

ROSLYN MIDDLE SCHOOL

Student and Parent Handbook

2023-2024

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Principal
DASA Coordinator
801-5200

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Roslyn Middle School
375 Locust Lane
Roslyn Heights, N.Y. 11577

Main Office Telephone: 801-5200
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Mission Statement

The Roslyn Middle School will create a positive environment that promotes life-long learning through social, emotional and intellectual development. A culture of respect, understanding and integrity will be nurtured through the collaboration of educators, support staff, students, parents and our community.

High Expectations ... With High Levels of Support

School Slogan

Every Student Matters, Every Moment Counts



PUBLIC SCHOOLS

September, 2023

Dear Students,

The Roslyn Middle School handbook has designed to give you important, helpful, and necessary information. The Student Handbook contains many useful reminders, as well as specific details about this year's program.

All students will receive via email the [Code of Conduct](#), [DASA Presentation](#), Welcome Back Packet and other pertinent school documents the first week of school. The materials will be emailed to your families as well, and can be found on our website.

A school is, however, much more than a compilation of facts and information. At the Roslyn Middle School we have purposely created an environment that is academically challenging, psychologically satisfying, and socially fulfilling. The middle school years are an important time in your life. Our middle school will play a vital role in helping you to become an independent and well-educated person.

Faculty and staff will guide you through this transition from a self-contained elementary classroom to a departmentalized program. We are aware of the importance of close teacher-student relationships and of teacher-parent contacts. We encourage you to make decisions and to work independently. Staff will utilize a humanistic approach as they encourage and challenge you to set realistic and attainable standards of academic performance.

We have developed a program to build upon the strong foundation of skills you have acquired in past grades. Our program will enable you to pursue many different academic areas, explore the creative and aesthetic areas of fine and practical arts, expand your awareness of career possibilities, and cultivate lifelong physical and recreational skills. Flexibility, individualization, and enrichment characterize the wide range of educational experiences at Roslyn Middle School. We have made a conscious effort to establish safety, health and social/emotional protocols to create the most effective and encouraging atmosphere for learning.

If you have any questions about this handbook, please ask your teachers, grade level school counselor, assistant principal, or the principal.

We wish you a successful and productive school year in Roslyn Middle School.

Sincerely yours,

*Roslyn Middle School
Faculty & Staff*

New Security Procedures and Protocols

Please be reminded of the importance of wearing ID badges in school. An ID enables students, staff, parents and, most of all, our security personnel, to identify you quickly and easily. This is helpful at all times, but it is especially critical in an emergency when it is imperative to account for every person; as well, police and other first responders need to determine who belongs in the building and who does not. IDs are necessary to access restrooms, and they are necessary for purchasing food in the cafeteria.

- Security officers (retired law enforcement) patrol the **exterior and interior** of our building throughout the day.
- Any and all visitors MUST enter via the **visitor entrance** with a pre-arranged appointment. You must provide photo identification when asked.
- Propping open an exterior door or granting access to the school via an exterior door for any reason is **strictly prohibited**.
- All students and adults in the building should be displaying an **ID CARD on a lanyard**:
 - **Blue Lanyards – Students & Staff**
 - **Yellow Lanyards – Visitors**
- Anyone without a lanyard may be questioned and/or reported to appropriate staff or security. Students who arrive to the middle school without an ID must stop in the main office for a temporary ID sticker. Replacement ID cards are \$5. Students should report to the main office before or after school or during your lunch period.

Please be aware that our security staff continually review our protocols in an ongoing effort to strengthen our systems.



If you see something – say something
Our safety and security is the responsibility of all of us.

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Student Information

Read the student information sections with a parent or guardian and become familiar with all school policies.

BELL SCHEDULE

| Warning Bell | 7:30 AM |
|--|--------------------------------|
| Pd/1 | 7:35 – 8:19 (AM announcements) |
| Pd/2 | 8:23 – 9:04 |
| Pd/3 | 9:08 – 9:49 |
| Pd/4 | 9:53 – 10:34 |
| Pd/5 | 10:38 – 11:19 |
| Pd/6 | 11:23 – 12:04 |
| Pd/7 | 12:08 – 12:49 |
| Pd/8 | 12:53 – 1:34 |
| Pd/9 | 1:38 – 2:19 |
| Extra Help (Monday, Wednesday, Thursday) | 2:19 – 2:54 |

Welcome to Roslyn Middle School

EXTRA-CURRICULAR PROGRAMS

CLUBS

Clubs are an excellent way to meet new friends, learn interesting things, and to have fun. Clubs meet one or more afternoons per week at the Middle School after school. Some of the popular clubs include: Chess & Strategic Games, Chorale, Coding, Community Service, Film Study, Graphic Novel, Home & Careers, Jazz Band, Lego and Robotics, Lighthouse-Christian Discussion Group, Mathletes, Mural, Newspaper, Scrabble, Student Advisory, Science Olympiad, Spotlight, String Ensemble, Yearbook, World Language & ASL. A late bus is provided daily after school. No student is to remain in school after 2:19 p.m. unless he/she is staying for a specific extra-curricular activity, attending extra help, has an appointment with a teacher, or is using the library.

INTRAMURAL SPORTS

Intramural sports are open to all students and usually follow the physical education class activities. All intramurals are supervised by staff members. Table tennis and basketball are just a few of the regular activities. (See RMS webpage for a list of intramurals.)

INTERSCHOLASTIC TEAMS

Interscholastic teams provide the opportunity for interested 7th and 8th grade students to compete with other middle schools in Nassau County. New York State guidelines do not permit 6th graders to participate in interscholastic activities. Athletic teams meet five days a week after school. The school cannot provide for supervision beyond practice time. Telephones are available for students to promptly call home after practice or games for transportation. An athlete must be prepared and participate in his or her physical education class in order to participate in interscholastic athletics that day. If an athlete is not in school by the start of 5th period (10:38 a.m.), he/she will not be allowed to participate in interscholastic athletics that day. All spectators at athletic events are expected to conduct themselves politely and to listen to the supervisors in charge of the event.

Interscholastic Seasons

| | |
|--------------------------------------|--|
| Fall Sept 7 – Nov 4 | football, girls' cross-country, boys' cross-country, boys' soccer, girls' soccer, girls' tennis, girls' badminton, cheerleading |
| Winter 1 Nov 6 – Jan 13 | girls' volleyball, boys' basketball, boys' winter track, girls' winter track |
| Winter 2 Jan 16 – March 23 | girls' basketball, boys' wrestling, boys' volleyball, boys' bowling, girls' bowling |
| Spring March 25 – June 8 | boys' baseball, boys' lacrosse, girls' softball, boys' tennis, boys' track and field, girls' track and field, girls' gymnastics, girls' lacrosse |

STUDENT ADVISORY

Members of the Student Advisory are recommended by faculty members of the Middle School to serve in a leadership role. Student advisors work with administrators and faculty to plan educational, social and community service activities. If a student is interested in Student Advisory, they should contact Mr. Levenson, the School Social Worker.

LOCKERS

HALL LOCKERS

Each student will be given a hall locker with a built-in combination lock. **You should never give your locker combination to another student or share your locker.**

GYM LOCKERS

Each student will be assigned a gym locker to store his/her clothes after changing into gym attire. **Please do not leave any personal property or school materials outside of your gym locker at any time as it invites theft.** Since, for safety reasons students are not permitted to wear jewelry during their physical education classes, we strongly recommend that you do not wear jewelry to school on physical education days.

LOST AND FOUND

The lost and found storage area is in the Main Lobby. If you have lost something, try to locate it as soon as possible. Please report lost items to security. If you find something that does not belong to you, please bring it to the Main Office. It is important to exercise care with all of your possessions.

EXTRA HELP

Students can obtain additional help from their classroom teachers on Mondays, Wednesdays, and Thursdays from 2:19 – 2:54 p.m. Students are encouraged to take advantage of this important service. A late bus is provided for after school help. Extra help is not held on days prior to holidays or vacations.

LIBRARY

The Middle School library is the place to develop and master important research skills that will be used throughout your academic career. Our librarian is there to answer any and all questions and to help you find the right materials or explain how to use certain publications. Our library is frequented by students during the day, as a part of research assignments in specific classes, and after school from Monday through Friday. Recreational reading, research, and academic pursuits are encouraged by the librarian and all of our teachers.

NURSE'S OFFICE

The nurse's office is on the first floor next to the Counseling Center. **Students desiring to see the nurse must first report to their subject class to obtain a pass granting permission to see the nurse.** Subject teachers are responsible for their students and must be aware of their whereabouts at all times.

LUNCH

Lunch periods are 41 minutes long. You can bring your own lunch or purchase it daily. The automated point-of-sale debiting system is available for your convenience. ID cards are necessary for purchasing food in our cafeterias. All lunches must be eaten in the cafeteria. It is important for all students to dispose of their containers, paper bags, or remaining food in the appropriate trash or recycling receptacles. **Items should not be left on the table or floor.** It is important to show consideration to your fellow students who will also be using the cafeteria.

Lunch supervisors and teachers assist large numbers of children. Safe practices and cooperation are essential for everyone's health and safety. Students should observe the established procedures and respond to the supervisors in a positive manner. Students who misbehave in the cafeteria or on the athletic field will be referred to an assistant principal.

ASSEMBLY PROGRAMS

Guest performances, student performances, and educational programs will be presented in the auditorium/classrooms during the year.

HALL PASSES

If you wish to leave a room for any purpose, you must obtain a hall pass from your teacher. Teachers will not give out passes unless absolutely necessary. Students leaving the room to go to the lavatory should proceed to the one closest to their room.

ATTENDANCE

Attendance is required by N.Y. State mandate. Students are required to be present each school day. If you are absent, you should return the following day with a note from your parent clearly specifying the reason for your absence. The note should be given to the Counseling Center. Parents/Guardians will receive a call if their child is marked absent or late for first period.

LATENESS

Students are expected to arrive at school at least **ten minutes** before their first period class and to proceed to their lockers promptly. A warning bell will ring five minutes before the start of period one. **All students must be in their classrooms before the first period bell rings at 7:35 a.m.** to be considered on time.

Students who are late to school must report to the sign-in desk when arriving at school. Students who are late to school more than three times in a quarter will be referred to the school social worker and school counselor. It is important to arrive on time to your first period class.



SCHOOL PROPERTY

All textbooks, library books, Chromebooks and chargers, physical education locks, athletic uniforms, and other school equipment lent to students by the school belong to the community. Since these items are entrusted to the care of students for a limited time and are to be used again by other students, all necessary precautions should be taken to extend their longevity. Students must pay for lost or missing items.

TELEPHONES

A school telephone is located in the main office for student use during lunch periods and after school. Telephones should only be used to call a parent/guardian in an emergency during a student's lunch period. **Cell phones may not be used inside the building from 7:30 a.m. to 2:19 p.m.**

MIDDLE SCHOOL POLICIES

GUIDELINES FOR CELL PHONES

All cell phones should be turned off and stored in lockers during the school day unless a student is supervised by a staff member. Students in violation of this guideline, or using their cell phones to cause a disruption to the learning environment, will have their phones confiscated and be referred to an assistant principal.

GUIDELINES FOR TECHNOLOGY IN THE CLASSROOM

1. Students may not use Chromebook or any electronic devices in school for any social networking activities, such as, *but not limited to*, instant messaging, e-mail, Instagram, TikTok or Snapchat.
2. There is no reason for audio recording, video recording or the taking of photographs on school grounds at any time, unless supervised by a teacher. Students who violate this policy will be referred to an assistant principal.

STUDENT USE OF CHROMEBOOKS IN THE CLASSROOM

1. Chromebooks are a recognized educational tool for student use.
2. Use of Chromebooks in class is a privilege.
3. Chromebooks are to be used for the task assigned by the teacher for that period; e.g., class notes, curriculum research (Google Classroom Platform).
4. Students are responsible for securing their Chromebooks and all personal property.
5. Students are responsible for charging their Chromebooks every night.

CONSEQUENCES FOR FAILURE TO ADHERE TO TECHNOLOGY GUIDELINES

1. Failure to follow Chromebook guidelines may be considered insubordination.
2. The first offense will result in a warning by the teacher and notification of the parent/guardian by the teacher.
3. 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.

BACKPACKS

Students may transport their materials to school in a backpack, tote bag, or other bag. All backpacks, tote bags, and other bags should be stored in lockers for the entire day. Backpacks are not permitted in the hallways or classrooms during the day.

HALLWAY BEHAVIOR

Students are expected to behave appropriately in the hallways. Running, pushing, and disruptive or inappropriate behavior are not permitted. Please be respectful of your fellow students.

NO SMOKING/VAPING POLICY

The Board of Education recognizes the health hazards associated with smoking/vaping and, therefore, prohibits smoking in school buildings, on school property, and at any school-sponsored activity. Students who violate this policy will be given assistance and will face appropriate consequences. Hookah pens and/or any electronic cigarettes are prohibited on school grounds.

EXCHANGE OF MONEY BETWEEN STUDENTS

The exchange of money and the selling of merchandise between students in school are strictly prohibited.

STUDENT RIGHTS AND RESPONSIBILITIES / CODE OF CONDUCT

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct, which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, size, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events, including those that take place at locations off school property. In addition, any act of discrimination or harassment, outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

(Please fill out and send to the Assistant Principals the [DASA/Incident](#) reporting forms, which can be found on the RMS webpage, if you want to report an issue outside of the school day.)

Code of Conduct and Student Rights and Responsibilities

The district's [Code of Conduct](#) and Student Rights and Responsibilities is posted on the district webpage. Students and parents/guardians are encouraged to read the document together.

GUIDELINES FOR INTEGRITY IN COURSEWORK

Integrity = Honesty and Moral Excellence

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

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 assessment given in class there should be:

- No cheating of any kind.
- No communication during or after 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, AI, 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 on his or her work and effort.
- 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 principal prior to taking appropriate action.

STUDENT GUIDELINES FOR ONLINE SAFETY

- . Never give out personal information such as your 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.

BUS TRANSPORTATION

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

Students with disabilities receive transportation as per their IEP's. Students requiring exceptions to transportation because of medical needs must apply to the Director of Transportation.

School Bus Safety Rules

PARENTS SHOULD review these rules carefully and discuss them with their children. We believe you will agree that the rules are reasonable and necessary.

PUPILS SHOULD -

- carry bus passes at all times.
- be on time.
- ride only the school bus assigned.
- board and exit the school bus in an orderly manner.
- be courteous to residents, the bus driver, and 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, drinking or smoking 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. Please refer to "Schedule of Disciplinary Actions" below.

Schedule of Disciplinary Actions

We are concerned about the safety and well-being of all Roslyn pupils. Riders who violate the school bus safety rules may have their school bus privileges suspended. Because we seek to assure uniform treatment of our pupils, the following schedule of Disciplinary Actions will be followed throughout the District:

1st violation -- Parent notified of violation.

2nd violation -- Conference with parent, pupil and school personnel.
Pupil placed on probation.

3rd violation -- Parent notified; bus privileges suspended for three (3) school days.

4th violation -- Parent notified; bus privileges suspended for five (5) days.
If problems persist, suspension of bus privileges may occur for the remainder of the school year.

NOTE: If a violation, even the first, constitutes a serious danger to any individual, then an after school conference may be required as outlined under the 2nd violation above, and bus privileges may be suspended immediately for a minimum of five (5) days.

Pupils with disabilities will be referred back to the Committee on Special Education (CSE) to determine whether the infraction is related to the disability.

Equal Educational Opportunities

The district shall provide every student with equal educational opportunities regardless of race, color, creed, sex, national origin, religion, age, marital status or disability. No student will be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance, extracurricular activities or other school resources.

Discrimination Policy:

Title IX and Section 504 of the Rehabilitation Act

No person in the United States shall, on the grounds of race, color, national origin, creed or religion, marital status, sexual orientation, handicapping condition, sex or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance, or to be treated differently on the basis of sex under most education programs or activities receiving federal assistance.

The Rehabilitation Act prohibits any discrimination based on a person's disability.

For questions or issues concerning Title IX, contact the District Title IX Coordinator.

For questions or issues concerning The Rehabilitation Act, contact the Assistant Superintendent's office at 516-801-5020.



COMMUNICATION PROTOCOL

The Roslyn Middle School staff encourages communication between home and school in order to ensure that each child develops to his or her fullest potential. In support of this goal, we have developed the "Communication Tree" below. All parents are encouraged to use the "Tree" whenever they have a question, concern, or just wish to let someone know they are appreciated. **Parents are strongly encouraged to speak with a teacher or school counselor prior to calling an administrator.** Questions about assignments, progress, and general concerns can often be answered quickly and directly by classroom teachers and counselors.

If, after talking to the teacher, the issue is not resolved, the next person to contact is the head of the department. If the issue is still not resolved, then contact the assistant principals. If you have gone through all the appropriate channels and do not feel your concerns have been addressed, then contact the building Principal.

All Middle School Teachers and Teacher Assistants can be reached at:..... 801-5200
All School Counselors can be reached at:..... 801-5215

| | | |
|--|--|--|
| Ms. Gail Kennedy Grade Six Counselor | Ms. Lisa DeMarco Grade Seven Counselor | Ms. Corrine Decker Grade Eight Counselor |
|--|--|--|

Directors and Department Chairpersons

| | | |
|------------------------|---------------------------------------|----------|
| Mr. Christopher Roth | FACS (Family and Consumer Science) | 801-5200 |
| Ms. Jennifer Sapir | English, Reading, Library | 801-5140 |
| Ms. Danielle Pappas | World Languages & ENL | 801-5178 |
| Mr. Charlie Windwer | Mathematics & Computer Technology | 801-5149 |
| Mr. Craig S. Johanson | Music | 801-5215 |
| Dr. Michael Brostowski | Physical Education & Health | 801-5165 |
| Ms. Melissa Hornik | Art | 801-5200 |
| Mr. Gary Ramonetti | Science & Technology | 801-5157 |
| Ms. Tanya Baptiste | Director of Guidance | 801-5221 |
| Ms. Kristy Faulkner | Social Studies | 801-5169 |
| Ms. Barbara Schwartz | Special Education and Pupil Personnel | 801-5060 |
| Ms. Marnie Cohen | Assistant Director of Pupil Personnel | 801-5060 |

Middle School Administration

| | | |
|-----------------------|------------------------------------|----------|
| Mr. Craig S. Johanson | Principal | 801-5200 |
| Ms. Melissa Hornik | Assistant Principal Grade 7 | 801-5200 |
| Mr. Christopher Roth | Assistant Principal Grades 6 and 8 | 801-5200 |

Central Administration

| | | |
|-----------------------|--|----------|
| Ms. Allison Brown | Superintendent of Schools | 801-5001 |
| Ms. Karina Báez | Assistant Superintendent for Elementary Curriculum & Instruction | 801-5010 |
| Mr. Michael Goldspiel | Assistant Superintendent for Secondary Curriculum & Instruction | 801-5010 |

GENERAL INFORMATION

Visitors to the Middle School

All visitors must have a prearranged appointment to enter the Middle School. Upon arrival, the specific office will be alerted of your arrival and your appointment will be confirmed. All visitors will remain in the vestibule until their ID is checked, a photo has been taken, a badge has been created, and the appointment has been confirmed. Upon confirmation, every visitor will be escorted to their specific office/appointment, and every visitor will be escorted back to the main entrance.

Early Dismissal

If your child is ill, please keep your child home. If your child becomes ill at school, you will be notified by the nurse. The only people authorized to take a child home from school is the parent or those designated on the students information profile.

If at all possible, please arrange appointments for your child after school, on weekends, or vacations. If it is necessary for your child to leave early, please send your child to school with a note stating the reason for the dismissal.

Delayed Opening and Early Dismissal Procedures

The district has both a one-hour and two-hour delayed opening procedure. In the event of a delayed opening, buses will pick up students at their regular bus stop either one or two hours later than usual. On rare occasions when weather becomes hazardous during school hours and early dismissal is necessary, every effort will be made to notify parents who register for district notification. High school and middle school students are generally dismissed first so that they may be home when younger siblings arrive. Please discuss arrangements with your children in advance of these circumstances.

Snow Closing & Delayed Opening Guidelines

The first snow day of the year will be a complete shutdown of the district. If we need to implement a second snow day (or more) the district will go remote with a two-hour delayed opening. Snow closings and delays are communicated to local media including: News 12, Eyewitness News (Channel 7), WALK, KJOY, MAX FM, THE SHARK, and WHLI.

Obtaining School Work during an Extended Absence

In the event of an anticipated absence of two or more days, please contact your child's school counselor at 801-5215 as soon as possible for assistance in obtaining assignments. Assignments will be available in the afternoon of the second day of an extended absence. Please call prior to coming into school. In addition, extended medical issues should be communicated to the school nurse at 801-5210. Home instruction will be provided when a student is absent for 20 days or when otherwise indicated.

HEALTH OFFICE PROCEDURES



Student Information Profile

Parents should check the Parent Portal Student Profile to ensure that all emergency contact information has been updated. If any changes are necessary, please call Eileen Cerami in the Counseling Center at 801-5215. Changes can be made at any time during the school year. Parents should discuss all medical concerns with the nurse who can be reached at 801-5210.

Immunizations

New York State mandates that each student attending a public school must have been immunized for the following:

- 5 doses of Diphtheria & Tetanus toxoid and Pertussis (DTaP/DTP/Tdap/Td); or 4 doses if 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
- 4 doses of Poliovirus vaccine (OPV or IPV) or 3 doses if 3rd dose received at 4 years or older
- 3 doses of Hepatitis B or 2 doses of adult Hepatitis B (Recombivax)
- 2 doses of Measles
- 2 doses of Mumps
- 2 doses of Rubella
- 2 doses of Varicella (Grade 6)
- 1 dose of Meningococcal/Menectra (Grade 7) (minimum age 10 years old)
- 1 dose Tdap (Grade 6) (minimum age 10 years old)

Students who are entering Grade 6 must receive the Tdap. Students entering Grade 7 must show proof within the first 14 days of school stating that the meningococcal vaccine was administered.

As of July 2019, NYS ended religious exemption for school vaccine requirements.

Physical and Dental Examinations

New York State also requires each 7th grade student to have a physical examination by a physician. [The Physical Examination](#) form can be downloaded off the Roslyn Schools website and they are mailed home to everyone in the spring. Our school physician will offer a pediatric examination in the spring. Parent/guardian sign off is required. Students in the 6th, 7th, and 8th grades must have a dental checkup at least once during the year. [The Dental Form](#) (optional) can also be downloaded off the Roslyn Schools website. Completed Physical and Dental Forms should be returned to the Middle School, 375 Locust Lane, Roslyn Heights, NY 11735, Attention: Ms. Rita Guarino, School Nurse.

Athletics

All athletes must have a yearly physical. If a private physician does the exam, he/she must use the NYS Health Examination form. The form must be submitted to the school nurse and countersigned by the school physician. No student may participate in interscholastic athletics without a physical. DO NOT let your child wait until the last minute to turn in their forms because they risk not being cleared in time to try out.

It is strongly suggested that exams by private physicians be completed several weeks before the start of the desired sports season. This will allow sufficient time for the information to be co-signed and approved by the school physician.

If an athlete misses school or a sport for more than 3 days or is injured, a physician's note must be given to the nurse to re-certify that the student may participate in the Sport.

Medication in School and on Field Trips

All medications needed during the school hours must be ordered by a physician, including over-the-counter medications. Only a school nurse can administer these medications. Teachers and other staff members are not permitted to dispense medication. Nurse medication forms must be completed by both you and your child's physician and returned to the health office.

During field trips and after-school activities, the school nurse may not be available. Students may be self-directed to take their own medication if they receive prior approval. Students who are self-directed may carry their own medication or they may ask a staff member to hold it for them. If you and your child's physician feel that your child may be self-directed, please complete the self-directed medication form and return it to the health office.

Exemption from Physical Education

At the discretion of the physical education teacher and school nurse, a student with a note from a parent may be exempt from physical activity for one day. In accordance with Board of Education policy, no extension will be given unless a statement in writing is presented to the nurse from a doctor requesting such exemption.



PUPIL SERVICES

Counseling Center: School counselors provide a variety of student services including program planning, evaluation of student progress, and personal and group counseling sessions. Counselors work closely with parents. They are the liaisons between your home and school. We encourage you to contact your child's counselor whenever you have a question or concern about school.

Psychological Services: The school psychologist is available to assist students and families in regard to school adjustment and school performance. The school psychologist provides a variety of services to children, which may include individual psychological testing, short term counseling, and crisis intervention. The school psychologist also serves as a consultant to teachers, staff, parents, and the administration. Please contact Dr. LaRocca, our school psychologist for grades 7 & 8, at 801-5221 or Dr. Brian Butler, our school psychologist for grade 6 at 801-5224.

Social Work Services: A social worker is available to assist students and their families with matters which may arise during the school year. Please contact the Counseling Center if you would like further information. Mr. Levenson, our social worker, can be contacted at 801-5222.

The R.I.S.E. Mentoring Program **(Respond Individually with Support and Encouragement)**

The R.I.S.E. program provides support to students so that they can achieve their potential. Students are assigned adult mentors from the staff that meet with them individually and monitor their progress on an ongoing basis. If you feel your child would benefit from this program, please contact Mr. Levenson, our social worker, at 801-5222.



ACADEMIC INFORMATION

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= Will be averaged into 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%.

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

The Board of Education approved the weighting of GPA scores for all high school level courses. Prior to the approval, only unweighted GPA scores were calculated for students. 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.

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)

HIGH SCHOOL LEVEL COURSES ATTENDANCE CREDIT POLICY

After a student has thirty (30) unexcused absences for a full year lab class, twenty (20) recorded unexcused absences in a full year course, ten (10) recorded unexcused absences in a half year course, or five (5) recorded unexcused absences in a Physical Education course, the school will send a final letter of notification to the parent/guardian and the student(s) stating that the student will not receive credit for the course. A student who is denied credit for failure to meet the minimum attendance requirement will receive an NCA (No Credit Attendance) on his or her report card. Students are required to continue attending the class. Students who are denied credit must audit the course to its conclusion in order to qualify for summer school attendance.

Any student and/or parent/guardian may appeal the decision to not grant the student credit for a course based upon the student's failure to meet the minimum attendance requirements as set forth in this policy and shall have the right to a hearing. Said appeal shall be made in writing to the building principal within two (2) weeks of the date of the no credit notification and shall include a written statement describing the basis for the appeal. A committee will be formed to review the appeal composed of three to five staff members (selected from a rotating pool of faculty), and may include any of the following: teachers, the chairperson of the department whose course is involved, an administrator, and a pupil personnel support person (psychologist, counselor, social workers, etc.). The teacher of the student has the option of attending the appeal as a non-voting member. The student must be present at the appeal hearing or the meeting will be postponed. The committee will consider special cases and make a decision. The student has the right to appeal the committee's decision to the building principal. The building principal shall review said appeal after the hearing and provide his/her written determination concerning the appeal within a reasonable time. The building principal's determination shall be final.

ATTENDANCE

Students will attend all classes and assigned activities. Violations include:

- Cutting classes and assigned activities
- Lateness to class or school
- Truancy
- Failure to attend a class after losing credit due to attendance (NCA)
- Failure to serve assigned detentions for lateness or cutting

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 5 weeks.

Students who have a problem related to 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.

All report cards and interim reports will be available on the Roslyn School District Parent Portal link. An e-mail blast will be sent informing you prior to these reports being posted.

ROSLYN SCHOOL DISTRICT COURSE LEVEL CHANGE POLICY

District Policy:

The last day to request a level change **without penalty** is Friday, October 20, 2023, based on space availability. The grades a student has earned in the original course will not be transferred to the new course level. If a student requests a change of level after October 20, 2023 and space is available, all grades will be transferred to the new course.

Please call your child's counselor at 801-5215 with any questions.

Roslyn Middle School Courses included in this Policy:

Earth Science Honors
CC Algebra Research Honors
Geometry Research Honors

Testing Policy

Testing is one measure of student achievement. Tests should be corrected and returned to students for review as soon as is practical and within the guidelines established by district policy. (Quiz - two days, tests - three days, midterm - five days.)

SUPPORT PROGRAMS

Placement in the literacy and mathematics support programs is based on performance on standardized tests, New York State assessments, and teacher recommendations. Support programs are designed to help individual students meet the challenges of the New York State Common Core Standards.

TEAMING AT THE MIDDLE SCHOOL

The Purpose and Rationale of Teaming

All students in Roslyn Middle School are assigned to a grade level team. Teaming is an organizational structure designed to foster high student achievement and to meet the developmental needs of young adolescents.

It enables teachers to know each family on their team and to communicate with every child's parent or guardian. Teaming gives both families and teachers the feeling of belonging to a small group, which has common goals and whose members are supportive of each other.

Team teachers have the responsibility for planning curriculum and instruction, monitoring student progress, and nurturing their students' social and emotional needs. An interdisciplinary approach to curriculum is encouraged to help students make important connections between disciplines.

Team Structure

- A. There are two grade level teams in 6th, 7th and 8th grades.
- B. Each team consists of teachers from the English, social studies, math, science, and counseling departments. Special education co-teachers are also members of the teams. On occasion students may be cross-teamed to accommodate specific needs.



WHAT CAN PARENTS DO TO ASSIST THEIR CHILDREN?

Organizing Materials

A basic supply list will be posted on the Roslyn webpage for all students. During the first week of school, all teachers will explain the kinds of materials that students will use during the year. Once the materials have been gathered, they should be properly organized.

Homework

You will find that your child will have assignments to complete on a regular basis. Please check the Google Classroom for updated assignments. Since there are no programmed study halls at this level, students have to take work home unless they remain after school to see a teacher or stay in the library.

Most homework falls into the preparation and extension categories. Preparation work is simply exercises or concepts that must be mastered or completed so the student can be prepared for upcoming classes, quizzes, or tests.

Extension work involves longer term assignments like projects, reports, and readings. Teachers generally break long term assignments into smaller parts with appropriate due dates and monitoring to assist students in their planning. **Check Google Classroom Daily.**

Homework “Hints” for Parents

Middle school children often need assistance to complete their homework assignments.

1. First, with your child's help, establish an estimated amount of time that should be spent on homework. The issue is time, not homework. Balance any remaining time with reading.
2. Help your child decide the best order for assignments to be completed. Perhaps the most difficult should be first, or perhaps last. There should be a logical reason for the choice of order.
3. If your child consistently comes home without homework, please call his or her school counselor.
4. Assignments should be completed by your child with little help from adults. Proof-reading, reviewing and offering helpful suggestions are appropriate for parents. Doing your child's homework or assuming the role of teacher is not advised.
5. If your child is having an inordinate amount of difficulty completing assignments, or seems to need regular help in understanding how to get started, a call to the teachers or the counselor would be advisable.
6. When it comes to completing long-term assignments, work habits may vary. Some students are extremely independent, while others need closer supervision.

7. For some children, the kitchen table is ideal for homework, while others need the quiet of a separate location. Parents know their children and need to take personality and learning styles into account before agreeing to the study area to be used.
8. As your child becomes more proficient at organizing time, foster independence by leaving the child alone, but do check in at intervals.

Preparing for Tests (Check the Google Classroom Daily)

Test taking can be anxiety producing for students. Anticipating what will be asked and being prepared can greatly reduce the worry that students have and allow them to do as well as they possibly can.

1. All prospective test dates should be placed in the student's calendar.
2. Set up a series of steps which should allow for studying and preparation, and which will require no more than a final review the evening before the test.
3. As soon as a test is announced, students should gather all their papers (class work, homework, notes, notebooks, etc.) and look them over.
Students should ask themselves:
 - a. What did the teacher emphasize or repeat in class?
 - b. What kinds of questions will I be asked on the test?
 - c. What do I know about the format of the test?
 - d. What do I still need to know?
4. Plan time for family members to help with review or quizzing.
5. Having a child "talk through" the unit of information early in the study process can help the parent more thoroughly understand what the student has to do, as well as help the child discover what he or she still has to learn.

Parental Support

Parental support is one of the most important factors in a child's education. It provides a youngster with the opportunity to share what goes on in school with his or her family.

It encourages a youngster to persist and "keep at it," even when the demands of school become more complex. Ultimately, it provides approval for the child - a feeling that his or her job has been well done. There are two major ways parents can provide support:

First, talk with your child about school. Show an interest in his or her school work, especially achievements. Applaud accomplishments, but also let your child know that mistakes are human. When a problem arises, you might take the approach: "Let's see how we can tackle this?" Be on your child's side. Never ridicule. When there is a complaint, take time to listen, but don't over commit yourself. Since there are several sides to a story, always feel free to call the teachers directly.

Second, create an atmosphere for learning in the home.

1. Provide your child with a room, or a corner of a room, for study.
2. Set aside a regular study time which is agreeable to you and your child.
3. Make sure there are study aids and materials available such as paper, pencils, dictionary, thesaurus or any other reference materials that might be helpful.

There are also several specific ways to help your child:

1. Be consistent - if guidelines for study time have been agreed upon and established, for example, enforce them on a daily basis.
2. Attend the annual Open School Night held each fall - it's an excellent way to meet your child's teachers. These evenings will also give you an opportunity to hear more about each particular course and what the teacher expects concerning assignments, test preparation, notebooks, reading, etc.
3. Arrange to meet with your child's school counselor or an individual teacher to discuss his or her overall progress. Exchange your impressions with theirs, and don't hesitate to seek help for your child if it is needed.
4. Prepare for the next day - encourage your child to gather his or her materials for the next day. Keep a calendar handy for reminders of special events or activities. Make sure lunch or lunch money is ready and in the proper place. And remember - a nutritious breakfast can help students maintain their energy and concentration.
4. Help teachers know your child - parents possess information which can be very helpful to teachers in maintaining the standards set in the classroom. Sharing information about your child can be of great value to teachers since they are not in a position to observe the child at home, and can only draw conclusions based on work done in class.
5. Sign up to get email messages from the Roslyn Public Schools. Click here to sign up. Remind your children to check their school email and google classroom every day.

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 handicapping condition, if it exists.
2. The kind of special education placement and program.
3. The degree of mainstreaming activities.
4. The related services, if any.

For new placements to special education, in addition to the recommendations and due process sheet, a Parent Permission Form is forwarded requesting the parent's signature and approval for placement. In the interim, the principal is informed of the CSE decision but takes no action in formally placing or providing the pupil with services until receipt of parent's consent. 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. Within thirty days of placement, an Individual Education Plan (IEP) Phase II is developed for the pupil, and parent participation is encouraged during formulation of this document. The parent, the pupil's teacher, a representative of the School District other than the pupil's teacher, who is able to provide or supervise special ed. services, attend the Phase II planning conference. One participant must be knowledgeable about the evaluation procedures used with the child. The notice of the conference must provide the names of the participants.

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 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.

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.

Whom Can Parents Talk To When They Have A Question?

1. The pupil's teacher/school counselor first.
2. The Special Education Department chairperson.
3. The Central Office Administrator who is responsible for Special Education.

If it cannot be resolved in step 1, 2, or 3 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 contact the Special Education Department.

FUND-RAISING FOR SCHOOL PURPOSES REGULATIONS

It is anticipated that fund-raising programs in the Roslyn School District will be supported in principle and in fact by administrators, faculty, PFA's, students, and the Board of Education. All fund-raising activities are voluntary. Fund-raising may include, but need not require, participation by the following groups:

1. **Student Fund-raising**
Student groups may do fund-raising under the direction of a faculty advisor after the building principal has given final approval of the event or activity. When a club is involved in fund-raising activities, the club advisor, with the approval of the school administrator, will send out a letter at the beginning of the year defining what appropriate required student "commitment" to the activity or program means. It will include items such as participation in (all) rehearsals, attendance at (all) classes, participation in fund-raising activities, and general work for the club. Extreme sensitivity shall be shown to students who, for social, economic, or emotional reasons, have difficulty participating in all or part of the fund-raising activities. No student will be put in an embarrassing or dangerous situation.
2. **Parental Payments**
Parents may have the option of paying for a portion or all of an activity or trip. Sensitivity and discretion will always be exercised by the principal and staff members to insure that every student participates in the activities approved by the school.
3. **PFA Fund-raising**
In the event that the PFA wants to participate in fund-raising activities for a field trip, PFA boards and building principals must agree upon the fund-raising event. It is unnecessary to seek Board of Education approval as long as all parameters with the Board policy are followed. There may not be any direct solicitation of funds from students by the PFA.

Proposed fund-raising projects and other activities must be evaluated and promoted in light of their anticipated contribution to the academic as well as the extracurricular school programs. Careful consideration should be given to the total value of the contribution to all students and not just too specific student groups. Extreme sensitivity should be exercised regarding all aspects of field trips. No student may be excluded because of a financial reason. The School Board retains final responsibility and authority for all activities which have an impact on students, school programs, and/or school-owned property.

The efforts of parents and/or community-sponsored organizations can be a valuable means of stimulating community interest in the aims and activities of the schools in the Roslyn School District. The parents and other interested members of the community who wish to support a specific school program should be encouraged and given clear guidelines. The Board of Education must ensure that such activities do not interfere unduly with the total educational program or disrupt district operations in any way. The district policy of ensuring essential, if not exact, equality of educational opportunities between schools is always to be considered in all activities. Fund-raising programs in support of school activities may involve students, PFA's, administration, faculty, and the Board of Education, each with its own role in light of this policy and the regulations. No solicitation for funds from students in the Roslyn Public Schools shall be permitted by outside groups, except as stated in the Regulations. Only student groups under the direction of a faculty advisor may raise funds.

Ref.: 1500 Use of School facilities

1800 Gifts from the Public

Ed. Law &1709(12) (12-a) Board's Authority to Accept Gifts for Specific Use



IMPORTANT DATES TO REMEMBER 2023-2024

| | | |
|------------------|-----------|---|
| August | 29 | Grade 6 Orientation |
| September | 5 | First Day of School |
| | 7 | Fall Sports Begin |
| | 12 | Open House Night Grade 6 |
| | 18 | Open House Night Grades 7 & 8 |
| | 25 | <i>Yom Kippur School Closed</i> |
| October | 9 | <i>Columbus Day School Closed</i> |
| | 11 | School Photos (10/11-10/12) |
| | 26 | Halloween Dance |
| November | 7 | Full Remote Day / Election Day |
| | 6 | Winter 1 Sports Begin |
| | 10 | <i>Veterans Day School Closed</i> |
| | 20 | School Photo Retake Day |
| | 22 | <i>Thanksgiving Recess Begins School Closed (11/22-11/24)</i> |
| | 29 | Curriculum Night for Grade 5 @ 6:30 p.m. Curriculum Night for Grades 6 & 7 @ 8:00 p.m. |
| December | 5 | Winter Concert 1 and 2 (12/5-6) |
| | 13 | Winter Concert 3 |
| | 25 | <i>Holiday Recess Begins Schools Closed (12/25 – 1/1)</i> |
| January | 15 | <i>Rev. Martin Luther King, Jr. Day School Closed</i> |
| | 16 | Winter 2 Sports Begin |
| February | 10 | Lunar New Year |
| | 19 | <i>Winter Recess Begins School Closed (2/19 - 2/23)</i> |
| March | 7 | Spotlight Production (3/7-3/10) |
| | 25 | Spring Sports Begin |
| | 28 | <i>Spring Easter Recess Begins School Closed (3/28-4/1)</i> |
| April | 10 | <i>Conference Day; Staff Only School Closed</i> |
| | 22 | <i>Spring Passover Recess Begins School Closed (4/22 – 4/30)</i> |
| May | 2 | Art Show Opening at Bryant Library @ 6:00 p.m. |
| | 14 | Spring Concerts (5/14-5/16) |
| | 24 | Weather Contingency Day |
| | 27 | <i>Memorial Day School Closed (5/27-5/28)</i> |
| June | 13 | 8th Grade Graduation at Hofstra @ 11:00 a.m. |
| | 17 | <i>Conference Day; Staff Only School Closed</i> |
| | 19 | <i>Juneteenth School Closed</i> |
| | 26 | Last Day of School |

