

LOCKWOOD ELEMENTARY

STUDENT/PARENT HANDBOOK



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MISSION STATEMENT

THE MISSION OF LETCHWORTH CENTRAL SCHOOL IS TO PREPARE EACH STUDENT FOR THE CHALLENGES OF HIS OR HER OWN DISTINCT FUTURE IN A DEMOCRATIC, PLURALISTIC SOCIETY. EACH PUPIL WILL ACQUIRE THE LIFE SKILLS, MORAL VALUES AND INFORMATION PROCESSING CAPABILITIES TO BECOME SUCCESSFUL, FULFILLED ADULTS. THE SCHOOL COMMUNITY WILL DEVELOP AND MAINTAIN HIGH STAFF AND STUDENT MORALE AND ENCOURAGE THE LOVE FOR LEARNING AS A LIFELONG PROCESS. THIS IS BEST ACHIEVED BY BRINGING THE WORLD TO OUR STUDENTS THROUGH THE COOPERATIVE EFFORT AND COMMON GOALS OF STAFF, STUDENTS AND COMMUNITY.

PHILOSOPHY STATEMENT

IN ORDER TO ACHIEVE OUR MISSION, A FAIR AND CONSISTENT DISCIPLINE CODE IS A NECESSITY. WE MUST PROTECT THE RIGHTS OF ALL OUR CHILDREN TO OBTAIN A QUALITY EDUCATION. NO CHILD HAS THE RIGHT TO JEOPARDIZE OR INTERRUPT THE LEARNING PROCESS OF ANOTHER STUDENT.

Please visit our website for more information:

www.letchworth.k12.ny.us



Add us on facebook:

<https://www.facebook.com/LetchworthCSD>



Add us on Instagram:

<https://www.instagram.com/?hl=en>

585-493-2581

Dignity Act Coordinator (DAC)

Lockwood Elementary

Rachel Webster

585-493-2581

Our goal is to provide a positive environment for all staff members and a productive educational atmosphere for our students, this handbook sets forth pertinent information, policies and procedures for students at Letchworth Central.

EMERGENCY CLOSING

If school is closed due to inclement weather or impassable roads, an announcement will be made over WCJW (AM1140), WHAM (FM1180), WBEN (FM930) and WBEE(AM92.5) Parents will also be informed via ParentSquare. Parents should make arrangements to have a friend or neighbor provide shelter for the children in the event of an emergency closing of school while it is in session. The school should be informed of any special transportation arrangements. If it has not yet happened, AN EMERGENCY CLOSING FORM WILL BE SENT TO YOU SOON. PLEASE COMPLETE THIS AND RETURN IT TO SCHOOL IMMEDIATELY. You may also call 493-5999 to find out if school is closed. On a 2-hour delay breakfast will not be served.

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GENERAL INFORMATION

SCHOOL DAY HOURS

The Elementary School Office is open from 7:30 a.m. to 3:30 p.m.

School begins for students at 7:40 a.m. and ends at 2:10 p.m. each day.

Students are not to be dropped off at school prior to 7:30 A.M., as there is no one to supervise them and therefore is a safety issue for all concerned.

When dropping off your child in the morning: Please pull up to the High School Gymnasium Loop and let your child off between 7:30 a.m. and 7:40 a.m. If you would like to walk your child to the school doors, please park in the designated spots or in the parking lot. **PLEASE DO NOT PARK IN THE LOOP AND LEAVE YOUR CAR, THIS IS A FIRE LANE.**



When bringing your child late to school (anytime after 7:40 a.m.) sign your child in at the Elementary Office, then bid them farewell at the door by the Elementary Office.

Students are only allowed to remain after school with a signed permission slip or verbal parental consent. They may only stay to attend **elementary activities**. Elementary students are **not allowed to stay after school for Junior High or Senior High events** as there is no supervision provided for them.

******* VERY IMPORTANT *******

PICKING UP A STUDENT DURING THE DAY OR AFTER SCHOOL

PLEASE SEND A NOTE IN WITH YOUR CHILD STATING THE TIME THEY WILL BE PICKED UP

If a student is being picked up prior to the end of the day, they need to be:

- **Signed out before 1:40 p.m. in the Elementary Office. Parents need to wait in the elementary vestibule. Students may not be picked up in hallways or classrooms.**

For end of the day pickup, parents should drive up in the High School loop to pick children up. Please be safe and wait patiently. All students should be picked up by 2:10 p.m. unless other arrangements have been made.

Please note that often children will forget to turn in notes or lose notes, to guarantee that communication is occurring on bus changes, please call 493-2581.

Children must be signed in and out by the parent or appropriate adult with proper identification.

Please do not go to your child's classroom. This procedure will avoid any unnecessary interruption or disruption for the students.

STUDENT ATTENDANCE

Letchworth Central School believes that excellent attendance in school correlates to high academic achievement. Therefore, we are committed to expecting students to attend classes on a regular basis. Examples of excused absences include (but are not limited to):

- personal illness and/or illness or death in the family
- impassable roads due to inclement weather
- required court appearances
- doctors' appointments
- interscholastic competitions

Students who are absent from class due to their participation in a school sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school sponsored events where instruction is substantially equivalent to the instruction which was missed shall be counted as the equivalent of regular attendance in class.

Examples of unexcused absences, tardiness, or early departure include (but are not limited to): family vacation, hunting, babysitting, hair cut, oversleeping, "take your child to work day", and shopping.

VERIFYING STUDENT ABSENCES

Parents are asked to call **the school by 7:40 a.m. The direct line to the attendance officer is: (585)493-3510.**

Every effort will be made to contact you in the event you forget to call the school.

Please keep the following information current: work and home telephone numbers and any emergency contact information.

ENROLLING AT SCHOOL

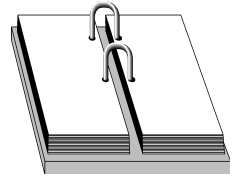
New students to the district can register online on our website [Student Registration \(New & Returning\)](#). You will then be contacted by the office staff to finalize the registration. Other requirements: copy of birth certificate, social security card and proof of residence.

CHANGE OF INFORMATION

Parents are asked to notify the school in written form when a change of information regarding a student occurs. Examples of change include: new address, telephone number, last name, baby-sitter, legal custody, etc. This information is necessary in case the school needs to contact parents or has an emergency/early dismissal.

SCHOOL CALENDAR

PLEASE REFER TO CALENDAR ON THE LAST PAGE FOR IMPORTANT DATES including conference days, testing and school holidays.



COMMUNICATION RESOURCES

- ❖ Newsletters (these will be in your Warsaw Pennysaver or are available in the Superintendent's office).
- ❖ Reminders will be sent home with your child. Please check their backpacks and Red Folders daily for important school and classroom information. Please go over with your child the importance of bringing memos home to you!
- ❖ Letchworth Central FaceBook Page
] [Letchworth Central School District | Gainesville NY](#)
- ❖ ParentSquare
- ❖ Teacher Email [Staff E-Mail Directory](#)
- ❖ School Website [Letchworth Central School](#)

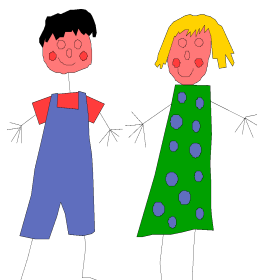
PARENT VOLUNTEERS

If you are interested in more information on volunteering at Lockwood Elementary, please call or stop by the office. Per board policy all volunteers must attend an orientation session given by Mrs. Webster and approved by the Board of Education. We appreciate all volunteer efforts and welcome you to school!

[Volunteer and Chaperone Forms](#)

VISITOR/PARENT VOLUNTEER PROCEDURE

From 7:40 a.m. - 2:10 p.m. all visitors, parents and parent volunteers must report and sign-in at the elementary office and go through the RAPTOR system before proceeding anywhere in the building. This includes those who have previous appointments with teachers. The office staff will then contact the teachers to inform them that a visitor has arrived. Young children are not permitted to visit the classroom of a brother or sister unless accompanied by an adult. No unauthorized individual is to be anywhere in the school without a RAPTOR or visitor badge. (Parent volunteers need to be board approved.)



EMERGENCY DRILLS:

CARBON MONOXIDE PROCEDURE:

For the safety of students and staff, carbon monoxide detectors have been installed in areas of the school where carbon monoxide may be present. Safety is the number one priority when dealing with carbon monoxide incidents. If a carbon monoxide alarm sounds in a classroom, the administration, teacher or adults in charge will lead the evacuation of the room, area or building as per the carbon monoxide rubric procedure. If an alarm sounds in any area where no adult is present (i.e hallway) students are directed to immediately evacuate the area of the alarm and notify an adult.

FIRE ALARM:

When the fire alarm sounds, follow the directions of the teacher in charge and the directional signs placed in each room. You should take each emergency drill seriously and:

1. Walk quietly and quickly to the exit designated for your room.
2. Move at least 100 feet away from the building to the far side of the driveways.
3. Remain quiet so special announcements may be heard.
4. Return promptly to class when signaled by a school official which indicates the conclusion of the drill.
5. Remain with your teacher in order for attendance to be taken.

DRUG FREE SCHOOL ZONE

The campus of Letchworth Central School has been officially declared a “Drug Free School Zone.” **This includes drugs, alcohol, tobacco (as defined in Letchworth Central School Code of Conduct) and applies to anyone on school grounds and extends 1,000 feet beyond the school's boundary lines.** The legal implications of this declaration may include increased penalties in a court of law for drug related offenses.

SCHOOL RESOURCE OFFICER

A Wyoming County Sheriff’s Deputy will be present at our school on a daily basis working closely with school administration, teachers, staff, and students to maintain a safe school environment. This person will be a member of our faculty as a visible law enforcement figure and serve as a student and community resource.

EMERGENCY RESPONSE PLAN

https://docs.google.com/document/d/1aC2oP1ww_0zuX5vg3ORjTGzK3Y6qEX-TGh1lAuuRw8/edit?usp=sharing



EMERGENCY Response

Letchworth Central School District
5550 School Road, Gainesville, NY 14066

Shelter-in-Place <i>used to shelter students and staff inside the building</i>	Hold-in-Place <i>used to limit movement of students and staff while dealing with short term emergencies</i>	Evacuate <i>used to evacuate students and staff from the building</i>	Lockout <i>used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school</i>	Lockdown <i>used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school</i>
1. Listen for instructions about the situation and your actions. 2. Students in hallways should return to assigned classroom, if possible. 3. Classroom teachers, take attendance. 4. All other staff assist students, as needed. 5. Move away from windows, if situation warrants. 6. If instructed, move out of classroom to designated safe area. Stay together at all times. 7. Take attendance. 8. Listen for updates.	1. Listen for instructions about the situation and your actions. 2. Students in hallways should return to assigned classroom, if possible. 3. Classroom teachers, take attendance. 4. All other staff assist students, as needed. 5. Listen for updates.	1. Listen for instructions about the situation and your actions. 2. Lead students to designated assembly or announced assembly area. Use secondary route, if necessary. 3. Bring attendance list and class roster. 4. Close the classroom door after exiting. 5. Take attendance when safe to do so. 6. If evacuating off site, take attendance before moving from and upon arrival at off site location. 7. Listen for updates.	1. Listen for instructions regarding the situation and your actions. 2. Lock all exterior windows. 3. Leave blinds/lights as they are. 4. Take attendance. 5. After initial instructions listen for updates. 6. Classroom instruction continues as normal. 7. All outdoor activities are terminated. If outside, listen for announcements and move to closest safe shelter. 8. Listen for updates.	1. When you hear lockdown announced, you should move quickly to execute the following actions. 2. If safe, gather students from hallways and common areas near your classroom. 3. Lock your door. Barricade if necessary. 4. Move students to a safe area in the classroom out of sight of the door. 5. Leave windows, blinds and lights as they are. 6. Keep everyone quiet, silence cell phones. 7. Take attendance, if possible. 8. Do not communicate through door or answer room phone. 9. Do not respond to P.A. announcements or fire alarm. 10. Stay hidden until physically released by law enforcement/administration.



Safe Schools NY

<http://SafeSchools.NY.gov>



CELL PHONES, PAGERS, PERSONAL AUDIO EQUIPMENT, HAND HELD VIDEO GAMES

These are not to be used in the instructional setting (Classrooms/Library) unless expressly requested by a teacher for educational purposes. If these items are brought to school, they should not be used or visible during instructional periods. Use of cell phones is strictly prohibited in the bathrooms, locker rooms, and auditorium at all times. This equipment is prohibited while serving after school detention. The school district is not responsible for lost or stolen items.

OPEN BEVERAGE CONTAINERS

Open, non-re-sealable containers or any glass containers are not permissible during the instructional day. Re-sealable plastic containers are acceptable in the classrooms with teacher permission only. Under no circumstances are students to use the beverage machines in the teachers' lounge. Energy drinks are prohibited throughout the school day.

INTERESTING BUT DANGEROUS

Children are not permitted to bring firearms, knives, boomerangs, slingshots, and other potentially dangerous items to school. It is also recommended that glass containers not be used to bring collections or specimens to school.

NOTICE OF SEARCH OF SCHOOL LOCKERS

Students are hereby notified that their assigned school locker/cubby area may be opened and its contents searched by school officials and/or police at the discretion of school officials without further notice to or the consent of the student.

SCHOOL PICTURES

School pictures will be taken during the months of September or October. Pictures will be on a prepaid basis. All children will have their pictures taken for school records. Further information will be coming to you.



PARTY TREATS

All treats are to be packaged or wrapped, thus avoiding any contaminants or health hazards. If you have any questions please call the school at 493-2581. *Healthy treats are always encouraged.*

INVITATIONS

If your child is going to bring invitations to school for a party at home, make sure that all children in the class are invited. Otherwise, please make other arrangements to distribute invitations. Due to seating capacity on buses we cannot transport students on a different bus to another student's house for birthday parties or other special events.

DRESS

We take pride in the appearance of our students. Your dress reflects the quality of the school, your conduct and your school work. School clothing should be appropriate as to time, place and weather.

- Shirts with inappropriate messages (includes messages related to drugs/alcohol/tobacco or sexual content) are unacceptable and should not be worn to school.
- Half shirts, see-through or revealing tops should not be worn in school and undergarments should not be visible.
- Bracelets, necklaces and belts with protruding spikes and chains should not be worn.
- Shorts, skorts and skirts should be a minimum of fingertip length when the arms are down at the side. Spandex shorts are not permitted.
- Sun glasses (unless prescribed by a physician) should not be worn in school.
- Undergarments should not be visible at any time.

CHARACTER EDUCATION

Education Law 801- requires that districts have in place Character Education components by July 1, 2001. Ours is the LEAP program as described below.

LOCKWOOD ELEMENTARY ACTING PROUD (LEAP)

We at Lockwood Elementary are committed to the success of all children. We are in our twenty-second year of the New York State pilot promoting positive behavioral intervention strategies (PBIS). LEAP is a pro-active research based method of preventing and dealing with behavioral issues which directly correlates to an increase in academic performance. It helps a school reflect on its current behavioral concerns and develop a school wide prevention plan. Students will be taught what behaviors are expected of them and also how these behaviors look. As a school we will be teaching and reinforcing these behaviors. This program has been proven to decrease behavioral referrals. However, it does not completely eliminate them. Behavioral concerns will still be addressed on an individual basis when necessary and Code of Conduct discipline actions will be taken. Students with re-occurring behavioral concerns will be referred to the MTSS (Multi-Tiered System of Supports) Team.

This program works because it recognizes good behavior and looks for the positives that are occurring in our school. LEAP is a team approach made up of teachers, other school professionals, parents, counselors, and the elementary principal, who have been trained in this process. The team meets monthly to analyze data and review current interventions and successes. **Included on the next page is a behavior matrix, which does not outline rules. It outlines student expectations.** As you notice there are no negative words such as “don’t” or “no” stated in the matrix. We at Lockwood Elementary want students to be in the best learning environment possible. This starts with high expectations and a positive school climate.

In addition to LEAP, our students and staff participate in the Second Step Program. This is a comprehensive, school-wide program designed for use in elementary and middle schools. Its goals are to reduce and prevent bullying problems among school children and to improve peer relations at school. The program has been found to reduce bullying among children, improve the social climate of classrooms, and reduce related antisocial behaviors. The less children have to worry about negative peer relations in school, the more they will learn and enjoy going to school.



	<u>Classroom</u>	<u>Playground</u>	<u>Hallway</u>	<u>Bathrooms</u>	<u>Cafeteria</u>	<u>Buses</u>
Be Respectful	*Listen and follow teacher directions at all times. *Listen to your peers without interrupting *Treat others as you wish to be treated *Look at the teacher *Raise your hand and wait your turn to talk	*Share playground equipment *Keep wood chips on ground *Keep hands and feet to self *Wait your turn *Pick up litter and put in trash *Report problems to teacher *Friends with disability have first rights to specialized equipment	*Be quiet *Stay with your class *Wait your turn *Keep hands & feet to self *Walk quietly *Listen to your teacher	*Use quiet voices *Knock on the door before entering *Keep seat clean *Wait your turn and give others privacy *Put trash in garbage *Leave pencils in classroom *Report problems to teacher or office	*Use quiet voices *Chew with mouth closed *Use good table manners – Say please and thank you *Keep hands to self *Wait your turn in line *Throw garbage in baskets *Listen to monitors *Quiet when lights out	*Follow bus & safety rules *Keep hands and feet to self *Use quiet voices *Listen to the driver *Remain in your seat *Treat others as you wish to be treated
Be Responsible	*Be honest *Pick up after self *Follow classroom rules *Do your best work and complete all assignments *Bring book bag *Have pencil and materials ready *Bring agenda *Bring completed assignments *Come to school with a positive attitude and ready to learn	*Follow sidewalk to the end and enter playground at blacktop court *Take turns *Listen to your teacher *Come the first time your teacher calls *Know rules *Pick up litter and put in trash *Report problems or broken equipment to teacher	*Walk *Keep hands at your side and to yourself *Eyes forward *Be quiet *Keep cubbies picked up *Know where you are going *Go directly to your destination *Know rules	*Take turns *Clean up and use trash cans *Flush *Turn off water *Report empties to office *Bring pass *Wash hands *Return directly to class *Use the bathroom in timely manner *Leave pencils in classroom *Know rules *Think ahead	*Pick up after self *Return trays *Eat in timely manner *After breakfast return to own class immediately *Listen to monitors *Use quiet voice *Return trays *Raise hands *Stay in seat *Clean up your space *Have money and ID with you *Get all food before sitting *Go to bathroom before lunch	*Keep feet under seat *Stay in seat *Be ready on time to get on and off bus *Listen to driver *Watch for signals *Load carefully *Own your behavior *Keep space clean *Keep all belongings in book bag *Tie shoes *Know rules
Be Safe	*Keep hands and feet to self *Walk *Keep all four legs of chairs on floor *Push chair in *Follow rules *Use materials properly	*Keep wood chips on ground *Sit on swings and saddles *No more than three students on round disk swings *Keep hands and feet to self *Climb only on areas that are designed for climbing *Only slide down curly slides *Make sure area is clear before climbing up other types of slides	*Tie shoes *Walk *Watch where you are going *Keep hands and feet to self *Stay in line	*Keep feet on floor *Walk *Wash hands with soap *Keep water in sink *Throw garbage in baskets *Keep hands & feet to self	*Stay in seat *Use quiet voice *Listen to monitors *Use utensils appropriately *Keep hands & feet to self *Walk	*Sit in seat facing forward *Use quiet voices *Listen to driver *Keep hands and feet to self *Keep belongings in book bags and out of the isles *Follow rules *Wait until bus stops before standing

FIELD TRIPS

Teachers decide the field trips they will go on according to the curriculum. Not all grade levels go on the same field trip. Teachers choose field trips that may enhance a certain part of a curriculum while another teacher may choose to take a field trip that enhances a different part of their curriculum. Please remember that field trips at school are a small piece to any curriculum that we are teaching. We encourage you to take other field trips that can enhance your child's curriculum in school. Talk to your child's teacher about the curriculum and discuss ways you can help your child to learn hands-on experiences. In the event that a field trip is scheduled by the classroom teacher, parents will be notified in advance. These trips are carefully planned and supervised by the teachers. In order to participate, each child must have written permission from his/her parent(s) or legal guardian. Parent chaperones may be requested, but will be limited to five per classroom for most trips. Please review field trip guidelines and chaperone responsibilities below.



Procedures for Field Trips

The student must ride the school bus to the destination of the field trip. Chaperone numbers are limited based upon type of field trip and needs of students. A limit of five chaperones maximum is acceptable but may be less if determined by teachers. If there are more volunteers than spaces, chaperone names may be drawn at random.

If a parent is chosen to chaperone, please remember that they will be with a group of children from their child's class. Chaperones should make arrangements for any other children at home. There are times during the school year that younger children can come to school and be part of school activities, but for the safety of others, field trips are not one of those times. **Identified chaperones are to ride the bus to and from the destination unless extenuating circumstances exist and it is approved by Mrs. Webster in advance.**

If you are chosen to be a chaperone, please don't forget to fill out the Chaperone agreement and return to the elementary office before the field trip. Forms can be accessed by the following link (please download and print) or they are in the elementary office.

[Chaperone Agreement Form.pdf](#)

Additional parents may follow the buses, but must pay their own admission and may not assist in chaperoning children. If a parent is not a chaperone and follows the bus to the field trip and wishes to take their child home, they must have a signed form submitted to the elementary office the morning of the field trip. Forms can be accessed by the following link (please download and print) or they are in the elementary office.

[Field Trip Release \(1\).pdf](#)

ANY PARENT GOING ON FIELD TRIPS MUST REFRAIN FROM USING INAPPROPRIATE LANGUAGE, SMOKING, CHEWING TOBACCO, VAPING OR CONSUMING ALCOHOL .

If a parent is not chosen as a chaperone and wishes to transport their child to the field trip, the student will be counted absent for the school day and may not participate with the class activity.

Please note: Some admissions are limited in number and are not open to the public (i.e. Planetarium, plays etc....).

STUDENT PROGRESS REPORT

All students will receive a report of their work and it will be divided into trimesters. The report card will contain information regarding the student's progress in academic and social areas. It is also a device for either a teacher or parent to use in order to request a parent-teacher conference. It is requested that a signed report card envelope be returned to school promptly. Parents may request informal progress reports from their child's teacher.

HOMEWORK

Homework may be assigned by teachers. Usually this will be practice of concepts and applications learned during the instructional time. Sometimes it may be a family based project. Please complete as per directions of the teacher. If there are any questions regarding homework, please contact your child's teacher.

MAKE-UP-WORK

When a child is absent from school, the teacher will determine the best procedure for him/her to make up any work that has been missed.

NEW YORK STATE & STANDARDIZED TESTS

The testing program in the elementary school consists of testing both ability and achievement. With these two types of measures, we can evaluate a student's potential for achievement at school. Parents will be notified in advance of the actual date(s) of testing so that students can be well rested. The following list is a general schedule for our testing program:

April: NYS ELA (English Language Arts) Grades 3 & 4

May: Math- Grades 3 & 4

Parents should feel free to visit the school in order to inquire about the results of these standardized tests. If, through the testing, it becomes evident that a student has any special needs, the parent(s)/ legal guardian will be contacted and informed as to how this need will be met. Testing results from New York State sometimes can take quite a while to get back to the school. Parents will receive the results in their child's report card or separate mailing once the school receives them.

LIBRARY PROCEDURE

Students will receive overdue notices every trimester. At the end of each year, books ruined or not returned must be paid for by the parent. Damage to barcodes will also be charged. A complete inventory is done annually to assure that charges are correct. If a book is found over the summer, refunds will be made during the first week of school. The responsibility of caring for library materials helps create good citizens. Final report cards of students who have outstanding debts could be held in the Elementary Office. They may be picked up at the parent's convenience any time during office hours.



SPECIAL LEARNING CENTERS

As part of their educational program, the school provides students who need extra assistance or who have a special learning need with appropriately supported instruction. Currently, the school provides for these needs in the following areas:

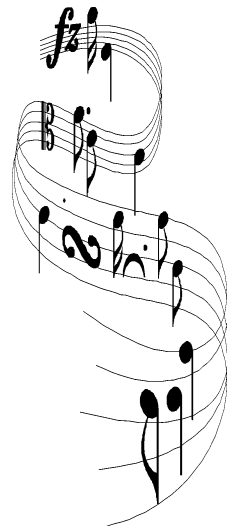
Remedial Reading	Special Education
Remedial Math	Migrant Education
Speech Services	Education for the Hearing Impaired
Education for the Visually Impaired	Mental Health Counseling
Summer School (K-4)	OT/PT

Parents are notified if their child qualifies for any of the above programs. If a parent feels their child should be considered for any of these programs, they should contact the school.

CHARLES W. LITTLE AUDITORIUM

Letchworth Central School is proud of our auditorium. In order to properly maintain this excellent facility, the following guidelines will be strictly enforced:

1. All students will be well behaved and display appropriate conduct when in the auditorium facility.
2. Food and beverage (including gum) will not be permitted in the auditorium.
3. Students will sit properly in chairs.
4. No materials will be taped or posted on the auditorium walls.
5. Any student displaying disorderly conduct will be immediately removed from the auditorium with disciplinary action administered by the building principal.
6. Students will not utilize the auditorium facility unless supervised by school staff.
7. Only authorized personnel will operate equipment in the auditorium (this includes curtains, lights and sound equipment).



PHYSICALS and OTHER HEALTH INFORMATION

A physical examination is required for **all** students in grades Pre-K, K, 1, 3, 5, 7, 9 and 11 as well as all new enrolled students. Additionally, a dental certificate is requested by the New York State Department of Education.

If you choose to have a physical done by your healthcare provider, please inform the health office of the appointment date and/or return a completed physical form by **September 23, 2024**, or a physical will be scheduled at school to meet this requirement. Forms can be downloaded from the school website at www.letchworth.k12.ny.us under Departments - Health Office Info - Health Requirements - Health Examination Form for completion by your healthcare provider.

Should you have any questions regarding physicals, please call the school nurse. A school-conducted physical is a generalized assessment of your child. It includes an assessment of general appearance, hair and scalp, skin, lymph glands, head, eyes, ears, nose, mouth, neck, cardiovascular, chest, lungs, abdomen, genitalia (boys), musculoskeletal, and neurological. Children are examined fully clothed, with the exception of the male hernia check. This is a necessary portion as hernias are often detected early and can be remedied before complications arise. Please prepare your child in advance for their school physical.

Annual medical examinations are also given to each student prior to participating in extracurricular sports. Scoliosis screening is required for all children ages 8 to 16. This is done semi-annually by the physical education staff with referrals to the school Health Office and Wyoming County Community Hospital as necessary.

Hearing tests may also be conducted annually on all students if deemed necessary.

Student health appraisals serve multiple purposes. Among the purposes served are to:

- ☐ Make an appropriate appraisal of the child's current health status.
- ☐ Provide information of value to the child, the parents, and school personnel, which will determine the child's fitness to participate in the school program.
- ☐ Discover any health problems, which require further investigation and treatment, if such is indicated.
- ☐ Provide an opportunity to counsel the child and the parents concerning any health problems or conditions detected.
- ☐ Provide a valuable and positive health experience for the child.

If you have any questions regarding the school health program, please contact the Letchworth Central School Health Office at 493-3520.

BMI – (BODY MASS INDEX)

In 2007, the New York State Legislature amended current law requiring schools to include an assessment of each child's Body Mass Index (BMI) and a determination of weight status category. This year, each student's health examination, conducted at school entry, Pre-Kindergarten, Kindergarten and in grades 1, 3, 5, 7, 9, AND 11, is required to include BMI measurement and a determination of weight status. A student is weighed and his/her height is measured. These numbers are used to figure out the student's body mass index or BMI. The BMI helps the doctor or nurse know if the student's weight is in a healthy range or is too high or too low. New York State Education Law requires that BMI and weight status groups be included as part of the student's school health examination. A sample of school districts will be selected to take part in a survey by the New York State Department of Health. If our school is selected to be part of the survey, we will be reporting to the New York State Department of Health information about our students' weight status groups. Only summary information is sent. No names and no information about individual students are sent. However, you may choose to have your child's information excluded from this survey report. If you wish for your child's weight status information to be excluded from the district's report, please provide written notification to the school nurses.

2024-25 School Year New York State Immunization Requirements for School Entrance/Attendance¹

NOTES:

All children must be age-appropriately immunized to attend school in New York State. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). Intervals between doses of vaccine must be in accordance with the "[ACIP-Recommended Child and Adolescent Immunization Schedule](#)." Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. See footnotes for specific information for each vaccine. Children who are enrolling in grade-less classes must meet the immunization requirements of the grades for which they are age equivalent.

Dose requirements MUST be read with the footnotes of this schedule

Vaccines	Pre-Kindergarten (Day Care, Head Start, Nursery or Pre-K)	Kindergarten and Grades 1, 2, 3, 4 and 5	Grades 6, 7, 8, 9, 10 and 11	Grade 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td) ²	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older	3 doses	
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine adolescent booster (Tdap) ²	Not applicable		1 dose	
Polio vaccine (IPV/OPV) ⁴	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older		
Measles, Mumps and Rubella vaccine (MMR) ⁵	1 dose	2 doses		
Hepatitis B vaccine ⁶	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years		
Varicella (Chickenpox) vaccine ⁷	1 dose	2 doses		
Meningococcal conjugate vaccine (MenACWY) ⁸	Not applicable		Grades 7, 8, 9, 10 and 11: 1 dose	2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) ⁹	1 to 4 doses	Not applicable		
Pneumococcal Conjugate vaccine (PCV) ¹⁰	1 to 4 doses	Not applicable		

1. Demonstrated serologic evidence of measles, mumps or rubella antibodies or laboratory confirmation of these diseases is acceptable proof of immunity to these diseases. Serologic tests for polio are acceptable proof of immunity only if the test was performed before September 1, 2019, and all three serotypes were positive. A positive blood test for hepatitis B surface antibody is acceptable proof of immunity to hepatitis B. Demonstrated serologic evidence of varicella antibodies, laboratory confirmation of varicella disease or diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.
2. Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine. (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive a 5-dose series of DTaP vaccine at 2 months, 4 months, 6 months and at 15 through 18 months and at 4 years or older. The fourth dose may be received as early as age 12 months, provided at least 6 months have elapsed since the third dose. However, the fourth dose of DTaP need not be repeated if it was administered at least 4 months after the third dose of DTaP. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
 - b. If the fourth dose of DTaP was administered at 4 years or older, and at least 6 months after dose 3, the fifth (booster) dose of DTaP vaccine is not required.
 - c. Children 7 years and older who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series; if additional doses are needed, use Td or Tdap vaccine. If the first dose was received before their first birthday, then 4 doses are required, as long as the final dose was received at 4 years or older. If the first dose was received on or after the first birthday, then 3 doses are required, as long as the final dose was received at 4 years or older.
3. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) adolescent booster vaccine. (Minimum age for grades 6 through 10: 10 years; minimum age for grades 11 and 12: 7 years.)
 - a. Students 11 years or older entering grades 6 through 12 are required to have one dose of Tdap.
 - b. In addition to the grade 6 through 12 requirement, Tdap may also be given as part of the catch-up series for students 7 years of age and older who are not fully immunized with the childhood DTaP series, as described above. In school year 2024-25, only doses of Tdap given at age 10 years or older will satisfy the Tdap requirement for students in grades 6 through 10; however, doses of Tdap given at age 7 years or older will satisfy the requirement for students in grades 11 and 12.
 - c. Students who are 10 years old in grade 6 and who have not yet received a Tdap vaccine are in compliance until they turn 11 years old.
4. Inactivated polio vaccine (IPV) or oral polio vaccine (OPV). (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive a series of IPV at 2 months, 4 months and at 6 through 18 months, and at 4 years or older. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
 - b. For students who received their fourth dose before age 4 and prior to August 7, 2010, 4 doses separated by at least 4 weeks is sufficient.
 - c. If the third dose of polio vaccine was received at 4 years or older and at least 6 months after the previous dose, the fourth dose of polio vaccine is not required.
 - d. For children with a record of OPV, only trivalent OPV (tOPV) counts toward New York State school polio vaccine requirements. Doses of OPV given before April 1, 2016, should be counted unless specifically noted as monovalent, bivalent or as given during a poliovirus immunization campaign. Doses of OPV given on or after April 1, 2016, must not be counted.
5. Measles, mumps, and rubella (MMR) vaccine. (Minimum age: 12 months)
 - a. The first dose of MMR vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
 - b. Measles: One dose is required for pre-kindergarten. Two doses are required for grades kindergarten through 12.
 - c. Mumps: One dose is required for pre-kindergarten. Two doses are required for grades kindergarten through 12.
 - d. Rubella: At least one dose is required for all grades (pre-kindergarten through 12).
6. Hepatitis B vaccine
 - a. Dose 1 may be given at birth or anytime thereafter. Dose 2 must be given at least 4 weeks (28 days) after dose 1. Dose 3 must be at least 8 weeks after dose 2 AND at least 16 weeks after dose 1 AND no earlier than age 24 weeks (when 4 doses are given, substitute "dose 4" for "dose 3" in these calculations).
 - b. Two doses of adult hepatitis B vaccine (Recombivax) received at least 4 months apart at age 11 through 15 years will meet the requirement.
7. Varicella (chickenpox) vaccine. (Minimum age: 12 months)
 - a. The first dose of varicella vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
 - b. For children younger than 13 years, the recommended minimum interval between doses is 3 months (if the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid); for persons 13 years and older, the minimum interval between doses is 4 weeks.
8. Meningococcal conjugate ACWY vaccine (MenACWY). (Minimum age for grades 7 through 11: 10 years; minimum age for grade 12: 6 weeks.)
 - a. One dose of meningococcal conjugate vaccine (Menactra, Menveo or MenQuadfi) is required for students entering grades 7, 8, 9, 10 and 11.
 - b. For students in grade 12, if the first dose of meningococcal conjugate vaccine was received at 16 years or older, the second (booster) dose is not required.
 - c. The second dose must have been received at 16 years or older. The minimum interval between doses is 8 weeks.
9. Haemophilus influenzae type b (Hib) conjugate vaccine. (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive Hib vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
 - b. If 2 doses of vaccine were received before age 12 months, only 3 doses are required with dose 3 at 12 through 15 months and at least 8 weeks after dose 2.
 - c. If dose 1 was received at age 12 through 14 months, only 2 doses are required with dose 2 at least 8 weeks after dose 1.
 - d. If dose 1 was received at 15 months or older, only 1 dose is required.
 - e. Hib vaccine is not required for children 5 years or older.
 - f. For further information, refer to the CDC Catch-Up Guidance for Healthy Children 4 Months through 4 Years of Age.
10. Pneumococcal conjugate vaccine (PCV). (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive PCV vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
 - b. Unvaccinated children ages 7 through 11 months are required to receive 2 doses, at least 4 weeks apart, followed by a third dose at 12 through 15 months.
 - c. Unvaccinated children ages 12 through 23 months are required to receive 2 doses of vaccine at least 8 weeks apart.
 - d. If one dose of vaccine was received at 24 months or older, no further doses are required.
 - e. PCV is not required for children 5 years or older.
 - f. For further information, refer to the CDC Catch-Up Guidance for Healthy Children 4 Months through 4 Years of Age.

For further information, contact:
 New York State Department of Health
 Division of Vaccine Excellence
 Room 649, Corning Tower ESP
 Albany, NY 12237
 (518) 473-4437
 New York City Department of Health and Mental Hygiene
 School Compliance Unit, Bureau of Immunization
 42-09 28th Street, 5th floor
 Long Island City, NY 11101
 (347) 396-2433
 New York State Department of Health/Division of Vaccine Excellence
 health.ny.gov/immunization

HEALTH SERVICES

The school nurse is an important resource to the school and provides the following services in the health office:

- Cares for injured children & provides first aid to students with minor injuries
- Assists in all emergency cases
- Notifies parents of major injury and health problems
- Administers authorized medication
- Supervises attendance
- Provide immunization information
- Provides individual health counseling



SEIZURES – POOL SAFETY

Any student suffering from seizures must have their physician and parents complete the “Recommendation for Swimming Instruction Participation for Students with Seizure Disorders” form (available at Health Office) no sooner than five weeks and no later than two weeks prior to the scheduled swimming block. To best insure our students’ safety, students should be seizure free for a 9-12 month timeframe before requesting permission to participate in water/swimming activities

STUDENT ACCIDENT INSURANCE

The school is not required to offer student accident insurance. However, as assistance to families, the Board of Education does purchase a “scheduled insurance” which provides minimal coverage. Families are responsible for paying bills resulting from student accidents. If the family insurance plan does not completely cover the medical bills, the school’s insurance will help as “scheduled” for each type of accident.

If you have questions about student accident insurance coverage, please call our insurance agent, Harts Insurance, in Perry at 237-2126 or the School Health Office at 493-5999.

MEDICATION IN SCHOOL

Please contact the health office with any questions at 585-493-3520

NAME
TIME
DOSAGE
REASON

All medication consumed in the school setting (including prescription as well as non-prescription medication) must be maintained and administered by our school nurse. If your child's schedule varies due to a field trip or out of school activity, you will be requested to give permission for the teacher to administer a doctor prescribed medication during that time.

All medication (prescription and non-prescription) to be administered at school must be delivered to the health office by an adult. Students may not transport medication to and from school. Medication must be accompanied with complete instructions for administration (written and signed by the prescribing provider). In addition, a parent/guardian must also provide written permission.

Written permission from a doctor is required for the nurse to provide non-prescription medication (Tylenol, Tums, Cough Drops, etc). These items must be provided to the health office by the parent in the original unopened container.

The form for the administration of medication at school may be obtained by clicking on the link below or in the health office.

[Health Office Info / Authorization to Administer Medication](#)

IS YOUR CHILD TOO SICK FOR SCHOOL? **A GUIDE FOR PARENTS**



Attending school regularly is necessary for children to be successful and reach their greatest potential. You don't want your child to miss school; but neither do you want to send a sick child to school and endanger him or her and other children as well. When should your child stay home from school? Here are a few guidelines to help you reach a responsible decision.

A bad cough or severe cold symptoms can be symptoms of respiratory infections including: bronchitis, flu, pneumonia, or COVID-19. Some children suffer one cold after another all winter long, and a run-of-the-mill cold should not be a reason to miss school. **But** if your child is not acting "right", has a fever, a consistent cough, has difficulty breathing or is becoming dehydrated, it could be serious. Keep your child home and check

with your pediatrician right away. A runny nose (without fever) may be due to seasonal allergies. Usually a child with allergies does not need to stay home unless the reaction is severe (such as difficulty breathing or severe constant cough).

Diarrhea and vomiting make children very uncomfortable, and being near a bathroom becomes a top priority. If your child has repeated episodes of diarrhea and vomiting, accompanied by fever, a rash or general weakness, consult a doctor and keep your child out of school until the illness passes. However, a single episode of diarrhea or even vomiting, unaccompanied by any other symptoms, may not be reason enough for the child to miss school.

Fever is an important symptom; when it occurs along with a sore throat, nausea, listlessness or a rash, your child may be carrying something very contagious. Most pediatricians advise parents to keep children home during the course of a fever and for an additional 24 hours after the fever has passed.

Strep throat and scarlet fever are two highly contagious conditions caused by a streptococcal (bacterial) infection. They usually arrive with a sore throat and fever, often accompanied by a stomach and/or headache. Some 12 to 48 hours after the onset of scarlet fever, a rash will also appear. A child with either strep throat or scarlet fever should be kept home and treated with antibiotics, as prescribed by a physician. After 24-36 hours on an antibiotic, a child is usually no longer contagious and may, with the doctor's permission, return to school.

Chicken pox, a viral disease, is not life threatening to children but it can be very uncomfortable and extremely contagious. If your child has a fever, is itching, and begins to sprout pink or red blisters (with watery centers) on the back, chest and/or face,- the chances are good it's chicken pox. Please tell us if it is; it's important that schools know this information. Keep your child home for at least a week from the time the rash first appeared. All the lesions must be scabbed over before returning to school.

Conjunctivitis, (or pink eye) is highly contagious and uncomfortable, so take heed when your child complains of an eye or eyes burning, itching and producing a whitish discharge. Minor cases (caused by a virus) and severe cases (caused by a bacteria) require treatment with prescription eye drops or ointment. Keep your child home until your doctor says it's all right to return or until the eye is clear. Medication is usually recommended for at least 2 more days *after* the eyes are clear.

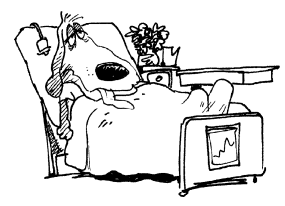
Impetigo is a contagious skin condition requiring medical treatment- Do not send your child to school with any "open" sores on their skin.

Ear infections, unless properly treated, can cause permanent hearing damage. Here again you should follow the 24-hour rule for fever and antibiotic therapy.

Mites and lice once brought into a home or school, can quickly produce an epidemic of itching and scratching. Mites are tiny insects that irritate the skin and cause scabies. Lice are tiny insects that thrive on the warm, damp scalps of children. In both cases you must keep the child home until the initial treatment is completed. In the case of head lice, **once your child is sent home from school, we request that a parent transport their child to school and accompany their child to the nurses' office to have their child's head checked. If the child is free from lice and mites, they will then be allowed to report to class. We realize this is an inconvenience but it is important to be proactive and precautionary in order to contain the spread of lice.**

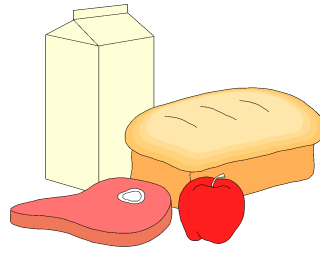
Caution your child against sharing anybody else's combs and brushes or clothing, especially hats. You can put linens, clothing, etc., in the dryer to kill the lice. Vacuum mattresses and carpets. Further details are available from the school nurse.

If your child is ill, or absent **for any reason**, please inform the school nurse at 493-3520. It is very helpful to know what kinds of illnesses we have within our school community. **A written excuse is required when the child returns to school after any absence. It is imperative that you or a close friend or relative is available at all times in case of illness or emergency occurring during the school day. Please keep your emergency update information current by calling the Elementary Office at 493-2581 to give new contact names or numbers.**



BREAKFAST and LUNCH PROGRAM

It is the District's goal to provide students with access to nutritious meals each school day. For the 2024-2025 school year 1 complete breakfast and 1 complete lunch will be available for each student free of charge. Additional lunches and a la carte items are also available at lunch times for an additional cost. Students may put money for these purchases on an account, and can be done through payment by check made out to, "Letchworth Central School" or online with a credit card or checking account through www.myschoolbucks.com website.



TRANSPORTATION OF REGULAR STUDENTS PROCEDURE

Our school district regularly transports a vast majority of all district students. The transportation service has expanded over the years in an attempt to accommodate the many requests for rides to and from locations other than the home. These increased requests have caused a number of problems and concerns for the district and our students including: safety and liability issues, over-loading problems, changes in bus route schedules, confusion over which bus certain children are assigned, serious difficulty for substitute bus drivers, and a large amount of personnel time handling the ever increasing number of requests for changes.

By bringing greater uniformity and continuity to our transportation procedures, we will have a better chance of keeping our students safe, while at the same time, addressing several concerns. Therefore, the following procedures will be in place for all students who ride school buses. Parents and guardians will provide only one pickup and only one drop off address. These may both be the same or may be two different addresses. For example, a student may be picked up at home and dropped off at a childcare provider. Both addresses must be within the boundaries of the school district. We will not pick up or bus students to any other address but the two provided us. (The district will not transport students to social functions such as parties, overnights, or youth group activities, i.e. Cub, Boy, or Girl Scouts, etc.)

Should you wish a permanent change in either of the two addresses, we will make those changes upon **written** notification to the appropriate office. The request must be received two days prior to the requested change. **Phone calls requesting changes will not be accepted, requests for changes must be made in writing.**

Bus drivers are not authorized to allow students who are not regular riders onto their buses without a bus pass signed by office personnel.

No glass containers, balloons or animals are allowed on the buses.

TECHNOLOGY USE AGREEMENT

INTRODUCTION

The Letchworth Central School District has established a 1:1 Tablet Program (in grades K-12) to supplement our educational curriculum and to prepare our students for their own use of technology in the future. We believe this program will enhance the educational opportunities available to our students and also prepare our students for their future. Technology will, undoubtedly, be a part of our students' lives – whether in further academic pursuits after high school, workplace, or both! Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. However, technology use does not diminish the vital role of our teachers. To the contrary, it provides the teacher with additional “tools” to stimulate learning and student growth. The tablet program integrates technology into the curriculum anytime, anyplace. The policies, procedures and information within this document apply to all tablets used at the District, including any other device considered by the Administration to come under this procedure. Teachers may set additional requirements for tablet use in their classroom. **Use of the District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferable or extendable by students and to people or groups outside the District and terminates when a student is no longer enrolled in the District.**

Tablet Distribution and Collection

A. District Distribution of Tablets to Students

Parents and students must sign and return the Technology Use Agreement before a tablet will be issued to their child for use. In addition, the student must attend a District-sponsored training session, which will be scheduled during school hours.

B. Returning District Tablets

Tablets will be returned during a tablet check-in day, which will be established by the District. If a student transfers out of the District during the school year, the tablet must be returned at the time of transfer. If your tablet, any accessories, and/or AC power adapter has been damaged or defaced, you will be fined respectively for the damage at the end of the year during student tablet check-in or when transferring to another district. If a student tablet is not returned during year-end check-in or upon transferring out of District, the administration will be in charge of recovering the District's property. If the administration is not successful, this matter will be turned over to local law enforcement and the student's grade reports/transcripts will be withheld.

Taking Care of the District's Tablet

Students are responsible for the general care of the tablet they have been issued by the District. Tablets that are broken or fail to work properly must be taken to the building level office.

A. General Tablet Precautions

- No food or drink is allowed next to a District tablet. Cords, cables, and removable storage devices must be inserted carefully into the tablet.
- Students should never carry their tablets while the screen is open, unless directed to do so by a teacher.
- Tablets should be shut down before moving them to conserve battery life.

- Tablets must remain free of any writing, drawing, stickers, or labels that are not the property of the District.
- Tablets must never be left in an unlocked car or any unsupervised area.

- Students are responsible for keeping the tablet's battery charged for school each day.

B. Taking Care of the Tablet Screen

The tablet screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Screens may be cleaned with a soft, dry cloth or anti-static cloth.

Using the Tablet at School

Tablets are intended for use at school. On rare occasions, and with teacher permission, students may take their tablet home for educational purposes.

A. Tablet Malfunctioning

If the 1:1 tablet is not functioning properly, students should take the tablet to the building level office. Loaner tablets may be issued to students when they leave their tablets for repair at the office.

B. Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Internet Games are not allowed on the tablets during school hours. NO Apps may be installed on the tablets, unless installed by the District.

- Data storage space will be available on the tablet – BUT it will not be backed up in case of re-imaging.

C. Accessing the Internet Off Campus

If a student has been granted permission to take their tablet off-campus, they are allowed to access the Internet when off-campus for educationally-related activities only. When accessing the Internet – whether on-campus or off-campus – the tablet's internet access will continue to be filtered through the District's internet filter. Students are prohibited from altering this in any way.

Software

A. Originally Installed Software

The software originally installed by the District must remain on the tablet in usable condition and be easily accessible at all times. From time to time the District may add software applications for use in a particular course. The licenses for this software may require that the software be deleted from tablets at the completion of the course. Periodic checks of tablets will be made to ensure that students have deleted software that is no longer required in class and that the District has not exceeded its licenses.

B. Inspection

Students may be selected at random to provide their tablet for inspection. Students may also be selected upon reasonable suspicion by an administrator of a violation of this tablet handbook and required to provide the tablet for inspection.

C. Re-loading Software

If technical difficulties occur or illegal software is discovered, the tablet will then be re-formatted or re-imaged by a technician. Authorized software will be installed and the data files reinstated. The District does not accept responsibility for the loss of any software/student work deleted due to a reformat and reimage.

D. Software Upgrades

Upgrade versions of licensed software are available from time to time. Students may be required to check in their tablets for periodic updates.

Protecting and Storing Your Tablet

A. Tablet Identification

Student tablets will be labeled in the manner specified by the District. Tablets can be identified in the following ways: Record of serial number, Tablet Name, and Student's Name

B. Loss or Theft

Report lost or potentially stolen tablets immediately to the building level office.

Insurance, Warranty and Replacement Cost

A. Warranty

The short-term warranty protects the tablets from defects in materials and workmanship only. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all tablet problems/damage to the building level office.

B. School District Insurance

School District Insurance will not cover damage, loss, or theft of tablets, carrying cases, or power cords.

C. Damage and Replacement Costs

Students must report all tablet problems/damage to each school's main office. Students will be responsible for ALL damage resulting from abuse including, but not limited to, broken screens, hinges, etc. that is not covered by warranty. **The District will follow the Code of Conduct procedures for this. This includes lost items such as carrying cases, cords and batteries.**

D. Personal Insurance Protection

Students or parents may wish to carry their own personal insurance to protect the tablet in cases of theft, loss, or accidental damage by fire. Please consult with your own personal insurance agent for details about your personal coverage of the tablet computer.

Technical Support

The building offices will coordinate the repair work for tablets. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner tablets

Student use of District Technology

A. Computer Tablet Violations

Computer Tablets and their appropriate use are covered in the District's Computer Use Agreement and Code of Conduct.

Acceptable Use of 1:1 Devices

The District is pleased to be able to offer access to District tablets (which provide the necessary programs required by classes) and the District network (which provides access to

electronic mail), the student data storage, and the Internet). To gain access to these District resources, students and parents must sign and return the Technology Use Agreement. Many responsibilities and rules are involved with the use of District tablets, Internet access, and access to District technology. Review, monitor, and restrict information stored on or transmitted via the District owned equipment and to investigate inappropriate use of resources.

TECHNOLOGY USERS CODE OF ETHICS

The use of technology at Letchworth Central is very much encouraged. Anyone who wishes to use technology has the responsibility of doing so in an ethical and legal manner.

As a condition for the use of computers, tablets, and other technologies at Letchworth Central, users (defined as any student, teacher, administrator, staff member or community member utilizing a district computer) are expected to:

- 1. Respect the privacy of others.**
 - Users will not share their passwords with other users.
 - Users will not try to learn passwords of other users or network administrators.
 - Users will not attempt to gain unauthorized access to networked or stand-alone systems.
 - Users will not modify or read files of other individuals.
- 2. Respect the integrity of the Letchworth Central Schools network.**
 - Users will not intentionally develop or use programs to harass others or damage the system/network.
 - Users will not intentionally send inappropriate messages/mail to others.
 - Users will not copy or modify server or network system files.
 - Users will not abuse computer/network hardware (i.e. mice, keyboards, etc.)
- 3. Respect the copyright of all software developers.**
 - Users will not make copies of licensed programs as it is in violation of U.S. Copyright laws.

Violation of this code of ethics may result in the loss of computer privileges in all classes, as well as school disciplinary action and/or legal proceedings.

Letchworth Central 2024-2025 School Year

Jul-24						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan-25						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

27 LCTA PD Day
28 LCTA Conference Day
29 Orientation (All Staff)]

September

2 Labor Day Closed
3 Supt. Conference Day/Open House
4 **School Opens – STUDENTS RETURN**

October

11 Supt. Conference Day
14 Columbus Day Closed

November

11 Veterans' Day (Obv) Closed
25 Parent Conferences / Supt. Conference Day
26 Supt. Conference Day
27-29 Thanksgiving Recess
28 Building Closed

December

23-31 December Recess
24-25 Building Closed
31 Building Closed

January

1 Building Closed
20 Martin Luther King Jr Closed
21-24 Regents Testing
24 Supt. Conference Day
29 Lunar New Year(10 mo emp)

February

17 Presidents' Day Closed
18-21 Mid-winter Break

March

21 Supt. Conference Day

April

14-17 Spring Break
18 Good Friday - Closed
29-30 3-8 ELA Testing

May

1 3-8 ELA Testing
7-9 Gr 3-8 Math Testing
13-14 Gr 5 & 8 Science Testing
26 Memorial Day Closed

June

4 & 10 Regents Days
17-27 Regents Days
19 Juneteenth Closed
20 **GRADUATION**
27 Last Day of Classes

Aug-24						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb-25						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Sep-24						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Mar-25						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Oct-24						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Apr-25						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov-24						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May-25						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dec-24						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jun-25						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

IF ON	THERE ARE (IS)
April 11	5 unused days
April 11	4 unused days
April 11	3 unused days
May 22	2 unused days
June 26	1 unused days
April 21, 22, & 23	will be vacation days
April 21 & 22	will be vacation days
April 21	will be a vacation day
May 23	will be a vacation day
June 27	will be a vacation day

PLEASE NOTE: If additional emergency days are used, (more than 5) school will be in session on April 14, 15, 16, etc., as needed.



= Holiday - Building Closed
Approved by BOE on 2/12/24

TOTAL 181 8

Visit the LCS WEB Site at: www.lctc.hworth.k12.ny.us for updates and emergency closings.

