would like to reinforce one of our health concerns.

Some of our youngsters have a severe allergy to peanuts and/or trees nuts (such as walnuts, pecans, hazelnuts, etc.) This is a very important issue for us, since this can be life threatening for these children. Therefore, we are asking for your cooperation regarding this matter.

We encourage parents to send peanut free and nut free lunches and snacks for their children.

Thank you for your support in our combined efforts at keeping our scholars healthy and safe at school.

### **CLASSROOM PARTIES**

**The Wyandanch School District follows the mandates of the United States Department of Agriculture's Local School Wellness Policy Implementation, which is under the Healthy, Hunger-Free Kids Act of 2010. In as much said, the WUFSD Wellness Policies on Physical Activity and Nutrition Policy #7590 will be used as a guide for parties and "celebrations". The district encourages healthy snacks at parties. Due to food allergies and sanitation issues, it is recommended that parents, teachers and students do not bring home made food into school for other students unless there is a school district-wide cultural learning event involving food.**

Classroom parties maybe held throughout the year. Food items should be limited to one per child. Treats should be healthy. Suggested food items are fruits/vegetables/yogurt: fresh, frozen and canned fruits with no added ingredients except water; fruits packed in 100% fruit juice or extra light, or light syrup; fresh, frozen and canned vegetables with no added ingredients except water; canned vegetables that contain a small amount of sugar or processing; low fat/nonfat yogurt with less than 30 grams of sugar per 8 ounces. Salad dressing, cheese, butter, jelly, muffins, bagels are also encouraged. Plain water and 100% fruit and vegetable juice are encouraged. Classroom parties should be limited to holidays, birthdays and special events/theme which coincide with a lesson. Parents may request that their child not participate in a party if it conflicts with beliefs at home. Such a request should be sent to the child's teacher. The teacher will make other arrangements for the child by consulting with the school principal and the parent. These arrangements will not penalize the child in any way. Do not send private party invitations to be distributed at school.

### **Resources**

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



## **Parent Teacher Association**

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

District-wide standing committees

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

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

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

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

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

## **PTA Virtual Meetings Tentative Dates**

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

## **Attendance**

### **Attendance**

The Wyandanch School District shares everyone's concern and awareness of the ever increasing incidents of "missing children." When a child is absent, parents are expected to call the attendance office (870-0565) any time prior to 9:30 AM. Please state your child's name, teacher and the reason for the absence. If your child does not arrive at school by 9:45 AM the attendance office will call you at home.

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

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

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

\*A parent/guardian should notify the school at (631) 870-0556 (Attendance Office) telling the reason for the absence.

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

### **Sample Absence Note**

Date \_\_\_\_\_

Dear (Teacher's Name),

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

Sincerely,

\_\_\_\_\_  
Parent's/Guardian's Signature (required)

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

## **STUDENT ATTENDANCE**

**APPROVED BY WYANDANCH BOARD OF EDUCATION JUNE 22, 2005**

**#5100**

### **STUDENT ATTENDANCE**

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

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

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

### **NOTICE**

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

- The attendance policy and specific building attendance procedures will be included in Student and staff handbooks and will be reviewed with Students and staff at the start of the school year and periodically throughout the school year.
- The attendance policy will be included either in the yearly school calendar or in a mailing to the community.

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

### **ATTENDANCE/GRADE POLICY**

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

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

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

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

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

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

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

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

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

- 1. Participation in any school event inclusive of dances, proms, and class social trips.**
- 2. Participation in school clubs, interscholastic sports teams, or extra curricular activities**

**5. Eligibility to enroll in a DOE's vocational program in the ensuing semester or school year**

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

**DISCIPLINARY CONSEQUENCES**

**Numerous absences from class can dramatically impact a Student's ability to achieve. Unexcused absence or lateness can be interpreted as a form of insubordination that may endanger a Student's health safety and welfare. Unexcused absences/lateness will result in disciplinary action consistent with the district's code of conduct. Those penalties may include the following:**

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

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

**RIGHT OF APPEAL**

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

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

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

**#5160**

**STUDENT EXCUSED AND UNEXCUSED LATENESS & ABSENCE**

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

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

suspensions, documented immediate family emergencies, or other such reasons that may be approved upon review by the Superintendent of Schools or a designee. The district reserves the right to limit the number of days excused for a particular circumstance if the district deems the number of days absent to be excessive.

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

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

### **LATENESS**

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

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

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

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

### **UNEXCUSED ABSENCES**

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

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

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

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



18<sup>th</sup> Unexcused Absence- The parent/guardian will receive a final formal warning.

19<sup>th</sup> 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 3<sup>rd</sup>, 5<sup>th</sup> and 8<sup>th</sup> occurrences. Parents will be notified of loss of credit after the 10<sup>th</sup> occurrence of unexcused absence.

### **ALL ABSENCES**

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

### **SPECIAL CIRCUMSTANCES**

#### **A) HOMELESS STUDENTS**

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

#### **B) CHRONIC ILLNESS/TEMPORARY CONDITIONS**

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

#### **C) HOME INSTRUCTION**

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

**APPROVED BY WYANDANCH BOARD OF EDUCATION JUNE 22, 2005**

**#5170-R**

### **STUDENT ATTENDANCE ACCOUNTING-REGULATIONS**

**Attendance must be recorded at least once daily for students in Grades Pre-K-2 classrooms.**

- At the designated time or at the conclusion of each school day, all attendance information must be provided to the designated staff member responsible for the attendance function. Staff members not reporting accurate attendance information on a daily basis will be reported to building administration.
- All attendance reports must contain specific codes with the complete explanation of each code listed on the report.
- Attendance reports must be made available to and checked by the Building Principal or designee in an expeditious manner.
- Attendance data will be analyzed periodically to identify patterns or trends for individual students or groups.

- Attendance incentives will be developed on a building –to- building basis. Quarter, Semester, and Yearly awards should be considered as incentives for encouraging students with perfect attendance and punctuality. In addition, students whose attendance has improved significantly will also be recognized.

# Lafrancis Hardiman/Annex Elementary School

## LFH Building Tomorrow's World Class Leaders Today

Dr. Darlene White, Principal



Dianna Rivera, Assistant Principal

Dr. Kevin Branch, Assistant Principal

Dear Parents/Guardians:

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



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

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

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

Sincerely,

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

## **INFRACTIONS AND CONSEQUENCES**

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

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

Gambling or tag playing on school premises. Indecent exposure Hazing Sale, possession, or use of fireworks	
<b>LEVEL IV</b> Pulling Fire Alarm False alarms Sexual Harassment Vandalism Possession/use of weapon or explosive Possession/use/sale of illegal substance Assault and battery on Person Sale, consumption, possession, use or distribution of narcotics or drugs. Bomb scares Breaking and entering Inciting riots Intimidation of students or teachers Larceny	<b>1 MAXIMUM-</b> 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.
<b>Theft/Robbery</b> Malicious mischief e.g. setting of smoke or stink bombs or fireworks. Extortion False alarms Vandalism Possession of knives, slingshots, guns, laser pens, or other weapons Sexual Harassment (Physical) Repetition of offenses listed in section C.	

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

## **ALL RULES WILL BE ENFORCED EQUALLY ON ALL STUDENTS**

### **BEHAVIOR DURING EXAMS -**

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

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

### **SEXUAL HARASSMENT**

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

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

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

# *Home/School Connect*

*The Wyandanch School District will be using Parent Square to help with communications with families. Check Parent Square regularly for notices and messages from your child's teacher as well as from the district.*

# ***We Demonstrate These Character Traits:***



-  Perseverance
-  Respect
-  Integrity
-  Dignity
- Empathy

## SPIRIT WEEK

LFH Elementary School and the Annex will have our spirit week, during the week of September 13<sup>ST</sup> through 17<sup>TH</sup>, 2021. Our school theme this week and for the school year is *"Where the Foundation is set and the Building Begins!"*

This theme represents one of our major goals to help all students become respectful of all the cultures and people that they'll interact with in this world, through building a culture of learning from one another rather than a culture of passing judgment on differences in values and beliefs.

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

### Spirit Week Activities:

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



## LFH/MLK ELEMENTARY SCHOOL'S PBIS MATRIX

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

## **SCHOLAR RULES AND REGULATIONS FOR RIDING THE BUS**

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

### **Waiting for the bus**

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

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

Observe all safety precautions while waiting for the bus.

-Do not play in the roads

-If possible, avoid crossing streets

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

### **Bus Behavior**

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

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

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

### **Suspension off the Bus**

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

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

### **Home – School Connection**

The Home-School Connection  
Parent Guide to School

*Children benefit tremendously when you help them bridge  
their two most important worlds.*

*By Polly Greenberg*

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

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

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

### **Why What You Do at Home Is So Important at School**

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

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

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

### **Make Quality Time for Your Child**

*It might sound obvious, but today, parents' schedules are full to overflowing. The good news is that there are easy ways to enjoy time with your child that also support learning. You can be available during play dates, snuggle on the sofa while watching a good video together, take a nature walk in the park, make appreciative comments from time to time as your child plays, cook something yummy together, or just hang out and chat. All these things support*

*your child's deep belief that you know her, care about her, and would never expect her to do something that isn't possible — such as learn in school.*

### **Become an Active Partner in Learning**

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

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

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

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

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

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

### **About the Author**

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

*From: Parent & Child*

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

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

# Lafrancis Hardiman/Annex Elementary School

Where the Foundation is Set and the Building Begins!

Dr. Darlene White, Principal



Dianna Rivera, Assistant Principal

Dr. Kevin Branch, Assistant Principal

## PARENT- SCHOOL COMPACT

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

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

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

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

We have received a copy of and read the LaFrancis Hardiman / Annex Elementary School's Parent & Scholar Handbook for the 2019/2020 school year. We understand that we will be held accountable for all information in the book and on the Parent School Contract.

# Lafrancis Hardiman/Annex Elementary School

Where the Foundation is set and the Building Begins!

Dr. Darlene White, Principal



Dianna Rivera, Assistant Principal

Dr. Kevin Branch, Assistant Principal

## LFH Annex SCHOOL DISTRICT TECHNOLOGY RESPONSIBILITY AGREEMENT

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

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

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

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



Digital Resources

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

## **Distance Learning Code of Conduct for WUFSD**

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

### **Students**

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



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

#### **Parents**

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

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

Student's name \_\_\_\_\_

Student's signature \_\_\_\_\_

Student's cell phone number \_\_\_\_\_

Student's personal email \_\_\_\_\_

Parent's name \_\_\_\_\_

Parent's signature \_\_\_\_\_

Parent's cell phone number \_\_\_\_\_

Parent's personal email \_\_\_\_\_

**\*Return to child's classroom teacher by September 20, 2021**