



Welcome Back to the
Middle School

September 3rd @ 7:30 a.m.

Just a few things you
should know . . .





PUBLIC SCHOOLS

375 Locust Lane, Roslyn Heights, NY 11577 516-801-5200 Fax 516-801-5208 www.roslynschools.org

Principal

Craig S. Johanson

Assistant Principals

*Dave Lazarus
Jennifer Sheehan*

July, 2019

Dear Parents/Guardians of Our Roslyn Middle School Students:

We hope that you are enjoying your summer vacation. Please familiarize yourself with the following information and guidelines found in our Welcome Back Packet:

- Student Arrival/Dismissal Procedures and District Security Protocol
- Chain of Communication
- Bell Schedule & Delayed Opening Schedule
- Days of Religious Observance
- Weighting of Grades Policy
- Grading Policy and Interim & Report Card Dates
- Guidelines for Integrity in Coursework
- Guidelines for Technology in the Classroom
- Dignity for All Students Act (DASA)
- 100% Expectation of Respect
- ScholarConnect / School Lunch Info
- 7th and 8th Grade Athletic Team Opportunities
- Guidelines for Lunchtime Celebrations
- Apparel Letter / School Spirit Mondays

Grade level supply lists are available on the website. Bus schedules will be communicated to you directly from the transportation office. The last chance for seventh and eighth graders to have an in-school athletic physical is **Thursday, September 5th** at 2:20 p.m. Student schedules will be posted on the parent portal as of **August 22, 2019**. Please note that locker numbers and combinations are listed on the schedule and should be kept confidential and safe.

We look forward to the return of all of our students on **Tuesday, September 3rd** at **7:30 a.m.**

Sincerely,

Craig S. Johanson

Craig S. Johanson
Principal

Jennifer Sheehan

Jennifer Sheehan
Assistant Principal

Dave Lazarus

Dave Lazarus
Assistant Principal

ROSLYN MIDDLE SCHOOL

PROCEDURES FOR MESSAGES, LATE ARRIVAL, EARLY DISMISSAL AND DISTRICT SECURITY PROTOCOL

As parents and educators, we know that consistent and timely attendance at school accompanied by uninterrupted instruction creates an optimal learning environment for our youngsters. We do; however, recognize that there are circumstances that arise which require that students arrive late to school or leave early. We would like to offer the following suggestions and guidelines for dealing with those situations.

MESSAGES

Generally, classes cannot be interrupted for messages to students or teachers. Teacher messages will be forwarded to their voice mail; student messages will be posted on the Message Boards in the main lobby. ***Please do not text your child during the school day; it is disruptive to the learning process. Students will not have access to their cell phones while in school.***

LATE ARRIVAL

We ask all parents to encourage their children to use the district's buses for school arrival and departure. In the event you must drive your child to school, please remember that there is congestion in the entrance circle and allow yourself extra travel time. Drop your children off at the inner curbs – pull up as far as possible in the circle. ***Never*** allow your children to leave your car on the LIE south service road or on Locust Lane as this creates a very unsafe situation. Follow the directives of our staff members who are there to assist you.

Please be reminded that arrival at the front desk after **7:30 a.m. constitutes a lateness.**

EARLY DISMISSAL

In the event that you must pick up your child prior to the end of the school day, please park in the designated parking spaces and report to the security window. ***Do not park in the curbside fire lanes even though you expect to be there for only a few moments.*** These lanes are for emergency use only. Please be prepared to follow district guidelines and present a photo ID at the front desk. ***Your child will be called to the Main Office upon your arrival. Please make sure that the emergency contact information for your child has been updated as no child will be released to anyone other than his/her parent or authorized emergency contact person.*** In the event of an emergency, please contact any building administrator for assistance.

EXTRA-HELP DISMISSAL

Whenever possible, please plan to arrive at school after 2:50 p.m. as this will expedite your arrival and departure. Please follow the directions of school personnel and utilize the entire curbside area to pick up your child.

SCHEDULE APPOINTMENTS (BUILDING SECURITY PROTOCOL)

Please remember to make an appointment before coming to see a school staff member, and to RSVP to all school events for which advance notice of your attendance is requested, whether it is a PFA meeting, workshop or any other activity.

**PLEASE
POST!!**

**ROSLYN MIDDLE SCHOOL
CHAIN OF COMMUNICATION**
Striving to Improve Communication in Our School

**DON'T
THROW
OUT!!**



Students

We encourage all students to express their questions and concerns directly to the teacher.



Parents

If you are concerned about an issue involving your child's education, classroom experience or teacher, go directly to the teacher.

Contact the Teacher

Teachers are available to communicate with students and parents. You can leave a message for the teacher at 801-5200 between 7:30 am and 3:00 pm or e-mail. To access a teacher by e-mail, please go to the MS web page. In order to respond in a timely manner, indicate times when you can be reached. Please be patient...the teachers will contact you as soon as possible.

In the event that additional clarification is necessary, or if you have not heard from the teacher in a reasonable amount of time, please contact the Counseling Center, at 801-5215.

School Counselors

If you need to find out about an assignment, need an update on your child's progress, contact the school counselor at 801-5215.

6th Grade Ms. DeMarco
(ldemarco@roslynschools.org)

7th Grade Ms. Decker
(cdecker@roslynschools.org)

8th Grade Ms. Kennedy
(gkennedy@roslynschools.org)

Clerical Services

Ms. Campanella, Main Office (x5200)
Ms. Simeone, Main Office (x5200)

Ms. Eileen Cerami, Counseling Center (x5215)
Ms. St. Louis, Counseling Center (x5215)

Administrative Department Chairs/Directors

Department Chairs and Directors are responsible for the K-12 Curriculum. If your concern stems from a classroom practice, grade, or a particular book or assignment, contact the appropriate department head at (516) 801-extension:

Dr. Brostowski – Director Health, PE & Athletics (x5160)
Mr. Cabat – English Chair (x5142)
Ms. Cohen – Assistant Director PPS (x5060)
Ms. Pappas – World Language Chair (x5180)
Mr. Ramonetti – Science Chair (x5159)
Mr. Rosenboom – Social Studies Chair (x5173)
Ms. Samide – Assistant Director PPS (x5060)
Ms. Schwartz – Director Pupil Personnel Services (x5060)
Mr. Wasserman – Director of Guidance (x5120)
Mr. Windwer – Mathematics Chair (x5151)

Pupil Services

Mr. Levenson, Social Worker (x5215)
Dr. LaRocca, Psychologist (x5215)
Dr. Butler, Psychologist (x5215)
Ms. Lane, School Nurse (x5210)

Assistant Principals

If questions or concerns exist after following the above chain of communication, contact the Assistant Principals:
Mr. Dave Lazarus (Grade 8 and Team 61) Ms. Jennifer Sheehan (Grade 7 and Team 62)
at (516) 801-5200

Mr. Craig S. Johanson, Principal

If further discussion is necessary, contact the principal's office, Secretary Mrs. Mary Campanella, at (516) 801-5201.

ROSLYN MIDDLE SCHOOL

BELL SCHEDULE

Warning Bell	7:30
Pd / 1 ANNOUNCEMENTS	7:35 – 8:19
Pd / 2	8:23 – 9:04
Pd / 3	9:08 – 9:49
Pd / 4	9:53 - 10:34
Pd / 5 - Lunch Grade 6	10:38 – 11:19
Pd / 6 - Lunch Grade 7	11:23 – 12:04
Pd / 7 - Lunch Grade 8	12:08 – 12:49
Pd / 8	12:53 – 1:34
Pd / 9	1:38 – 2:19
Extra Help (Gr 6, 7 & 8) 2:19PM - 2:54PM [Monday / Wednesday / Thursday]	

ROSLYN MIDDLE SCHOOL

Delayed Opening Schedule 2019 - 2020

Should there be an announced school delayed opening of either one or two hours, the following schedules will be in effect:

PD #	1 HOUR DELAY	CLASS TIME
1	8:35 - 9:09	34
2	9:13 - 9:47	34
3	9:51 - 10:25	34
4	10:29 - 11:33	34
5	11:37 - 11:13	36
6	11:17 - 12:53	36
7	12:57 - 1:33	36
8	1:37 - 1:21	34
9	1:25 - 2:19	34

Lunch
Lunch
Lunch

PD #	2 HOUR DELAY	CLASS TIME
1	9:35 - 10:03	28
2	10:07 - 10:35	28
3	10:39 - 11:07	28
4	11:11 - 11:39	28
5	11:43 - 12:11	28
6	12:15 - 12:43	28
7	12:47 - 1:15	28
8	1:19 - 1:47	28
9	1:51 - 2:19	28

DELAYED OPENINGS FOR STUDENTS & STAFF

All weather-related announcements are posted promptly on the school district's web site: www.roslynschools.org. The district has both a one-hour and two-hour delayed opening procedure. In the event of a delayed opening, buses pick up students at their regular bus stop either one or two hours later than usual.

In case of inclement weather, please log on to the website for weather-related messages.

ROSLYN MIDDLE SCHOOL

DAYS OF RELIGIOUS OBSERVANCE 2019 - 2020

The following is a list of Days of Religious Observance that fall when school is in session, and the Roslyn School District's procedures and guidelines regarding homework and testing.

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

*Jewish and Muslim holidays start sundown the previous day

DISTRICT PROCEDURES AND GUIDELINES

- Long-term assignments and homework may be given the day before a religious day of observance, but no short or long-term assignments or homework should be due the day after a religious day of observance.
- No tests should be given on or the day after a religious day of observance.
- No tests may be given during New York State Testing:
ELA March 25-27, 2020
Math April 21-23, 2020

Out of respect for our multi-cultural community, the same guidelines will be extended to any student who observes a religious day not included on this list providing the family makes it known to the building principal who will then communicate with the counselors and team leaders.

ROSLYN MIDDLE SCHOOL

WEIGHTING OF GRADES POLICY

In 2012, the Board of Education approved the weighting of GPA scores for all past and future high school level courses. Students will now receive two different GPA scores on their transcripts. They will receive an unweighted GPA score and a weighted GPA score. This change will affect certain high school level courses offered at the Middle School and all courses offered at the High School.

How is a weighted high school GPA score calculated?

Final course averages will be multiplied by a numerical amount depending on the level of the course. (Please note the examples for a final course average of **95** listed below.)

- Regents Level Courses X 1.0 (95 average X 1.0 = 95.0)
- Honors or Accelerated Courses: X 1.08 (95 average X 1.08 = 102.6)
- Research Honors Courses: X 1.09 (95 average X 1.09 = 103.5)
- Advanced Placement Courses: X 1.10 (95 average X 1.10 = 104.5)

Will final course averages actually be changed on a student's transcript?

No, final averages will not be changed for any courses. The only change that will occur is the addition of an overall weighted GPA score on the transcript.

If a student took a high school level course in the past, will the course be used to calculate the new weighted GPA score?

Yes, all past high school level courses will be calculated to form an accurate, weighted GPA score.

What high school level courses offered at the Middle School will be included in the weighted GPA score?

- CC Algebra I Accelerated (1.08)
- Earth Science Honors (1.08)
- CC Algebra I RSH (1.09)
- CC Geometry RSH (1.09)

If you have any further questions regarding this important issue, please feel free to contact the Middle School Counseling office at **801- 5215**. Your child's counselor will be glad to assist you.

ROSLYN MIDDLE SCHOOL

GRADING POLICY 2019 - 20

GRADING POLICY

Teachers will grade student tests and assignments based on a numeric system from 0 to 100. The lowest possible quarter average that may be placed on a report card is 50.

Note: A limited number of courses will be graded on a high pass, pass, low pass, fail basis.

Final averages for full year courses with a final exam or Regents test will be calculated as follows:

Q1= 25% Q2 =25% Q3= 25% Q4=25%

Final Exam or Regents= 20% of the 4th quarter average.

Final averages for full year courses without a final exam or Regents test will be calculated as follows:

Q1= 25% Q2 =25% Q3= 25% Q4=25%.

Note: Full year courses with a midterm examination will calculate the midterm as 20% of the 2nd quarter average.

Final averages for alternate-day courses will be calculated with the same format as full year courses.

REPORT CARDS AND INTERIM REPORTS

The purpose of our quarterly Interim Reports and Report Cards is to keep students and their parents informed about academic development. Grades are based on test marks, class participation, special projects, and homework assignments. Grading is done according to a numeric system. An "Incomplete" is only given because of unique personal circumstances. All incomplete grades must be made-up in **five** weeks.

Students who have difficulty relating to the school work should speak with the subject area teacher. Parents desiring an appointment with a teacher may contact the teacher or call the counseling office to arrange an appointment. **Parents are encouraged to contact teachers whenever there is a concern.**

INTERIM REPORTS

October	4	-	On Parent Portal
December	10	-	On Parent Portal
March	6	-	On Parent Portal
May	15	-	On Parent Portal

REPORT CARDS

November	8	-	On Parent Portal
February	10	-	On Parent Portal
April	24	-	On Parent Portal
June	30	-	On Parent Portal



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Principal

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Assistant Principals

Dave Lazarus
Jennifer Sheehan

July, 2019

Dear Middle School Parent/Guardian:

Please familiarize yourself with our policy regarding Guidelines for Integrity in Coursework.

Teachers will continuously review this information with their classes. We believe it is important for all students to be fully aware of behavioral expectations.

The cooperation of each family is necessary for our success. Please spend time with your children reviewing and discussing this information. It is our goal to have a school which is focused on respect, good character, positive interpersonal relationships and academic achievement.

Our theme remains constant – *A CULTURE OF RESPECT, UNDERSTANDING AND INTEGRITY*. Thank you for your continued support in this endeavor.

Sincerely,

Craig S. Johanson

Principal

Dave Lazarus

Assistant Principal

Jennifer Sheehan

Assistant Principal

The Faculty and Staff

Roslyn Middle School

Danielle Gross

PFA Co-President

Jacqui Isaac

PFA Co-President

ROSLYN MIDDLE SCHOOL

GUIDELINES FOR INTEGRITY* IN COURSEWORK

****Integrity: honesty & moral excellence***

These guidelines are designed to clarify for students and parents what is acceptable and what is not with regard to student work required to be done independently.

General Principle: ***No student should give or receive unauthorized information that will allow any student to have an unfair advantage over others.***

With regard to tests, quizzes, or any assessments given in class, there should be:

- No cheating of any kind.
- No in-class communication during testing.
- No communication from class to class regarding questions, format, content or answers on a quiz or exam.

With regard to work done out of class:

- Students are expected to work as independently as they would if they were taking a test in class. Of course, this does not apply to group or cooperative assignments. Therefore, there is to be no editing by other people (parents, tutors, siblings, friends, etc.). We do, however, encourage parents to appropriately interact with their children on assignments. Students certainly may discuss their work with others prior to receiving the assignment and or/while the topic is being studied in class.

Students are encouraged to consult with teachers on outlines and rough drafts prior to handing in a final written copy. However, editing from anyone else is discouraged. The ultimate goal is to encourage students to become increasingly independent with each assignment.

It is essential that a student be assessed solely on his/her work and effort.

- CliffsNotes, Monarch, Barron's Notes, movie adaptations, or the like are not to be used as a substitute for reading the original text. This is counterproductive to the teaching of independent, higher level thinking skills.
- All research materials must be properly referenced.

If a student does not meet these standards, the teacher will discuss the situation with the department chairperson and/or the principal prior to taking appropriate action. The appropriate action for cheating would be a failure or a zero on the given assignment.

ROSLYN MIDDLE SCHOOL

GUIDELINES FOR TECHNOLOGY IN THE CLASSROOM

GUIDELINES FOR LAPTOP/TABLET PROCEDURES

- Students may not use laptops/tablets or any electronic devices in school for any social networking activities, such as, *but not limited to*, instant messaging, e-mail, I-chat, SnapChat, Instagram, Facebook or skyping.
- There is zero tolerance for audio recording, video recording or the taking of photographs on school grounds at any time.
- A student's lunch period is viewed as an opportunity for positive socialization. Laptops/tablets may be used in the library during lunch periods and in the library after extra-help.
- As part of the transition to Middle School, grade six students may not use laptops or tablets until the start of the third quarter.
- As part of the transition to High School, grade 8 students will be given a Chromebook for appropriate educational purposes (Google Classroom Platform).

STUDENT USE OF LAPTOPS/TABLETS IN THE CLASSROOM

- Laptops/Tablets are a recognized educational tool for student use.
- Use of laptops/tablets in class is a privilege.
- Laptops/Tablets are to be used for the task assigned by the teacher for that period; *e.g., class notes, curriculum research.*
- Laptops/Tablets may be used for formal assessment **ONLY** when directed by the teacher or included in an IEP.
- Teachers are permitted to request a copy of the notes taken in class or homework prepared by students.
- Students are responsible for securing their laptops/tablets and all personal property.
- Laptops/Tablets must be turned off during all transitions.

CONSEQUENCES FOR FAILURE TO ADHERE TO LAPTOP/TABLET PROCEDURES

- Failure to follow laptop/tablet guidelines may be considered insubordination.
- The first offense will result in a warning by the teacher and notification of the parent/guardian by the teacher.
- Subsequent violations will result in referral to an assistant principal and loss of privileges for a period of time to be determined based on the nature of the offense.

ROSLYN MIDDLE SCHOOL

Dignity for All Students Act (DASA)

Elements of An Ideal School and How We Will Create It

- Respect for all
- Awareness of harassment, discrimination and bullying by all constituents
- Effective systems of reporting and responding in a timely manner
- A culture of “Upstander” behavior
- Student engagement with our curriculum through the involvement of all constituents

Awareness and Sensitivity

- Raise sensitivity to potential acts of discrimination, harassment and bullying directed at students or adults by students or adults on school property or at school functions.
- Enable staff to prevent and respond to incidents of harassment, discrimination and bullying.

What is Expected?

Civility
Citizenship
Character
Honesty
Tolerance
Responsibility
Respect
Dignity for All

The 11 Named Protected Classes

Race (Actual or Perceived)
Color
Weight
National Origin
Ethnic Group
Religion
Religious Practice
Disability
Sexual Orientation
Gender Identity
Sex

ROSLYN MIDDLE SCHOOL

100% Expectation of Respect

LACK OF RESPECT WILL NOT BE TOLERATED.

USE COMMON SENSE - THINK BEFORE YOU ACT OR REACT.

ALL MEMBERS OF OUR SCHOOL COMMUNITY ARE EXPECTED TO RESPECT ONE ANOTHER.

Students will:

- Follow adult direction within the school setting, without argument.
- Speak in a considerate manner and not use foul or offensive language.
- Respect school property and the property of others.
- Follow the rules of good sportsmanship and fair play in all activities.
- Act in a way that leads to a safe, secure and welcoming school atmosphere.

FIGHTING IS ALWAYS UNACCEPTABLE AND WILL LEAD TO DISCIPLINARY MEASURES.

THREATENING WORDS OR ACTIONS AND BULLYING (CYBER-BULLYING) MAY BE CONSIDERED AS SERIOUS AS A PHYSICAL FIGHT.

ROSLYN PUBLIC SCHOOLS
STUDENT NUTRITION SERVICES

Dear Parents/Guardians,

You can replenish your child's lunch account by sending in either cash or a check (**payable to Roslyn School Lunch Fund**) with your child, along with the pre-payment form below, in a sealed envelope addressed to the school cafeteria and labeled with your child's name and grade. Your child, or child's teacher, should bring the sealed envelope to the cashier at their school cafeteria. Your child's lunch account will be credited on the same day that their pre-payment is received in the cafeteria.

Additionally, you can make online payments by registering at www.scholarconnect.com. Click on the **New User?** link, select the appropriate school from the **School** drop-down menu and follow the registration instructions. You will need to have the student school ID number (found on the student's report card), their date of birth and zip code on hand for the registration process. Only one account is required if you have multiple students in the district. If your child's ID number appears to have only 4 or 5 digits, please make it six digits long by putting 1 or 2 zeroes in front. For example, if your child's ID number is 1357, please use 001357 to create the debit account on our website.

We are unable to transfer money between student accounts or provide refunds.

Sincerely,
School Lunch Manager

FOOD SERVICE-PRE-PAYMENT (FOR DEPOSITS)

NAME: _____

GRADE: _____

SCHOOL: _____

Method of payment: _____ cash _____ check

Amount enclosed: _____

Price of Middle School Meals:
Lunch \$3.00
Breakfast \$1.75



Middle School Teams 7th and 8th Grade Only

Fall Season (9/5 – 11/2)

Girls' Badminton	One Team
Boys' and Girls' Cross-Country	One Team
Boys' Football	One Team
Boys' Soccer	Two Teams
Girls' Soccer	One Team
Girls' Tennis	Two Teams
Cheerleading	One Team

Winter Season I (11/12 – 1/18)

Boys' Basketball	Two Teams
Boys' and Girls' Winter Track	One Team
Girls' Volleyball	Two Teams

Winter Season II (1/21 – 3/21)

Girls' Basketball	Two Teams
Boys' and Girls' Bowling	Two Teams
Boys' Volleyball	Two Teams
Boys' Wrestling	One Team

Spring Season (3/30 – 6/6)

Boys' Baseball	Two Teams
Boys' Lacrosse	Two Teams
Girls' Lacrosse	One Team
Girls' Softball	Two Teams
Boys' Tennis	Two Teams
Boys' and Girls' Track and Field	One Team

The number of teams/sport may vary due to student participation.



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July, 2019

Dear Parents/Guardians of our Middle School Students:

The Roslyn Middle School community takes great pride in being an inclusive environment for all of our students. As you know, we have many programs and activities aimed at students' social and emotional learning, in addition to their academic pursuits. The middle school years are a time when students need a great deal of understanding and nurturing as they mature into young adults.

With that in mind, we are asking our parents to help eliminate the celebrations surrounding individual students' birthdays in the cafeteria. For practical reasons, not all students can be included in birthday celebrations at school, therefore we ask that snacks not be sent or brought to school for birthday celebrations at lunchtime. I am sure you understand that these guidelines are in the spirit of the Roslyn Middle School's philosophy of promoting social inclusion. As always, please feel free to contact me with any questions or concerns.

Sincerely,

Craig S. Johanson

Craig S. Johanson
Principal
Roslyn Middle School



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July, 2019

Dear Parents/Guardians of Our Middle School Students:

Over the past few years, the Middle School has made a concerted effort to address bullying and relational aggression so that we can continue to provide our students with a safe learning environment. Examples of our initiatives include: team-building activities, grade level assemblies, “respect” projects, special programs and lunch groups for students led by our counselors, psychologist and social worker, as well as an internet safety curriculum, and programs on cyber bullying.

We are encouraged by the response from our entire school community, parents, faculty and students alike, as we continue this partnership to address the social and emotional needs of our Roslyn Middle School students. Our *Social & Emotional Learning (SEL)* and *No Place for Hate* initiatives continue to move forward. We have developed a new school slogan for our school and are incorporating SEL concepts in all of our curriculums. There will be many opportunities to engage our students in teachable moments and we need to work together with one common goal and try to confirm our school slogan each and every day, which is “**Every Student Matters, Every Moment Counts.**”

It is in this spirit that we are asking you to support our initiatives and not allow your children to wear party favor apparel to school following weekend events. In doing so you will join us in making a collective statement that no one in our community will knowingly do something to hurt a fellow community member. We encourage all of our students and staff to wear the **Roslyn Blue and White** to show school spirit and unity every Monday.

We are hopeful that we can count on your support regarding this important issue and look forward to working in partnership with you as we take on similar important issues in the future.

Sincerely,

Craig S. Johanson

Principal

CJ:MC

Every Student Matters, Every Moment Counts