

Harbor Hill School

Parent Handbook



2019-2020

WELCOME TO THE HARBOR HILL ELEMENTARY SCHOOL

It is with great pleasure that we welcome you to the Harbor Hill Elementary School. The faculty and staff are looking forward to an exciting year working with your child. We are committed to providing our students with quality educational opportunities. It is our hope that this school year is one of individual growth and success.

This handbook provides Harbor Hill School parents and students with important information about our school. The policies and regulations contained in this handbook are included to ensure the safe and efficient daily operation of the school. If questions arise, please refer to this handbook or contact the school's office.

We are proud of Harbor Hill School's devoted students, parents, faculty, and community. It is the goal of the school to challenge all students to achieve their highest potential. Once again, welcome to Harbor Hill. We wish you a very enjoyable and successful school year.

Jessica Kemler

Jessica Kemler
Principal

Michelle Hazen

Michelle Hazen
Assistant Principal

Harbor Hill PFA

August 2019

Dear Harbor Hill Families,

Welcome back to another exciting school year at Harbor Hill School.

Two of the Parent Faculty Association's (PFA) goals this year are **participation** and **communication**. We encourage you to get involved in whatever way you can, whether that means attending meetings or volunteering at various school events. Attending PFA meetings are a great way to stay informed and play an active role in your child's education. Days and times can be found below, as well as on the SCOPE calendar. The PFA is a team effort in which we cannot succeed on our own. Let your voice be heard! You can express any concerns or interests at any time to us at our email account, HarborHillPFA@gmail.com.

Each year, the PFA helps to supplement our children's educational needs, foster a positive school climate, and provide events that enhance our children's school experience. The money we raise as a PFA goes directly to these great causes so please support our various fundraising efforts which include our fundraisers, Box Tops for Education, the Book Fair, the holiday boutiques, and our legendary Spring Fling, just to name a few.

In an effort to coincide with our district's initiative to "go green", flyers are a rarity. Please be diligent in opening emails from the district, Harbor Hill School, and the PFA. This is our primary means of communication so it is extremely important.

We look forward to seeing you at our 1st meeting on Friday, September 13th at 9:30 a.m. All are welcome!

Thank you,

Brooke Sokolov and Liz Neale
Harbor Hill PFA Co-Presidents

PFA Meetings - Days/Times

- 9/13 at 9:30am
- 10/25 at 9:30am (Breakfast with the Principal)
- 11/19 at 7pm
- 1/24 at 9:30am
- 3/6 at 9:30am (Breakfast with the Principal)
- 4/23 at 9:30am
- 5/11 at 7pm (Slate Vote)
- 5/14 at 9:30am (Budget meeting with the Superintendent)
- 6/2 at 9:30am (2020-2021 Installation of Officers)

**HARBOR HILL SCHOOL STAFF
2019-2020 SCHOOL YEAR**

| PRINCIPAL - JESSICA KEMLER | | | | ASSISTANT PRINCIPAL - MICHELLE HAZEN | | | |
|----------------------------|-------------------|-------------------------|--------|--------------------------------------|-----------------|------------|-------------|
| | | | ROOM # | SPECIAL AREAS | | | ROOM # |
| | | | | ART .72 | Kampson | Christina | 42 |
| | | | | Art - .2 Mondays | Pattinger | Lindsay | 42 |
| | | | | COMPUTERS | Falcone | Suzanne | 50 |
| | | | | ENRICHMENT | Perles | Tracey | 18 |
| KINDERGARTEN - ABA | Seiff | Debra | 14 | ENL | Condron-Buonomo | Anne Marie | 10 |
| | | Taylor Bell | | LIBRARY | Penkovsky | Suzanne | Library |
| | | Tamara Levy | | MUSIC-Instrumental | Miller | Kathleen | 2 |
| | | Gina Pisciotta | | | | | |
| | | Cesarina Rodriguez | | | | | |
| | | Paulina Vastardis | | MUSIC-Vocal | Rocco | Joanna | 40 |
| GRADE 1 | Cadmus | Kristen | 17 | NURSE | Kula | Amy | 45 |
| | LaMagna ENL | Hope | 13 | OCCUPATIONAL THERAPY | Baur | Kathy | 37 |
| | | TA: Marilyn Gembs | | PHYSICAL EDUCATION | Christopher | Patrick | 36 |
| | Shapiro* | Kimberly | 11 | | Trenchfield | Vera | 34 |
| | Withers RR | Jennifer | 12 | PHYSICAL THERAPY | Armstrong | Daniel | 37 |
| | | TA: Cheryl Soto | | PSYCHOLOGIST (LV) | Stathakos | Maria | 8 |
| | | | | SOCIAL WORKER | Lomot | Julie | 9 |
| GRADE 2 | Goldin | Allison | 21 | READING Grades 3-4-5 | Dolega | Anne-Marie | |
| | Harwin | Ricki | 25 | READING Grades 1-2 | Ferris | Amy | 41 |
| | Palladino | Nicole | 22 | RECREATION SPECIALIST | Dwyer | Kathleen | 34 |
| | | TA: Elizabeth Cowley | | REMEDIAL MATH TUTOR | | | 26 |
| | Tiernan* CT | Kathy | 23 | SCIENCE | Tahany | Theresa | 44 |
| | | TA: Tracie Kaszovitz | | SPEECH / LANGUAGE | Hennep | Delfina | 16 |
| | | TA: Lucy Esposito | | | Rosen (Zupo) | Nicole | 26 |
| | Young ENL | Gloria | 19 | VISON TEACHER | Faret | Lisa | 5 |
| | | | | TEACHER OF THE DEAF | Feld | Emily | 4 |
| GRADE 3 | Barnett | Kristyn | 31 | | | | |
| | Hendler ENL | Betsy | 27 | | | | |
| | Maleganos CT | Nanette | 24 | CUSTODIAL STAFF | Brody | William | HEAD |
| | | TA: Laura Homler | | | Bullock | Joshua | NIGHT P/T |
| | Marotta* | Christine | 20 | | Hernandez | Jose | NIGHT |
| | | TA: Caitlin Vaughan | | | Jean-Francois | Lesly | NIGHT |
| | | | | | Johnson | David | DAY |
| GRADE 4 | Elicks* CT | Sue | 54 | | Leh | Michael | DAY |
| | | TA: Janet Paradiso | | | Roberson | Carol | DAY P/T |
| | | TA: Jury Otero | | | | | |
| | Herz ENL | Melanie | 33 | KITCHEN STAFF | | | |
| | Himmel | Colleen | 55 | | Jimenez | Esperanza | |
| | | TA: Ellen Litman | | | Mahtani | Purnima | |
| | Marcote | Linda | 29 | | | | |
| | Richards | Kathleen | 58 | | | | |
| | | TA: Morgan Shoob | | LUNCH MONITORS | | | |
| | | | | | Davis | Nancy | |
| GRADE 5 | Belcher ENL | Jean | 52 | | Durlacher | Pamela | |
| | | TA: Wende Batel | | | Ferraro | JoAnn | |
| | Hintermeister | Karey | 57 | | Getzler | Elyse | |
| | Nappi | Terri | 53 | | Opak | Theresa | |
| | Savitt | Jessica | 51 | | Romano | Maureen | |
| | | TA: Angela Mangiaracina | | | Samoughi | Maureen | |
| | Tripoli* RR | Carolyn | 56 | | Scholl-Ochman | Mary | |
| | | | | | Shamash | Marlin | |
| SPECIAL EDUCATION | Cruz .6 HH/.4 Hts | Emilio | 15 | | | | |
| | Esposito .8 | Emily | 15 | | | | |
| | Hoffner | Brian | 10 | SECRETARIES | Meyers | Allyson | Main Office |
| | Maffei | Darlene | 10 | | Waring | Lynda | Main Office |
| * Grade Level Leader | | | | FRONT DESK | Johnson | Ellen | Main Office |
| TA Floaters | Fediw Cavallaro | Elizabeth | | | Young | Kerry | 6 |
| Daily Substitute | | | | | | | |
| | | | | | | | |
| Security | Bob Kaprat | | | | | | |

ROSLYN PUBLIC SCHOOLS

2019-2020 School Calendar

| AUGUST | SEPTEMBER | OCTOBER |
|----------------------|----------------------|----------------------|
| 1 2 3 | 1 2 3 4 5 6 7 | 1 2 3 4 5 |
| 4 5 6 7 8 9 10 | 8 9 10 11 12 13 14 | 6 7 8 9 10 11 12 |
| 11 12 13 14 15 16 17 | 15 16 17 18 19 20 21 | 13 14 15 16 17 18 19 |
| 18 19 20 21 22 23 24 | 22 23 24 25 26 27 28 | 20 21 22 23 24 25 26 |
| 25 26 27 28 29 30 31 | 29 30 | 27 28 29 30 31 |

| NOVEMBER | DECEMBER | JANUARY |
|----------------------|----------------------|----------------------|
| 1 2 | 1 2 3 4 5 6 7 | 1 2 3 4 |
| 3 4 5 6 7 8 9 | 8 9 10 11 12 13 14 | 5 6 7 8 9 10 11 |
| 10 11 12 13 14 15 16 | 15 16 17 18 19 20 21 | 12 13 14 15 16 17 18 |
| 17 18 19 20 21 22 23 | 22 23 24 25 26 27 28 | 19 20 21 22 23 24 25 |
| 24 25 26 27 28 29 30 | 29 30 31 | 26 27 28 29 30 31 |

| FEBRUARY | MARCH | APRIL |
|----------------------|----------------------|----------------------|
| 1 | 1 2 3 4 5 6 7 | 1 2 3 4 |
| 2 3 4 5 6 7 8 | 8 9 10 11 12 13 14 | 5 6 7 8 9 10 11 |
| 9 10 11 12 13 14 15 | 15 16 17 18 19 20 21 | 12 13 14 15 16 17 18 |
| 16 17 18 19 20 21 22 | 22 23 24 25 26 27 28 | 19 20 21 22 23 24 25 |
| 23 24 25 26 27 28 29 | 29 30 31 | 26 27 28 29 30 |

| MAY | JUNE |
|----------------------|----------------------|
| 1 2 | 1 2 3 4 5 6 |
| 3 4 5 6 7 8 9 | 7 8 9 10 11 12 13 |
| 10 11 12 13 14 15 16 | 14 15 16 17 18 19 20 |
| 17 18 19 20 21 22 23 | 21 22 23 24 25 26 27 |
| 24 25 26 27 28 29 30 | 28 29 30 |
| 31 | |

- Conference day for staff; no classes
- First day of school
- Schools closed
- Weather contingency days
(May 26 = Day 1; May 22 = Day 2)
- Last day of school

- Aug. 29 . . . Conference Day; staff only
- Sept. 2 . . . Labor Day
- Sept. 3 . . . First Day of School
- Sept. 30-Oct. 1 . . . Rosh Hashanah
- Oct. 9 . . . Yom Kippur
- Oct. 14 . . . Columbus Day
- Nov. 5 . . . Election Day; staff only
- Nov. 11 . . . Veterans Day
- Nov. 28-29 . . . Thanksgiving Recess
- Dec. 23-Jan. 3 . . . Holiday Recess
- Jan. 20 . . . Martin Luther King Day
- Feb. 17-21 . . . Winter Recess
- Apr. 9-17 . . . Spring Recess
- May 25 . . . Memorial Day
- May 22 & 26 . . . Weather Contingency Days*
- June 26 . . . Last Day of School

* In case of weather-related closings during the school year, school will be in session on May 26 and May 22, in that order.

RoomDirectory

Administrative

Mrs. Kemler, Principal - Room 1
Mrs. Hazen, Assistant Principal - Room 43
Ms. Kula, Nurse - Room 45
Ms. Stathakos, Psychologist - Room 8
Ms. Lomot, Social Worker - Room 9
Main Office - Room 1
Security - Room 6

Teaching Staff and Classrooms

Grade 1

Cadmus - Room 17
LaMagna - Room 13
Shapiro - Room 11
Withers - Room 12

Grade 2

Harwin - Room 25
Palladino - Room 22
Goldin - Room 21
Tiernan - Room 23
Young - Room 19

Grade 3

Barnett - Room 31
Hendler - Room 27
Maleganos - Room 24
Marotta - Room 20

Grade 4

Elicks - Room 54
Herz - Room 33
Himmel - Room 55
Marcote - Room 29
Richards - Room 58

Grade 5

Belcher - Room 52
Savitt - Room 51
Hintermeister - Room 57
Nappi - Room 53
Tripoli - Room 56

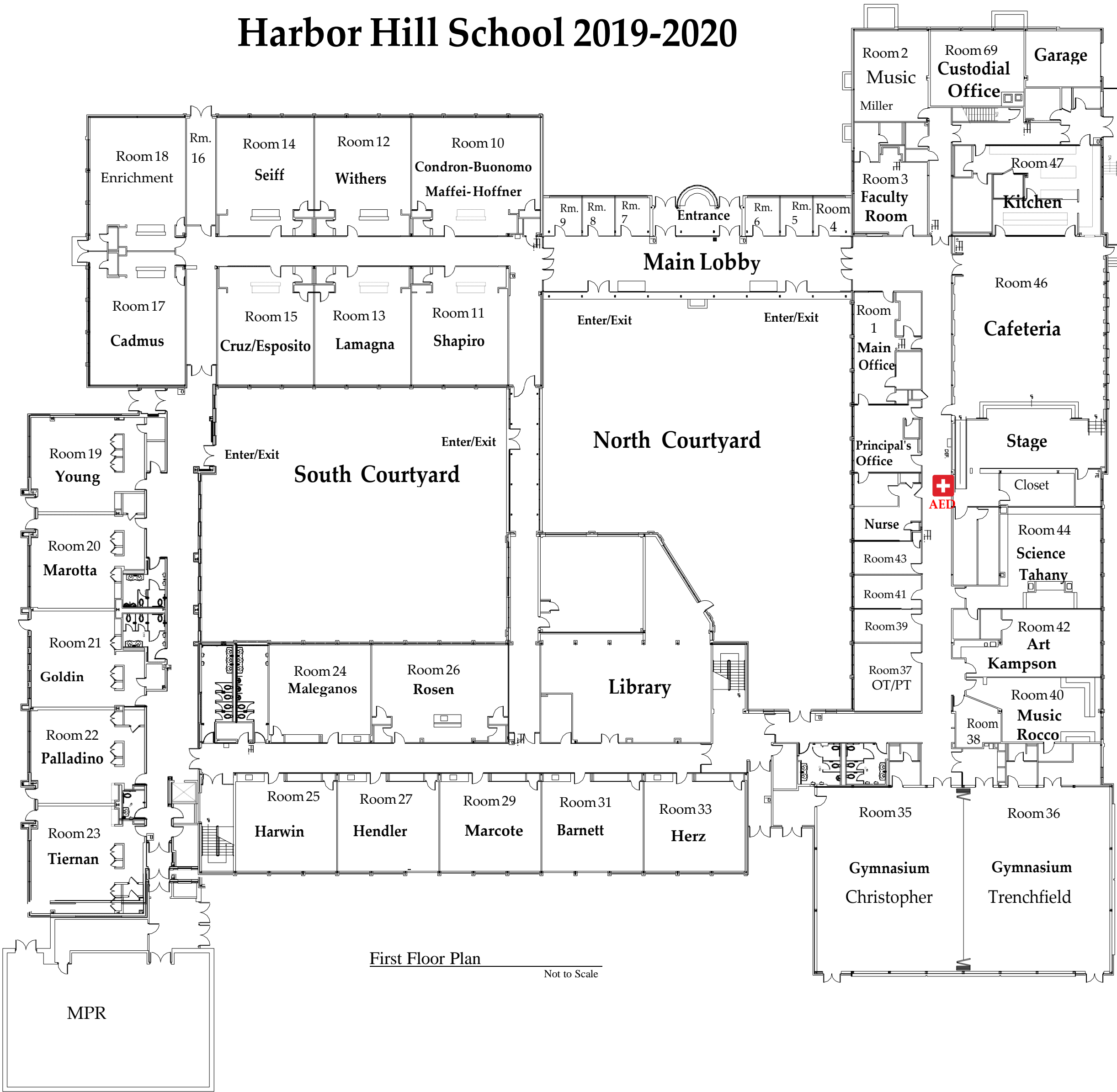
Special Education

Cruz/Esposito - Room 15
Hoffner - Room 10
Maffei - Room 10

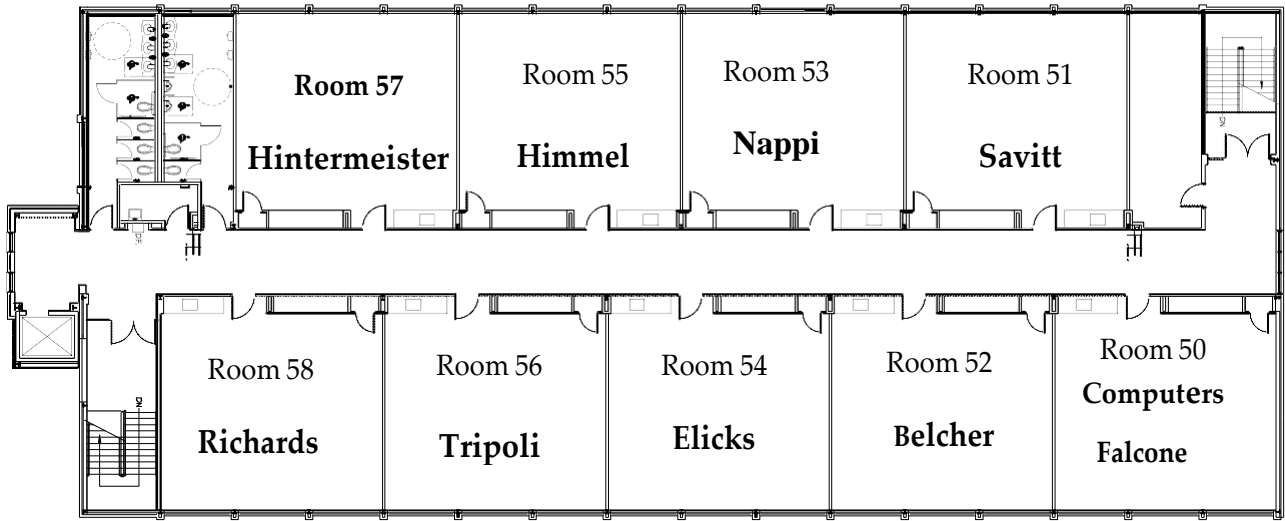
Special Areas

Art - Kampson/Pattinger - Room 42
Cardio - Room 38
Computer - Falcone - Room 50
Enrichment - Room 18
ENL - Condron-Buonomo - Room 10
Library - Penkovsky - Library
Mindfulness - Room 7
Music Instrumental - Miller - Room 2
Music Vocal - Rocco - Room 40
Occupational Therapy - Tanner - Room 37
Physical Education - Christopher - Room 35
Physical Education - Trenchfield - Room 36
Physical Therapy - Armstrong - Room 37
Reading - Dolega - Room 39
Reading - Ferris - Room 41
Remedial Math - TBD - Room 26
Science - Tahany - Room 44
Speech/Langauge - Hennep - Room 16
Speech/Language - Rosen - Room 26
Teacher of the Visually Impaired - Faret - Room 5

Harbor Hill School 2019-2020



First Floor Plan
Not to Scale



Second Floor Plan
Not to Scale

THE SCHOOL DAY

ARRIVAL

- A. The school day begins at **8:05 a.m.**
- B. Walkers and Drop offs should not arrive before **7:55 AM.**
- C. Bus schedules are sent to parents prior to the start of school.
- D. In the event of a school closing or a delayed opening of an hour or two, the following radio stations carry announcements of emergency closings:

| | |
|------|---------|
| WGBB | 1240 AM |
| WINS | 1010 AM |
| WGSM | 740 AM |
| WHLI | 1100 AM |
| WALK | 97.5 AM |

Cablevision Channel 12



THE SCHOOL DAY begins officially at 8:05 A.M. and ends at 2:30 P.M. each day.

- 1. Children should not arrive at school prior to 7:55 A.M.
- 2. At 8:00 A.M., students may go to their classrooms and prepare for the day's activities.

ATTENDANCE

Going to school is the child's equivalent of an adult's job. Reliability and punctuality will contribute to the child's progress throughout school.

1. The school requires a written excuse from home explaining the absence on the day of the child's return to school.
2. The New York State Education Law states that absence from school for the following reasons is excusable: sickness, death or sickness in the family, conditions making for unsafe travel, religious observance, quarantine, approved educational trips, required presence in court, remedial health treatment, and cooperative work programs. Absence for any other reason is held illegal and marked on the student's record accordingly.
3. **Lateness.** If arriving past **8:15 a.m.**, children must report to the front Security Desk before going to their classrooms. Children arriving after 8:15 a.m. will be marked late.

EARLY DISMISSAL

On those days when an **early dismissal** has been scheduled, the bell rings at approximately **10:45 A.M.** **Walkers** and **students being picked up** will be dismissed at **10:35 am**. Notice of these early dismissals will be sent home via email, as reminders, as these are always noted on the SCOPE calendar.

EARLY PICK-UPS

While we encourage parents to schedule medical and dental appointments during non-school hours, we understand that an **emergency situation** may occur where the child must keep an appointment during the school day. When this situation occurs, we ask that **a note be sent in the child's backpack stating the reason, date, and time for dismissal.** Parents are required to go to the front desk. Since **classroom instruction does occur until dismissal,** your child will be called down only when the parent arrives. **This should not occur on a regular basis. PLEASE DO NOT SIGN YOUR CHILD OUT BETWEEN 2:00 P.M. AND DISMISSAL UNLESS IT IS AN EMERGENCY.** Early pick-ups will be monitored, so that instruction is not interrupted, and to ensure the academic and social growth of all children.

PICKING UP A CHILD

All parents who pick up their children at dismissal must provide the school with a **written note in the morning** and be prepared to offer a photo ID in the afternoon. If an emergency occurs and you did not send a note in the backpack, please call the main office. Then, you will be requested to email a note. These requests should not occur after 11:00 A.M. All students will be dismissed through the gym doors in the back of the school by their teachers at 2:20 pm at Harbor Hill.

PERMANENT PICK-UPS

Children may be picked up by another parent as part of a regularly scheduled car pool, for example, religious education, child care and sporting activities. A written request subject to approval by the building administrator will be required for all regularly scheduled car pool arrangements. Car pool request forms are available in the main office.

DISMISSAL PROCEDURES

- **UNDER NO CIRCUMSTANCES WILL WE ACCEPT CARPOOLS FOR PLAYDATES NOR WILL WE ALLOW A PICK-UP FOR PLAY DATES.**
- A play date must occur after the children are home or can occur if both parents pick-up their own children at school.
- In an **emergency only**, children may be picked up by another parent. Parents will need to speak to a building administrator in the case of an emergency situation.
- Two notes need to be sent in for this situation. The first note is by the parent of the child who is going home with a different parent. The second note is by the parent who will be taking home the child.
- All children will be dropped off at their designated bus stop. Bus stop changes or changing to a different bus are **NOT** permitted. This is to ensure the safety of the children when being released by the bus driver.

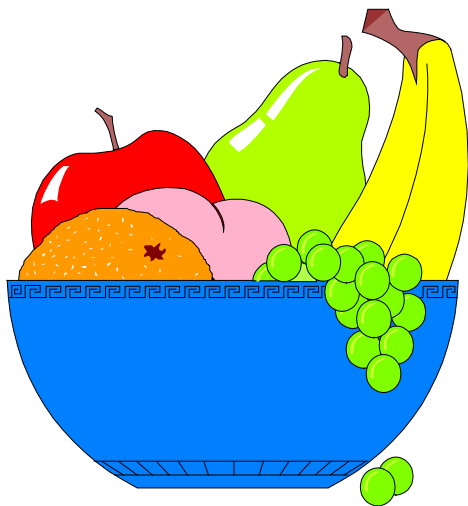
LUNCHTIME

1. Our school has four overlapping lunch sessions, each lasting 1 hour. Before or after lunch, students go outside if the weather permits. **Please make sure that students dress appropriately for outdoor recess.** (See page 27)
2. Lunch menus are available on the District Website www.roslynschools.org. The cost of lunch is \$2.75.
3. **We ask that parents do not bring fast-food lunch to school during the lunch periods.**
4. Students who bring lunch from home may purchase milk, juice, water and/or snack.
5. **Prepayment for Breakfast and Lunch**
The automated **Point-of-Sale (POS)** food service system (ScholarChip) continues to be available to families this year and is accessible on line at <https://www.scholarconnect.com>. This system is designed to add flexibility to your payment options while eliminating the risk of forgetting or losing money.



Prepayment is also available by sending or bringing a check or cash to school. Checks should be made payable to **Roslyn UFSD School Lunch Fund**. Please remember to include your child's name in the memo section of the check. The list of students with prepaid meals is kept by the cashier in the cafeteria through the use of a computerized system. The purchase of breakfast or lunch does not have to be made every day. As your child makes a purchase his/her account is depleted by the charges for that particular day.

NUTRITION



Each year during National Nutrition Month, the Nutrition Committee at Harbor Hill provides child-oriented programs and activities geared towards making nutrition education “fun”. We try to encourage your children to eat a variety of foods in moderation while understanding the importance of healthy eating. While Nutrition Week is technically in March, good nutrition is a year-round challenge.

Please use the following information as a guide to give you ideas and suggestions for the best food choices...most of the time!

HEALTHY SNACK/LUNCH SUGGESTIONS

BREADS, CEREALS, GRAINS:

Whole grain breads, low fat whole grain crackers (example: rice cakes), hot air popcorn, low sugar whole grain cereals (example: Cheerios, Chex, Shredded Wheat, etc.), pretzels

FRUITS:

Fresh fruits, unsweetened fruit juices, dried fruit (example: raisins, apricots, apples), unsweetened applesauce, canned lite fruit in own juice

VEGETABLES:

Fresh vegetables (example: carrot sticks, celery sticks, pepper strips, broccoli, etc.)

MILK and DAIRY PRODUCTS:

Skim or 1% low fat milk, nonfat yogurt (plain or mixed with fresh fruit or canned lite fruit), low fat cottage cheese, part-skim or reduced fat cheese (example: mozzarella sticks), low fat yogurt dip

MEAT, POULTRY, FISH, DRY BEANS:

Chicken and turkey (without skin), fish, tuna (water-packed), lean meat, natural peanut butter, peanuts (unsalted)

*This information is not, by any means, meant to be a complete listing of all foods in all

categories. The foods listed are just examples of healthy snack suggestion

For Your Health and Safety

GENERAL SAFETY/SECURITY MEASURES

1. Entrances to the school building are locked at all times. Access to the building is by the main entrance on Glen Cove Road by way of a buzzer system. Before you are buzzed into the building, you will be asked to state your name and the reason for entering.
2. Upon entering the building, you will be asked to produce your driver's license.
3. Your license will be scanned for an immediate nationwide background check.
4. Your photo will be taken and a visitor's pass issued with your picture on it (Your photo only needs to be taken the first time you enter a school under these procedures).
5. **Your license** will be held at the door and returned to you when you leave the building. This is to ensure that all visitors enter and exit via the same doors.



CREATING A SAFE SCHOOL

General School Rules

Students are expected to:

1. Be respectful of the feelings, rights and property of all the people they encounter in school
2. Follow the direction of all school staff members courteously
3. Use proper language at all times
4. Conduct themselves in a safe, orderly and courteous manner at all times
5. Walk the hallways quietly
6. Respect students work displayed in the building
7. Use the water fountain properly
8. Complete assigned work to the best of their ability

Arrival and Departure

Students are expected to:

1. Arrive on time
2. **Walk** into and out of school
3. Use the assigned entrances and exits
4. Go directly to the main office when arriving late

Bathroom Rules

Students are expected to:

1. Use the bathroom only with adult permission
2. Use the facilities properly
3. Respect the privacy of others

Cafeteria Rules

Students are expected to:

1. Walk at all times
2. Stay seated at the class table
3. Raise your hand to attract an adult's attention
4. Wait until your table has been called before lining up for lunch
5. Eat all food in the cafeteria, not the playground or elsewhere
6. Speak softly
7. Show respect towards children and adults
8. Use good table manners

9. Leave seat only when given adult permission

Playground Rules

Students are expected to:

1. Respect the feelings of the other students
2. Speak to the adults in charge if there are any problems
3. Treat playground equipment carefully
4. Follow the directions of the adults in charge
5. Play only in designated areas
6. Use equipment properly
7. Share equipment
8. Settle disagreements with words or adult assistance but **NEVER** with physical force or name calling
9. Leave area only with permission from the adults in charge

Hallway Rules

Students are expected to:

1. Walk in the hallways
2. Keep to the right
3. Walk quietly
4. Hold onto all playground equipment so that balls etc. do not fall to the ground
5. Walk as a class unit
6. Keep halls free from trash

Schedule of Disciplinary Actions

When students do not follow the rules, there will be consequences.

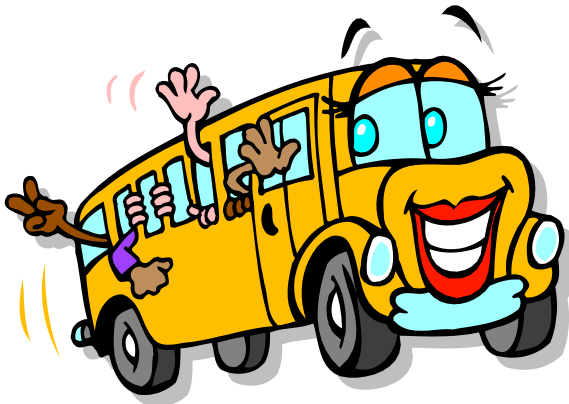
- Verbal warning
- Written warning
- Parent phone call
- Recess privileges shortened
- Replacement of damaged property
- Fix the damaged property
- Suspension from transportation
- Suspension from extracurricular activities
- Suspension of other privileges
- In school suspension
- Removal from classroom
- Short-term (five days or less) suspension from school
- Long-term (more than five days) suspension from school
- Permanent suspension from school

- Bus Seat Reassignment

CELL PHONES IN SCHOOL

There are parents of elementary students who feel it is necessary for their child to have a cell phone for emergency purposes or for after school communication. While we understand this, we also need to ensure that the phones are properly supervised. It is our expectation that children who carry a cell phone will keep the cell phone turned off and stored in their backpack while in school and on the bus. If a student uses a cell phone for texting, talking, and/or taking pictures/videos during the school day or on the bus, the phone will be confiscated. The student's parent will then be contacted and asked to come to school to retrieve it.

BUS TRANSPORTATION



Our goal this year, as it has been in the past, is to provide safe and comfortable transportation for all of our students. We look forward to attaining this goal in a spirit of cooperation and understanding.

BUSES

School bus stops and pick-up times are established by the Department of Transportation and approved by the Roslyn School Board prior to the start of school in September. School buses will pick up and discharge passengers only at regularly-scheduled stops. If there are any questions or concerns about transportation or the following guidelines, please call 801-5190.

1. Bus switching and change of pick-up and drop-off site are only permitted in **emergency situations**. ALL ADJUSTMENTS OF TRANSPORTATION ARRANGEMENTS MUST BE APPROVED BY A BUILDING ADMINISTRATOR. Parents must not make verbal or written requests directly to bus drivers. Only a building administrator can modify transportation plans.
2. Contact the Department of Transportation to report items left on the bus.
(801-5190)

3. Students with disabilities receive transportation as per their Individual Educational Plan (IEP).
4. Students requiring exceptions to transportation because of medical needs must apply to the **Director of Transportation at 801- 5190.**

SCHOOL BUS SAFETY RULES

PARENTS — Please review these rules carefully and discuss them with your child. We believe you will agree that the rules are reasonable and necessary.

Students **MUST** —

- be on time and **Sit in Assigned Seat**
- ride only the assigned school bus.
- board and exit the school bus in an orderly manner.
- be courteous to residents, the bus driver, other students.
- wait for the bus driver's signal before crossing in front of the school bus.
(Walk ten feet in front of the bus before crossing in front of the bus.)
- remain seated at all times.
- help keep the bus clean and sanitary.
- board and exit the school bus only at assigned stops.
- use appropriate language.
- keep all personal belongings, including musical instruments, on their laps.



VIOLATIONS INCLUDE —

- Inappropriate behavior, such as pushing, shoving, and fighting aboard the school bus
- Inappropriate language
- Taking possessions belonging to others
- Throwing items out the bus window
- Reserving or saving seats
- Vandalizing the school bus
(Vandals will be required to pay for damages.)
- Eating or drinking on the school bus
- Extending arms, or any other part of the body, out of the window
- Failure to remain seated
- Participating in any other unsafe or damaging activity

Violations of the rules listed above will require disciplinary action.

TRAFFIC — PARKING: FOR THE SAFETY AND SECURITY OF OUR CHILDREN:

1. **ALL CARS MUST BE PARKED IN THE DESIGNATED SPACES OF EITHER PARKING LOT. PARENTS SHOULD NOT DOUBLE PARK THEIR CARS.**
2. If you are entering the building “for a few seconds,” you still **must use the parking lot and park in a designated spot.**
3. If you drive your child to school, please:
 - a. Arrive at 8:00 a.m. Children will be admitted to the building a bit earlier on inclement days.
 - b. Please follow the safety arrows in the parking lot and discharge passengers as designated.
 - c. Do Not drop off in the bus circle.
4. Please follow our **pick up procedure** in order to promote safety for all children.
 - a. Pickups are made at 2:30 p.m.
 - b. Parents **must park in a spot in the parking lot** and then **wait outside the gym. The gym doors will open at 2:30 p.m.**
 - c. Please do not wait on the grassy area and call your child to come down the hill to meet you. **All pick ups must be made outside the gymnasium.**
 - d. It is not necessary to come to the main office.

HEALTH OFFICE TIPS (Telephone #: 801-5410)

1. Clothing: It should be suitable for the weather; sneakers get soggy after walking in the rain, and do not provide much protection in the snow and ice. **Platform shoes, flip flops, sandals, and shoes without laces are inappropriate and unsafe for climbing and running.**

2. Nutrition: Children should bring healthy snacks like fruits and vegetables, fruit juices, and cheese. No candy or soda for school. Gum is not permitted.



3. Medication Guidelines and Procedures: School Nurses are not permitted to dispense any medication, including over-the-counter preparations, without a doctor's written order. In addition, the Roslyn Public School District requires the parent's written permission for the Nurse to dispense medication. (FAX #: 801-5408.)

A special form is available in the nurse's office for the administration of medication in school. Without the required permission from parent and doctor, no medication may be taken in school.

Only medication in its original, labeled container will be accepted. Children under eighteen are not permitted to carry medication without a written doctor's note prescribing it and the reason for its use.

All prescription and non-prescription medication must be locked in the nurse's office and administered by her or the school's designee.

Students may be self-directed to take medication. By New York State Education Department's definition, this means an "Individual who is capable and competent to understand a personal care procedure, can correctly administer it to himself/ herself each time it is required, has the ability to make choices about the activity, understand the impact of these choices, and assumes responsibility for the results of the choices..." Students who are self-directed do not require a nurse to administer medication, but may carry it himself/herself, or ask a staff

member to hold it until it is needed. Parents of students who are self-directed may opt to keep medication in the nurse's office.

Non self-directed students who require medication on a field trip or at after-school activities may only be administered medication by a parent or a nurse. Because of this, parents of children requiring medication will be requested to accompany their children during these activities and field trips. If a parent cannot accompany their child, a substitute nurse will be sought to accompany the child during the activity or field trip.

4. Health Problems: Please send in a note to the classroom teacher after each and every absence stating the reason. A doctor's note is needed for re-entering after a contagious disease. Children returning to school with sutures or wearing casts, ace bandages, and splints of any kind must report to the school nurse, and the proper doctor's note must be obtained for participation in physical education and outside activities. The doctor's note should include a diagnosis, estimated length of recovery period, and inclusion or restrictions from gym and outside recess.
5. For school purposes, any temperature of 100 degrees or greater is considered a fever. Please keep your child home until he/she is fever free for 24 hours without needing fever-reducing medication. The 24 hour rule also applies to cases of vomiting and diarrhea.
6. Students should not return to school for a minimum of 24-48 hours after starting an antibiotic

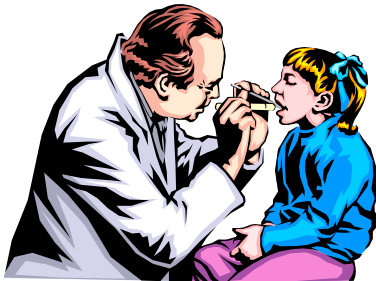
FIRST AID CARE will be given to your child in the event of an accident or sudden illness. You will be notified immediately of the occurrence, as the parent or guardian is to assume responsibility for the care and treatment of their child as soon as possible. Please make sure that the person responsible in your absence is available to care for and transport your child home from school if necessary.

MEDICAL AND DENTAL FORMS are sent out in June and should be filled out by your family doctor and dentist. The school will examine new entrants in kindergarten, 2nd, 4th, 7th, and 10th grades who are unable to furnish a medical report from their family doctor.

TO PREVENT AND CONTROL THE SPREAD OF CONTAGIOUS DISEASES among your child's classmates, and to safeguard his/her own health, we recommend that you carefully observe your child each morning to determine whether he/she is able to attend school. If you note any symptoms of illness, please keep your child at home. If your **child's illness is diagnosed as communicable, please notify the school immediately.** The school should also be notified whenever your child will be absent for more than three days. Reportable communicable diseases as listed by the Department of Health are:

| | |
|------------------|---------------|
| Chicken pox | Mononucleosis |
| Conjunctivitis | Ringworm |
| Fifth disease | Scabies |
| Flu-like illness | Strep Throat |
| Lice | Scarlet Fever |

Children sent home with evidence of head lice must be "nit" free before they are permitted to re-enter school.



BICYCLE SAFETY

Please impress upon your child the importance of being alert and careful in cycling to and from school.



1. Only students in **grades 4 and 5** are permitted to ride their bicycles to school.
2. Children who cycle to school must dismount when they reach the school grounds and walk the bicycle to the bike rack.
3. Students riding bicycles to school **must be wearing safety helmets.**
4. Each bicycle should be equipped with a chain and lock in order to fasten the bicycle to the bike rack.
5. Upon leaving the school grounds, bicycles are to be **walked** to the entrance gates.
6. The school assumes no responsibility for loss or damage to any bicycle brought to school.

EMERGENCIES

At the beginning of each year, parents receive a **Student Information Profile Form**. One of the items on the form is a person other than the parent or guardian to be reached in an emergency. Please keep the name current by notifying us of any changes during the year, and include any additional numbers (e.g. car phone, beeper, part-time work, etc.). **The school should be able to contact either parent, guardian, or emergency contact at any given time during the school day.**

PUBLIC ANNOUNCEMENT SYSTEM (PAS)

In an effort to increase our ability to communicate the most accurate and updated information, all families will receive calls through the **Roslyn Public Schools' Public Announcement System**. This system enables us to provide relevant information (i. e. – school closings, early dismissal, school functions and meetings) via the internet at a time when paper communication is being phased out. It is therefore important that all families check and update their information on the **Student Information Profile Form**, so that accurate numbers and emails can be reached.

PETS

Dogs, cats, and other family pets are **not** permitted on school ground at any time — especially during arrival and dismissal times.

SPECIAL SERVICES

Class groups are scheduled for Special Services which include Counseling, Special Education, Speech, ENL, Academic Intervention Services in Literacy and Math. Individual children will be provided with services by specialized personnel according to their needs (as determined by school administration).

1. SCHOOL PSYCHOLOGIST

The school psychologist works with parents, teachers, and administrators on matters involving emotional, learning, or behavioral difficulties. The school psychologist works with children to gain a better understanding of each child. The services of the psychologist are available to all. If you have any questions regarding your child's behavior, please call the school to arrange for an appointment.

2. SPEECH

Speech Improvement is used to develop, correct, or aid those children having difficulty with articulation, voice rhythm of speech, language, and hearing. This is done by stimulating all the senses. Service is determined by a therapist.

3. ENL

English as a New Language is a compensatory program for those pupils who are new to this country and/or live in a home in which another language is spoken, and who need special instruction in English. The purpose of this program is to enhance literacy development and performance skills.

4. ACADEMIC INTERVENTION SERVICES IN READING (AIS)

Individual and small group instruction is provided by our teaching support staff. The recommendations can be made by the classroom teacher. In addition, the AIS teachers screen the New York State Assessment results for any possible new candidates for the program. Students scoring a 2 or lower on the English Language Arts State Assessment are mandated to receive AIS services. The students are scheduled according to their

needs.

5. **SPECIAL EDUCATION**

Services are provided to pupils with disabilities according to their IEP's.

6. **ACADEMIC INTERVENTION SERVICES IN MATH (AIS)**

Individual and small group instruction is provided by our math teacher. The recommendations can be made by the classroom teacher. In addition, the math teacher screens the New York State Assessment results for any possible new candidates for the program. Students scoring a 2 or lower on the Math State Assessment are mandated to receive AIS services. The students are scheduled according to their needs.

STUDENT PROGRAMS

1. **ART**

Art is a program that takes place once a week for a 45 minute period. It is an instructional time where the art teacher introduces new techniques and demonstrates the use of creative materials. It is a time for children to use their imaginations, to gain confidence, and to take pride in their work. In this area of study, students learn about form, shape, space, color, and texture through drawing, painting, printmaking, crafts, and ceramics.

2. **MUSIC**

The music room is a place where children can express their musical capacity in a way which will contribute aesthetically to an understanding and love for music. We use Orff instruments, recorders, movement, and listening skills to encourage a child's musical independence in a creative way and to think musically.

3. **PHYSICAL EDUCATION**

The name of the game is having fun while learning. Developing good sportsmanship while learning new skills are very important in the school's physical education program. The various skills for each activity are first taught and then put into a game situation. It is hoped that all students will learn and understand the rules, safety regulations, and skills so that everyone can participate to the best of their ability in class and exhibit good sportsmanship on the playground.

4. **SCHOOL LIBRARY MEDIA CENTER**

The Library/Media Center welcomes students to a lifetime of learning. All grades attend regularly scheduled library classes. In the fourth and fifth grades, the students visit the library to enhance curricula areas and foster study skills. ***Parents may also utilize the lending library established for their use in keeping current on many exciting educational topics.***

Character Education lessons designed through the Second Step Program are facilitated by the librarian.

5. **COMPUTERS**

The Computer Program is designed to serve the needs of all our students. The lab houses enough computers so that each student can work at his/her own machine. Every child learns word processing using Microsoft Word. All computers are Internet accessible, and all students can learn to use the Internet and incorporate it into projects when appropriate.

Students attend the lab for one period a week to work on curriculum related projects. Teachers design interdisciplinary projects, such as those that combine language arts skills with experiences from a class trip, seasonal projects, projects that enforce graphing and mapping skills, and projects that allow children to compile and present research reports on science and social studies topics. The focus of the program is to enable students to use technology as a tool to enhance their learning. These projects are completed with the support of the technology teacher.

6. **INSTRUMENTAL MUSIC**

The instrumental music program is an elective offered to all students in fourth and fifth grades. Lessons are given during school hours on all band and orchestra instruments. When an appropriate level of proficiency is achieved, students will be allowed to participate in either the band or orchestra. Band and orchestra rehearsals are held at 7:30 a.m., before normal school hours (Zero Period). **Students should not arrive earlier than 7:25 am.**

7. **CHORUS**

Fourth and fifth grade students may participate in Chorus under the supervision of the vocal music teacher. The Chorus is divided into two sections, altos and sopranos, each meeting once a week at 7:30 a.m. **Students should not arrive earlier than 7:25 am.** There are two major concerts each year — the Winter Program in

December and the Spring Concert in June.

8. **ENRICHMENT PROGRAM**

All third, fourth and fifth grade students will participate in an enrichment program embracing the philosophy that all students can benefit from enriching experiences that are an extension of the curriculum. The units will be linked to the classroom curriculum and will be differentiated for all of the students in the classroom.

LUNCHTIME WORKSHOPS

Fourth and fifth grade students are afforded the opportunity to participate in lunchtime workshops based on interest inventories. Topics include themes such as School Store, Fine Arts, Stock Market, Law and Technology.

TIER III

Special services will be provided for any fourth or fifth grade student who exhibits profoundly gifted traits and receives a score of at least 135 on our school district administered IQ test.

9. **SCIENCE** All classes participate in the science lab program once a week. The classroom teacher accompanies the class to science. All grades meet for a 45-minute period. All grades enjoy a yearly science trip. In the laboratory, the students work with hands-on experiments in conjunction with the classroom science program.

10. **INTRAMURALS**

Intramural activities are offered to fourth and fifth grade students in the fall and spring. The programs run for two 10 week sessions. Each program is held after school for a one hour period. Parents will be notified of registration dates. Bus transportation home is provided after each session.

After school intramural programs may be offered in Athletics, Arts and Crafts, Foreign Language, Math Olympiads, STEM. Enrollment in these classes will be limited. Additional information concerning intramural programs will be sent home with the students during the school year.

After school intramural program in Foreign Language will be offered to first, second, and third grade students in the winter. Additional information concerning this program will be sent home with the students during the school year.

NEW YORK STATE ASSESSMENT EXAMS

Students in grade 3, 4 and 5 are required to take the New York State Assessments specific to their current grade level. These tests are standardized throughout New York State and will be administered according to the following schedule:

| | |
|---|-------------------------|
| Grades 3, 4, 5 English Language Arts | March 26, 26, 27 |
| Grades 3, 4, 5 Mathematics | April 21, 22, 23 |
| Grade 4 Science Performance Test | May 18, 19 |
| Grade 4 Science Written | June 1 |



Special Activities

There are many extra activities that make Harbor Hill a very special school. These are a few:

Bingo Night (1st – 3rd Grade)
Book Fair
Concerts
Cultural Arts Programs
Harbor Hill Carnival
Harbor Hill Family Picnic
Field Day (5th graders)
5th Grade Moving Up Ceremony
Fun Day
Intramurals
Multi-Cultural Program
Nutrition and Wellness Activities
Trips

Tips Students Should Know

LOST AND FOUND

Items that have been lost or found should be reported or sent to the designated area inside the cafeteria. Please remember to label coats, lunch boxes, and book bags to insure their return.

ACCIDENTS

Any accident happening during school must be reported to the school nurse.

MONEY

Students may bring money for lunch and snack. We would suggest parents send small bills.

Pre-payment is also available by sending or bringing a check or cash to school. Checks should be made payable to **Roslyn UFSD School Lunch Fund**. Please remember to include your child's name in the memo section of the check. This list of students with prepaid meals is kept by the cashier in the cafeteria through the use of a computerized system. The purchase of lunch does not have to be made every day. As your child makes a purchase, his/her account is depleted by the charges for that particular day.

PHONE CALLS

If students must make an emergency call, they will be permitted to do so with administrative or teacher approval.

PERSONAL PROPERTY

The school cannot be responsible for expensive personal items such as sports equipment or electronics. Students should not bring them to school.

PERMISSION SLIPS

Permission slips are required for class trips. All information about the trip will be included. **If students do not bring in a permission slip before or on the day of the trip, they will not be permitted to go.**

PARENT-TEACHER CONFERENCES

The Individual Parent-Teacher Conference is used in the Elementary Schools of Roslyn as the means of reporting children's academic, social, emotional, and physical growth and development to parents. The aim of the conference is to:

1. Give parents an honest appraisal of the child's academic progress, as well as his/her relationship with others.
2. Acquaint the parents with the strengths and weaknesses of the child.
3. Enable the teacher and parent to work together in finding specific ways to help the child gain the most from his/her educational experience.
4. Foster better understanding of the total child.
5. Assist in bringing about an effective cooperative attitude between parent and teacher.

During the school year, each teacher will have two individual reporting conferences with the



parents of each of his or her pupils. These conferences will occur in the fall and in the spring. Parents are invited to meet with the teachers prior to the regularly-scheduled conference to discuss any concerns or individual needs. Progress Memorandum forms are distributed at the spring conference and are sent home during the last week in June.

A conference memorandum will be prepared by the teacher prior to the spring meeting and will form the basis for the

discussion with the parent. A duplicate of the memorandum will be given to the parent at the time of the conference.

Your child's teacher will contact you to arrange a mutually agreeable time for the conference. In addition, evening conferences are also available two times a year to accommodate family schedules.

ELEMENTARY PARENT/TEACHER CONFERENCE DAYS 2019-2020

FALL

November 7th - 10:45 AM
November 14th - 6:30-9:00 PM
November 20th - 10:45 AM

Spring

March 12th - 10:45 AM
March 19th - 6:30-9:00 PM
March 25th - 10:45 AM

HOMework

Homework helps develop responsibility, desirable work-study habits and attitudes, self-confidence, and independence in a child.

1. We give homework according to individual and group needs and situations.
2. Homework takes many forms; it is not just written work.
3. Homework is the outcome of the daily classroom program and serves reinforcement and diagnostic purposes.
4. Homework, once given, is an obligation which must be completed by the child. Only in the event of a genuine emergency will a parental note be accepted with the understanding that the assignment will be made up at home.
5. The parental role in homework is important. The parent(s) should assume the following responsibilities:
 - * provide a quiet work space,
 - * provide a scheduled time for the child to do the assignments,
 - * encourage proper use of scheduled time,
 - * provide supportive parental guidance only,
 - * check with the child's teacher for the best way to help when in doubt.



SCHOOL ASSIGNMENTS DURING EXTENDED ABSENCE

When children are ill, parents often call the school to ask if there is academic work to be picked up and completed prior to a child's return to school.

Parents may call the office before 9:00 a.m., or send a note to school, to request work. Assignments may then be picked up at 2:30 p.m. that same day in the office or can be sent home with a sibling, neighbor, or friend.

Please remember that there is no reason for you or your ill child to feel pressured about completing school work at home. What is most important is your child's good health.

Note: The above guidelines are only applicable for an excused absence due to illness. We do not provide homework assignments when parents take extended vacations.



BIRTHDAYS

Parents may drop off an appropriate, small snack for the class to celebrate their child's birthday. Alternatives to small snacks, such as a book donation or surprise reader are also welcomed. The date and time should be arranged with the teacher in advance. Students will not be permitted to walk throughout the building to deliver treats. **Any extra treats can be picked up at the end of the day; birthday snacks are not permitted on the bus ride home.** Home birthday party invitations **should not** be distributed in school, on school buses, or on the playground.

CLOTHING

Children should be neat and clean in their attire. Clothing should be appropriate, comfortable for the activities in which children engage, and suited to the weather.

PLEASE:

1. **Label all outer clothing.** All unclaimed "lost and found" articles are sent to local charitable organizations at the end of the year.
2. **Make sure that your child is dressed properly for outdoor recess.** (Boots on snowy days, etc.) Children should wear **comfortable footwear** that will allow them to **safely participate in the outdoor recess program.** **Platform shoes, flip flops, sandals, and shoes without laces are unsafe for running and climbing.**
3. Students wearing clothing or shoes that are unsafe will not be able to participate in the physical education program and the recess program.
4. Have your child prepared with sneakers on Physical Education days. They are required for participation.

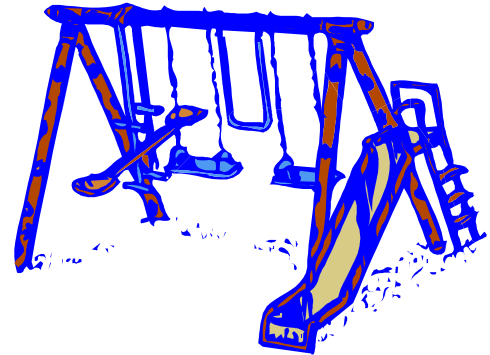
PLAYGROUND EQUIPMENT FOR OUTDOOR PLAY

PERMITTED:

Basketballs, rubber balls, soccer balls, and jump ropes.

NOT PERMITTED:

iPods, video iPods electronic games and toys, cell phones, frisbees, skateboards, Lacrosse sticks, hockey sticks, footballs, hardballs of any kind, aluminum baseball bats, stick-ball bats, yo-yo's, game boys and trading cards.



Days of Religious Observance

2019-2020

Roslyn School District Board Policy states that, on a day designated as a Day of Religious Observance, there should be no scheduling of tests, field trips or special events. Homework assignments may be given out, but cannot be due for any student immediately after a day of religious observance. Teachers will exercise flexibility and sensitivity in determining due dates.

Days of Religious Observance that fall during the 2019-2020 school year:

2019

Eid al-Adha* - Date varies: Sunday, August 11 or Monday, August 12
Rosh Hashanah* - Monday, September 30; Tuesday, October 1
Yom Kippur* - Wednesday, October 9
Sukkot* - Monday, October 14; Tuesday, October 15
Shemini Atzeret* - Monday, October 21
Simchat Torah* - Tuesday, October 22
Diwali - Sunday, October 27
All Saints Day - Friday, November 1
Feast of the Immaculate Conception - Sunday, December 8
First Day of Hanukkah* - Monday, December 23
Christmas - Wednesday, December 25

2020

Epiphany - Monday, January 6
Eastern Orthodox Christmas - Tuesday, January 7
Lunar New Year - Saturday, January 25
Ash Wednesday - Wednesday, February 26
Purim* - Tuesday, March 10
First 2 days of Passover* - Thursday, April 9; Friday, April 10
Good Friday - Friday, April 10
Easter - Sunday, April 12
Conclusion of Passover* - Wednesday, April 15; Thursday, April 16;
Eastern Orthodox Good Friday - Friday, April 17
Eastern Orthodox Easter - Sunday, April 19
Ascension Day - Thursday, May 21
Eid al-Fitr* - Sunday, May 24
Eastern Orthodox Ascension Day - Thursday, May 28
Shavuot* - Friday, May 29; Saturday, May 30
*Please Note: These Holidays begin at sundown the previous day.

November 3, 2019 – Daylight Saving Time Ends
March 8, 2020 – Daylight Saving Time Begins

COMMUNICATION PROTOCOL

(Please refer to the District's Communication Protocol located inside the back cover.)

The Harbor Hill Shared Decision Making Committee believes that **communication between parents and staff is of utmost importance**. In order to enhance communication between these groups, the committee has developed this protocol for addressing issues and concerns:

1. If a student has a question or concern about a school-related issue, the parents should encourage the child to go directly to the appropriate staff member to help him\her address the concern.
2. If a parent has a **question or concern regarding curriculum or anything occurring in the classroom**, the parent should **call the classroom teacher first** for resolution of the problem. If a parent has a **question or concern regarding a special area class**, the parent should **first speak directly with the special area teacher**.



School Office: 801-5400

3. If questions remain or the issue is not resolved between the parent and the teacher, the Assistant Principal or the Principal may be contacted.

| | | |
|----------------------|-------------|----------|
| Principal: | Mrs. Kemler | 801-5401 |
| Assistant Principal: | Mrs. Hazen | 801-5402 |

7. Concerns regarding the playground should be directed to the classroom teacher or Assistant Principal.
8. Concerns regarding the bus should be directed to the bus driver or the Transportation Office. Department of Transportation – 801- 5190.
If a transportation concern remains unresolved, the Assistant Principal may be contacted.

It is our hope that **direct communication** between parents and teachers will result in a **satisfactory resolution** of any issues as well as establishment of a **good working relationship** between the parent and the teacher.

One final note: Please keep in mind that **everyone** enjoys receiving positive reinforcement. A phone call or note to express acknowledgment or thanks for a successful resolution of a problem is always appreciated.

THE CSE REFERRAL PROCESS

Director of Pupil Personnel Services – 801-5060

Does My Child Need Special Education Services?

Once school officials have consulted with you concerning all the modifications the school has attempted for your child and improvement is not being realized, the school may make a referral to the Committee on Special Education (CSE). Your permission will then be required before any evaluation would take place. Parents also have the right to refer their child directly to the Committee on Special Education (CSE) for evaluation when they believe that their child may have a disability. New families moving into the Roslyn community should contact the Chairperson of the CSE in advance of moving when special education services are required for the child.

What Should A CSE Referral Contain?

1. An individual psycho-educational evaluation performed by a psychologist including individual IQ scores.
2. A complete educational profile of the child which includes specific academic and adjustment information, as well as observations in the classroom.
3. A social history taken by the school social worker or psychologist.
4. Outside agency or professional's reports if available.
5. A current medical examination by a physician and a summary of data from the school health record.

What Takes Place At A CSE Meeting?

Parents receive notice of the CSE meeting. They are invited and encouraged to attend and actively participate.

The CSE consists of a chairperson, psychologist, and parent member. The school physician will attend if requested in advance. Other professionals who have worked with your child may be invited to attend. Parents may bring anyone they wish to the CSE meeting.

What Happens After The Meeting?

Parents receive full written notification of the recommendations in Phase I of the Individual Education Plan (IEP). The CSE at this phase recommends:

1. The disability, if it exists.
2. The kind of special education placement and program.
3. The goals for the student.
4. The related services, if any.

The CSE Chairperson prepares the Committee on Special Education recommendations for Board of Education approval. Formal action by the Board of Education takes place following discussion in Executive (Closed) Session. The child must be placed within 30 days of the CSE recommendation.

What Happens Once The IEP Is Finished For My Child?

Under current regulations and depending upon when your child is identified and placed by the CSE, an Annual Review takes place each year in the spring to plan for the following year's programming and services. The building Principal, teachers, psychologist, parents, and other professionals are invited to this Annual Review CSE meeting.

Parents of elementary pupils have regular conferences with the teacher as scheduled on the SCOPE Calendar. Pupils receive the same report card forms in all buildings as do general education pupils. Parents should promote regular communication with the school faculty. This is also recommended for pupils attending out-of-District placements.

Every three years a psycho-educational evaluation must be completed for each child in Special Education. Parents are notified prior to the start of the evaluation and are contacted to meet with the psychologist to discuss the results. Each year one of the CSE members visits out-of-District facilities, except for those pupils who attend out-of-State facilities. Out-of-State facilities forward updated evaluations annually to the CSE, and parents of these pupils are in regular contact with the Chairperson of the CSE or school social worker. Annual Review meetings are also scheduled for all pupils attending programs out of the District.

Who Can Parents Talk To When They Have A Question?

1. The pupil's teacher/guidance counselor first.
2. The Special Education Department chairperson (Middle School and High School).
3. The pupil's Principal
4. The Central Office Administrator who is responsible for Special Education.

If it cannot be resolved in Step 1, 2, 3, or 4, the parent should request a meeting with the Committee on Special Education. The Due Process procedures detailed in this Handbook will seek a resolution to the question. Parents should make every attempt to discuss their concerns fully with school personnel. Due Process is an important part of the law, but should not be used as a substitute for ongoing parent/school communication.

In addition to school-based teams of professionals, the District has a School Social Worker on staff to discuss questions that are of a more personal or confidential nature. All questions, understandably, cannot be answered in booklet form. Special Education is just that, "Special," and we are committed to going beyond the norm to help parents and children whenever possible. Please talk to us.

STUDENT RECORDS

The Roslyn Public Schools recognizes that both law and the educational interests of students require the collection of appropriate and accurate data necessary for the effective performance of those working for the students' educational welfare. Equally important, the District recognizes the right of the student and his/her parents or legal guardians to privacy and to their legitimate interests in being informed of the educational progress and future directions of that student. Further, the District acknowledges the need to maintain confidentiality of certain pupil records in appropriate circumstances.

Under the Family Educational Rights and Privacy Act (1974) (FERPA), its regulations and the Commissioner's regulations, parents/ guardians of a student under 18, or older, have a right to inspect and review any and all official records, files, and data directly related to their children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

THE INTERNET

How Can Students And Teachers Take Advantage Of The Internet In Their Classrooms?

Through the Internet, school students and teachers have access to information from around the world and resources that can enrich the school environment and curriculum. Teachers can make contact with fellow teachers and subject experts around the world and use electronic journals and conferences as a means of keeping up to date with their subject area and with professional developments. By searching online, students not only have access to information that would be difficult to locate any other way, but they also acquire important information skills. By taking part in Internet-based cooperative projects, they can improve their communications skills and increase their awareness and knowledge of the world.

The World Wide Web, the most popular service on the Internet, contains text, pictures, audio, and video and can be used to enhance a student's learning. There are three basic ways of getting information on "The Web": going to a site where you know the address, using a search engine such as Yahoo, and "surfing" the web by clicking on "links" to other web sites. Sometimes, users do not know what content may be on one of these linked pages.

Ensuring safety on the Internet is an important issue. If you follow the rules below, the Internet can be a wonderful resource.

Student Guidelines For Online Safety

Never give out personal information such as name, address, telephone number, or picture.

Never agree to get together with someone you met online without first checking with your parents or teacher.

Never respond to inappropriate messages. Inform an adult right away if any messages make you feel uncomfortable.

Use appropriate language and respect the person to whom you are sending mail. E-mail is not private.

Do not accept everything you read as absolute truth simply because you read it while online. Always check your sources.

Special Note: Cyber Bullying is the use of information and communication technologies to support deliberate and repeated hostile behavior.

Non-Discrimination Statement

The Board of Education, its officers and employees, will not discriminate against any student or employee on the basis of race, color, national origin, creed or religion, marital status, sexual orientation, handicapping condition, sex, or age.

For questions or issues concerning Title IX, contact Regina Colardi, 801-5500, the District Title IX Coordinator.

For questions or issues concerning The Rehabilitation Act or Human Rights Law, contact Barbara Schwartz, Director of Pupil Personnel Services and Special Education, 801-5060.

HARBOR HILL SCHOOL

**3 Glen Cove Road
Greenvale, New York 11548**

PHONE DIRECTORY

2015-2016

| | | |
|--------------------------|--------------------------------|------------|
| MAIN OFFICE STAFF | ALLYSON MEYERS LYNDA WARING | 801 - 5400 |
| MAIN OFFICE FAX | SCHOOL FAX | 801 - 5408 |
| PRINCIPAL | JESSICA KEMLER | 801 - 5400 |
| ASSISTANT PRINCIPAL | MICHELLE HAZEN | 801 - 5400 |
| SCHOOL NURSE | AMY KULA | 801 - 5410 |
| SCHOOL PSYCHOLOGIST | MARIA STATHAKOS | 801 - 5400 |
| SCHOOL PYSCHOLOGIST (PT) | KATHY BAUR | 801- 5400 |
| DISTRICT SOCIAL WORKER | JULIE LOMOT | 801 - 5400 |
| LIBRARY/MEDIA SPECIALIST | SUZANNE PENKOVSKY | 801 - 5400 |
| HEAD CUSTODIAN | WILLIAM BRODY | 801 - 5400 |
| KITCHEN | ESPERANZA JIMENEZ | 801 - 5400 |
| TRANSPORTATION | DAVID SHOOB | 801 - 5190 |
| SPECIAL EDUCATION | BARBARA SCHWARTZ | 801 - 5060 |

ROSLYN PUBLIC SCHOOLS
P.O. Box 367, Roslyn, New York 11576
(516) 801-5000

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