

# Dr. Martin Luther King, Jr. Elementary School

## Parent & Scholar Handbook 2023-2024

**Theme**  
**“Reimaged Relentlessness”**  
**MLK Elite-Wyandanch Strong!**



### **DISTRICT MISSION STATEMENT**

Inspire the Passion for Learning and Educating All Students  
to Achieve Their Full Potential.

### **SCHOOL MISSION STATEMENT**

To provide a positive Social Emotional Learning/Culturally Responsive Educational Environment  
that promotes diverse learning through the arts and academics as Scholars develop into  
world class leaders to enter a global society and teacher pedagogy is nurtured and valued.

**Dr. Monique Habersham, Principal**  
**Dr. Kevin Branch, Assistant Principal**  
**Mrs. Kimberly Behling, Assistant Principal**

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# Principal's Message




On behalf of Dr. Branch, Assistant Principal, Mrs. Behling, Assistant Principal, Teachers, Staff and Faculty I am happy to welcome you to the 2023-2024 school year at Dr. Martin Luther King, Jr. Elementary School, where teachers and educators move schools to good standing. This year's theme "Reimagined Relentlessness" highlights the continued and embedded tenacity our scholars and the Wyandanch Community has shown the past two years.

*The MLK Learning Experience develops the imagination of our scholars.* Here is where new ideas are created and progress and the unimageable becomes possible. The knowledge scholars obtain during their years at MLK equips them to be relentless in their pursuit of character development as well as their mental and moral qualities. They are recognized as World Class Leaders, who are loved and matter EVERYDAY! As teachers, educators and administrators we take this seriously by speaking life into who we are (MLK Elite) and what we strive to become. We recognize and celebrate the diverse student and staff population that we have in our school. We will throughout the school year celebrate our community with writings, art work, assemblies, projects and other diverse, equitable and inclusive activities. As the school year progresses, you will come to realize that WE (Teachers/Staff/Administration) are your child's biggest advocates at school. I, along with the building administration, will work tirelessly to ensure children are welcomed here and are provided an atmosphere that is positive, caring and focused on learning. Their MLK Experience will be one that I truly hope they enjoy and look forward to on a day-to-day basis.

Parents you play such an integral part of this journey. When school begins, I ask that each day you take time to discuss the day your child had at school. To review homework with them and to ensure they get enough sleep and are prepared for the next school day. I ask the students to come to school each day with their minds and thoughts set for learning, to be ready to receive the knowledge that awaits them at MLK. Our responsibility is to empower children with the creative, intellectual, and decision-making skill necessary for them to become academically, socially, physical, and emotionally successful and responsible. Studies show that a strong connection between home and school benefits children tremendously. Students whose parents stay actively involved in their education do better in school and demonstrate a higher attendance rate better social skills and an increased graduation rate. As a team we will work together to inspire the passion for learning and educating all students to achieve their full potential. I look forward to our continued partnership as we prevail in developing World Class Leaders.

I am privileged to serve you all in the capacity of School Principal. On behalf of Dr. Branch, Mrs. Behling, the MLK Staff and Teachers we welcome you to another school year filled with wonder, and challenges.

Privileged to Serve You,  
Dr. M. Habersham  
Principal



## **DISTRICT MISSION STATEMENT**

Inspire the Passion for Learning and Educating All Students to Achieve Their Full Potential.

## **OUR MISSION STATEMENT**

To provide a positive Social Emotional Learning/Culturally Responsive Educational Environment that promotes diverse learning through the arts and academics as Scholars develop into world class leaders to enter a global society and teacher pedagogy is nurtured and valued.

## **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 MLK

## Morning Arrival

### Grades 3- 5

Teacher hours- 8:00 am-3:00pm

Student hours- 8:15am-2:50pm

First Period 8:40

Dismissal: Pick ups at 2:15 – Buses at 2:40

#### **Morning Drop Off KISS & RIDE**

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

If you drop your child(ren) off at the school in the morning, please remember to follow the Kiss & Ride Procedures: In an effort to increase the safety of scholars entering the building, we will eliminate the walking in between buses and through the parking lot. All parents/guardians who drop off their scholars will now do so in front of the MLK Elementary School Entrance, entering the building at 8:15 am, retrieving breakfast and going directly to class. All parents/guardians are expected to drive up to the entrance, kiss their wonderful children goodbye and ride home safely. Your cooperation in the matter is imperative and expected. Your child's safety is most important to us.

#### **Morning Bus Pick Up**

As per parent notification from the transportation department buses will begin picking up children at their designated bus stop and designated time.

#### **Lateness**

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

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

#### **School Dismissal**

MLK Elementary School begins the dismissal process at 2:40.

\*Classroom release time:

Walkers/Picked up Scholars – 2:15 p.m.

The classroom teacher will escort scholars to their buses. Teachers will ensure scholars are placed on their correct bus.

### **Early Dismissal**

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

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

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

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

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

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

Anthony Reid  
WUFSD Transportation  
(631) 870-0595  
792 Mount Avenue  
Wyandanch NY 11798

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

## **Tips for Walking to School**

### **Children Who Walk to School**

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

### **Avoid Shortcuts**

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

### **Avoid Abandoned Houses**

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

### **Be Alert**

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

### **Turn on Porch Lights**

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

### **Be on Time**

*Students should be on time, everyday.*

### **Safe Houses**

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

### **Important Phone Numbers**

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

### **After School Phone Call**

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

# Visitors' Etiquette

## Visitors TO THE BUILDING:

### MLK's COVID 19 Protocol for Entering the Buildings

(Effective Wednesday, July 1, 2020)

Upon arriving at the MLK School buildings 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 MLK without an appointment, between 8:00 am and 2:00 pm. Those who are not in compliance will be asked to make an appointment (if they are not approved at that time). All visitors will remain in the "Safety Trap" as Security conducts a brief Health Assessment:

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

*All visitors are required to sign in immediately upon arrival and sign out upon leaving the building.*

*Visitors will be asked to provide photo identification and must wear a visitor badge while visiting our school. It is imperative that visitors respect the instructional integrity of the school by proceeding directly to their destination.*

*Parents, Wyandanch patrons and visiting educators are welcome to visit LFH/MLK Elementary School. All visitors who enter the building must sign in first at the security desk and show photo identification. Then the visitor must report to the office to obtain a visitor's pass. Parents/guardians, who are coming to the school to speak to a teacher, should have an appointment scheduled with the 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:**

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

# Scholars' Protocol

## **Telephone:**

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

## **Valuables:**

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

## **Lost And Found:**

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

## **Items from Home**

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

## **Gum / Candy**

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

## **Scholar Dress Code**

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

Scholars are prohibited from wearing the following:

- Leggings, tights, stretch pants, short skirts and dresses (can be 2 inches above the knees with proper attire underneath such as leggings)
- Short shorts (can be 2 inches above the knees) are not allowed for either boys or girls
- Shirts that are see-through, halter tops, tank tops, sleeveless, "Sports Jerseys" (T-shirt must be worn underneath) and with inappropriate slogans or advertising
- Sleepwear, loungewear and/or slippers, flip flops, open-toe shoes and/or footwear that is a safety hazard

- Headgear such as, but not limited to: hats, hoods, stocking caps, head scarf, bandanas, du-rags, ski mask, curlers or other hair grooming aids, ski/safety goggles, sunglasses (unless a medical permit is on file) or any other items which may obscure identification except for medical or religious purpose
- Silly Bands, jewelry such as neck chains, large rings, belt chains, and other items that may become a health or safety hazard

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

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

### **Unauthorized Articles**

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

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

### **Cell Phones**

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

### **Vandalism**

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

### **Smoking**

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

### **Alcohol and Drugs**

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

### **Cheating**

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

### **Homework**

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

### **Scholars' Celebrations/Parties**

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

# Cafeteria Rules

## **Expectation and Behavior**

- Use good manners
- Talk using a quiet voice
- Wait in line patiently
- Stay in your seat while eating
- Do not share/play with your food
- Clean up your space after eating
- Keep hands to yourself
- Use bathroom passes when you leave the cafeteria
- Treat your classmates with respect.
- Respect the monitor/lunchroom staff as you would a teacher
- Report any problems to an adult
- Students must not use profanity or engage in horseplay.
- Scholars are required to follow the directions of monitor/adult

## **Cafeteria Procedure:**

Each day, lunch is served on time and there is adequate supervision (one monitor per class.) After eating lunch, the Monitor or classroom teacher will escort scholars to outdoor activity or return to the classroom. When there is inclement weather, recess will be held in the classroom.

## **Playground Behaviors**

Recess is the favorite school activity of many students. For their teachers, who must monitor the activity, however, it often is the least favorite. A highly physical, yet unstructured activity, often characterized by limited supervision, recess typically is fraught with disciplinary problems.

The difficulties a teacher might encounter on the playground run the gamut of behavior problems. Those can include children arguing over the score of a game, a student ridiculing a classmate for poor physical skills, a student intentionally damaging playground equipment, a child crying because she has no one to play with, or a student angrily accusing his classmates of cheating.

The range of issues that arise on the playground, however, also presents opportunities to teach students important lessons about such issues as good sportsmanship, kindness, conflict resolution, and respect for property. Students will learn those lessons most effectively, moreover, if you deal with them immediately, as the problems arise. Tackling recess problems head-on is important for another reason: unresolved playground disputes often carry over into the classroom.

# WUFSD SCHOOL SONG

We live here, we play here, we love it here, and it's true  
We're Wyandanch Warriors, we're proud of what we do.  
Sticking together stronger than glue,  
With great role models to look up to.

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

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

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

## SPIRIT WEEK

MLK Elementary School will have our spirit week, during the week of September 11<sup>th</sup> through 15<sup>th</sup>, 2023. Our school theme this week and for the school year is ***"Reimagined Relentlessness" MLK Elite-Wyandanch Strong.*** 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 9/11/2022	TUESDAY 9/12/2022	WEDNESDAY 9/13/2022	THURSDAY 9/14/2022	FRIDAY 9/15/2022
SUPERHERO DAY: Favorite Superhero Shirt	TEAM SPIRIT DAY: Favorite Baseball Team Tee Shirt or Jersey	TEAM SPIRIT DAY: Favorite Football Team Tee Shirt or Jersey	WYANDANCH SCHOOL COLORS DAY: Wear Green, White, Yellow	JEANS DAY! Wear appropriate Jean/Denim pants/outfit

## **Scholar's Health Services**

### **Scholar Health Services**

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

### **Physical Examinations**

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

### **Medication**

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

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

# Attendance

## Attendance

**The Wyandanch School District shares everyone's concern and awareness of the ever-increasing incidents of "missing children." When a child is absent, parents are expected to call the attendance office (631-870-0565) any time prior to 9:30 AM. Please state your child's name, teacher and the reason for the absence. If your child does not arrive at school by 9:30 AM, the attendance office will call you at home.**

\*Scholars are required by Educational Law to attend school every weekday that school 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 to school, they have to try to make up for all the work that they missed, and 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 sign explaining why they were absent.

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

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

## **Sample Absence Note**

Date\_\_\_\_\_

Dear (Teacher's Name),

*My son/daughter, (name), was absent 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 for ensuring that their children attend school on a regular basis.

**The Superintendent of Schools is authorized to establish procedures and regulations to maintain and enhance 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 of 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 for any missed work. This also applies to any Student who is absent from school due to illness who either receives home instruction from the district or arranges 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 remainder of the academic year.**

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

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

### **DISCIPLINARY CONSEQUENCES**

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

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

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

## **RIGHT OF APPEAL**

Appeals concerning this policy may be made to the Building Level Attendance Committee. The committee will be composed 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 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 Student to the hearing. After hearing the appeal, the committee will recommend an action to the Building Administrator. The 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 3-5 who arrives at 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 a 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 the Building Administration.

16<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 affected 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 K-5 classrooms.**

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

# Dr. Martin Luther King Jr. Elementary School

Building Tomorrow's World Class Leaders Today

T: (631) 870-0555

F: (631) 491-8573

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792 Mount Avenue, Wyandanch, NY 11798

**Dr. Monique Habersham**, *Principal*

**Dr. Kevin Branch**, *Assistant Principal*

**Mrs. Kimberly Behling**, *Assistant Principal*

Dear Parents/Guardians:



**This letter is to make you aware of The Dignity Act, which signed into law on September 13, 2010 and took effect on July 1, 2012. It is 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 a safe and supportive school climate.***

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

Sincerely,

*Ms. E. Moshkovich, 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 staff member Gambling or tag playing on school premises. Indecent exposure Hazing Sale, possession, or use of fireworks	<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



<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 y Person Sale, consumption, possession, use or distribution of narcotics or drugs. Bomb scares Breaking and entering Inciting riots Intimidation of students or teachers Larceny	<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.

### Lunch Detention

**A consequence is the result or direct effect of an action. The goal for giving consequences is to teach a lesson that leads the child to make positive choices.**Mar 15, 2018

**This year in an effort to modify behavior, encourage integrity, and promote conscious positive decision making, we will be launching our lunch detention initiative.**

**During Lunch detention scholars will be assigned to a lunch table and Lunch monitor. The scholar will have lunch and remain at their assigned table, with time to reflect on their behaviors and decision making.**

Scholar Name	Infractions	Write up/ log	Lunch detention Request	Approved	# of Days

### **Using the Infractions and Consequences Chart**

- Teachers will recommend scholars to lunch detention, only after the scholar has had 2 or more Level I, Level II or Level III infractions.
- Administration will approve the lunch detention and determine the amount of days.
- Parents will be notified by the teacher via parent square, and/ or if necessary by school administration.

**\*Please be reminded that Administrative decisions for additional or other consequences are still at the discretion of school administration.**

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

#### **BEHAVIOR DURING EXAMS -**

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

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

#### **SEXUAL HARASSMENT**

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

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

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

### **SCHOOL COMMUNITY RESOURCES**

#### **EMERGENCY SCHOOL CLOSING**

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

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

#### **HEALTH OFFICE**

The Health Office takes care of the following functions:

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

early dismissal for medical reasons; and requesting special transportation or home tutoring for students who need them for medical reasons.  
All new students, in all grades, and all students participating in a sports activity are required to have physicals. The tenth (10th) grade physicals are due by October 15.

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

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

#### **Waiting for the bus**

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

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

Observe all safety precautions while waiting for the bus:

- Do not play in the roads
- If possible, avoid crossing streets
- Whenever you cross a street, look both ways and cross only if you are sure that no moving vehicles are approaching from either direction.

#### **Bus Behavior**

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

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

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

#### **Suspension off the Bus**

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

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



# DR. MARTIN LUTHER KING JR. ELEMENTARY SCHOOL

792 Mount Avenue, Wyandanch, NY 11798

T: (631) 870-0555 • F: (631) 491-8573

Dr. Monique Habersham, Principal

Dr. Kevin Branch, Assistant Principal

## BOARD OF EDUCATION

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Mrs. Nancy Holliday, Vice President  
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Mr. Lashita Walker, Trustee

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631 870-0405  
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DISTRICT MAIN  
(AUTOMATED DIRECTORY)  
631 870-0400

## CENTRAL ADMINISTRATION

Christine Jordan, Ed.D.  
Acting Superintendent of Schools  
631 870-0401  
Fax 631 491-8539

Christine Jordan, Ed.D.  
Asst. Supt. for Administrative & Instructional  
Accountability  
631-870-0510  
Fax 631-491-1243

Shanika Simpson  
Asst. Supt. for ~~Curriculum~~ & Instr.  
631 870-0419  
Fax 631 491-1243

Richard Snyder  
Business Administrator  
631 870-0420  
Fax 631 491-8510

Racheda O. Wallace  
Assistant to the Superintendent for  
Human Resources  
631 870-0410  
Fax 631 491-1210

Carl ~~Hollins~~  
Director of Special Education  
631 870-0500  
Fax 631 491-8523

## SCHOOLS

Wyandanch Memorial High School  
54 South 32<sup>nd</sup> Street  
Paul Sibbles, Principal  
631 870-0450  
Fax 631 491-8525

Milton L. Olive Middle School  
140 Garden City Avenue  
Sharonne Barton, ~~Ed.D.~~ Principal  
631 870-0525  
Fax 631 491-8570

Martin L. King Jr.  
Elementary School  
792 Mount Avenue  
Monique Habersham, ~~Ed.D.~~ Principal  
631 870-0555  
Fax 631 491-8573

Lafayette Hardman  
Elementary School  
792 Mount Avenue  
Darlene White, Ed.D., Principal  
631 870-0580  
Fax 631 491-8572

Lafayette Hardman Annex  
30 DeForest Road  
Dix Hills, NY 11746  
Darlene White, Ed.D., Principal  
631 870-0505  
Fax 631 491-8572

## WYANDANCH UNION FREE SCHOOL DISTRICT EASTERN SUFFOLK

### BOCES

ANY QUESTIONS CONCERNING BUS SUSPENSIONS

PLEASE CALL MR. REID AT 631-472-6480

**Please Do Not Call The School**

### BUS SUSPENSION FORM

STUDENT ID LAST 4# \_\_\_\_\_  
LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_

FACILITY: MLK Elementary School DATE RECEIVED: \_\_\_\_\_

STUDENT ADDRESS: \_\_\_\_\_ BUS STOP: \_\_\_\_\_

ROUTE #: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_

CALLER: \_\_\_\_\_ CALLER LOCATION: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

NUMBER OF DAY(S): 3 BUS CO: Eastern Suffolk Boces

MONDAY: \_\_\_\_\_

TUESDAY: \_\_\_\_\_

WEDNESDAY: \_\_\_\_\_

THURSDAY: \_\_\_\_\_

FRIDAY: \_\_\_\_\_

CONTACTED: \_\_\_\_\_

TAKEN BY (INITIAL): \_\_\_\_\_

CALLED IN BY (INITIAL): \_\_\_\_\_

E-MAIL/FAX: ( ) COMPUTER: ( )

REASON FOR SUSPENSION:

**It is the parent/guardian responsibility to provide transportation for the scholar to and from school during the time of suspension.**

Inspire the passion for learning  
and educating all students to achieve their full potential.  
[www.wufsd.net](http://www.wufsd.net)

# Home - School Connection

## The Home-School Connection Parent Guide to School

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

By Polly Greenberg

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

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

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

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

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

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

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

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

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

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

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

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

Ask about ways to **share your culture** — food, music, photos, and traditions — with the class. Not only will this help strengthen your child's self-esteem, it will also enrich the learning experience for the entire class and foster an appreciation of diversity. Between the ages of 3 and 8, kids are beginning to deal with a world bigger than the family, and they become keenly aware of every difference between themselves and their peers. Plan to **have a family discussion each week**. Try to pick a topic that emerges from your child's experiences at school. The more you familiarize yourself with the daily routines and activities at preschool, the more you'll be able to encourage this type of conversation. You can even extend the idea into an art project or create a family "book club" where everyone reads something relating to this theme.

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

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

### **About the Author**

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

From: Parent & Child

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

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

## 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 require intentional, structured learning experiences for those who are learning to become digital citizens. If you would like to learn more about being a responsible digital citizen or modeling good digital citizenship, we would recommend Common Sense Media as a resources for your consideration: Common Sense Media has numerous resources for parent(s)/guardian(s) who want to learn more about how to help their child navigate the digital world.

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

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

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

### Digital Resources

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



Dear Parents,

We are very excited to adopt a new form of communication at Dr. Martin Luther King Jr. Elementary. ParentSquare is designed to keep parents informed and facilitate participation at school. It provides a safe way for the school principal, teachers, staff, and parents to:

- Send and receive school and class information
- Share pictures and files
- See calendar items
- Sign up to volunteer
- and much more . . . all in one centralized place!

[ParentSquare Parent Videos](#)

[Padres - Introducción a ParentSquare](#)

All school, grade level and classroom information will now be sent to your computer or phone via email and/or text or you can download the free App.

The Help & Support question mark in the top right corner can help answer most of your questions. So join in!

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Estimados Padres,

Estamos emocionados en adoptar una nueva forma de comunicación en Dr. Martin Luther King Jr. Elementary. ParentSquare es fácil de usar y está diseñada para ayudar a las escuelas para mantener a los padres informados y facilitar la participación. Provee una manera segura para que el director, maestros, personal, y padres puedan:

- Mandar y recibir información de la escuela y las clases
- Compartir fotos e información
- Ver noticias en el calendario
- Apuntarse para hacer de voluntario
- Y mucho mas...todo en un lugar centralizado!
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[ParentSquare Parent Videos](#)

[Padres - Introducción a ParentSquare](#)

Toda información de su escuela/grado y salón de clase ahora será mandada a su computadora o teléfono inteligente por correo electrónico y/o mensaje de texto o puede descargar nuestra aplicación gratis.

El signo de interrogación de Ayuda y Soporte en la esquina superior derecha puede ayudar a responder a la mayoría de sus preguntas. Únase a nosotros!

More Help:

Information for Parent Square link; [SlideDeck - Introduction to Parents Parent Square](#)