

East Hills School Parent Handbook



2023-2024

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September 2023

GREETINGS FROM THE PRINCIPAL

Welcome to the East Hills School. We are very proud of this school, its accomplishments and the wonderful warm and nurturing atmosphere provided for our students. Throughout their years with us, your family will find our school to be a place to learn grow and make and renew friendships. We are pleased that you can join us as a part of the East Hills family.

The school's handbook is designed to make your child's time here as pleasurable and meaningful as possible, and to answer any questions that you might have. If, after reading the handbook, you still have questions or need additional information, feel free to contact your child's teacher or the main office.

A MESSAGE FROM YOUR PFA PRESIDENTS

We extend a hearty "welcome back" to all East Hills School families. It is here that your children will spend a significant amount of their developing years and we hope you will help enrich their educational experience by joining East Hills School PFA, our Parent-Faculty Association.

We believe that our PFA embodies the ideal of parents and teachers working together for the good of all our children. While PFA's long have encouraged families' involvement, our role has grown more dynamic in recent years with parents participating in numerous districtwide committees.

You have the opportunity to help East Hills PFA run various school activities, such as our yearly Fall Festival, book fair and other fundraisers, or work with your child's teacher as a class parent.

Our invitation is open for you to join us. Your support for your children's continuing high quality of education in the Roslyn School District is welcome.

The School Day

ARRIVAL

The school day begins at 8:55 a.m. and ends at 3:20 p.m.

1. Students should not arrive at school before 8:50 a.m. as there is no adult supervision before then.
2. At 8:55 a.m., when the first morning bell rings, students may go to their classroom and get ready for the day's activities. If students arrive after the 9:10 a.m. bell, they must obtain a late pass.
3. In the event of a school closing or delayed opening, the following radio stations carry announcements of emergency closings: WGBB-1240, WGSM-740, WHLI-1100, WINS-1010 or Cablevision Channel 12 or check our web-site at www.roslynschools.org



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 regarded as illegal and marked on the pupil's record accordingly.
3. Lateness- If arriving past 9:10 a.m., children must report to the front desk to get a late pass before going to their classrooms.

DISMISSAL

On regular days there is one bell at 3:13 p.m. When students are dismissed, they should go directly home.

1. If parents need to sign students out before the school day ends, a note must be sent to the office. The front desk will call for students when the parent arrives.
No classrooms will be called after 2:30 p.m.
2. In an emergency, parents need to contact Mrs. Ma. East Hills secretaries will not authorize such arrangements.

EARLY DISMISSAL

On those days when an **early dismissal** has been scheduled, the bell usually rings at approximately 11:23 a.m. Notice of these early dismissals will be sent home, as reminders, as these are always noted on the SCOPE calendar.

INDIVIDUAL EARLY DISMISSAL

While we encourage parents to schedule medical and dental appointments during non-school hours, we understand that an **emergency situation** may occur where your child must have an appointment during the school day. When this situation occurs, we ask that **a note be sent to the school with your child stating the reason, date and time for dismissal**. Parents are required to go to the greeter's desk. Since classroom instruction does occur until dismissal, your child will be called down only when the parent arrives. **As the school needs to prepare for dismissal, the latest a child can be picked up early is 2:30 p.m.** Early pick-ups will be monitored, so that instruction is not interrupted and to ensure the academic and social growth of all children.

DISMISSAL PROCEDURES

All parents picking up their children at dismissal must provide the school with a written note in the morning and be prepared to offer a photo ID anytime entering the building. Permanent pickups can be arranged by sending in a note specifying the day(s) of the week that you will be picking your child up. At 3:13 p.m. students will be dismissed by their teacher at the rear doors of the school located at the corner of Round Hill Road and Locust Lane.

- In an emergency only, children may be picked up by another parent. Parents need to contact Mrs. Ma in the case of an emergency situation.
- 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.**

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 Locust Lane 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 door.



EMERGENCIES

At the beginning of each year, parents are asked to check the Parent Portal to ensure their contact information is updated. Please keep the information current by notifying us of any changes during the year, and include any additional numbers (e.g. cell phone, part-time work, etc.). The school should be able to contact a parent, guardian, or emergency contact at any given time during the school day.

Blackboard

In an effort to increase our ability to communicate the most accurate and updated information, all families will receive calls, emails or texts through Blackboard. 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. If you are not receiving messages from Blackboard, please contact the main office.

PETS

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

LUNCHTIME

There are two lunch and recess periods from 11:25 a.m. to 1:35 p.m. Each class is scheduled for 60 minutes.

1. Before or after lunch, students go outside if the weather permits. Please make sure that students dress appropriately for outdoor recess. On inclement weather days, students return to their classroom after lunch for indoor activities.



2. Students may buy hot lunch, salad, sandwich, pasta, yogurt, milk, juice and ice cream or bring a bag lunch.
3. Lunch menus are available on the district website www.roslynschools.org. The cost of lunch is \$3.25.
4. **We ask that parents do not bring fast-food lunch to school during the lunch periods.**
5. PaySchoolsCentral.com is available to families this year and is accessible on line at <https://www.payschoolscentral.com/> This system is designed to add flexibility to your payment options while eliminating the risk of forgetting or losing money.
6. 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



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 chart 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 suggestions.

Health & Safety

SCHOOL NURSE:

The school nurse does many things for the students of East Hills. She gives first-aid to those who get hurt and also helps children who get sick in school. **Only the nurse** can give medication in school and State law requires consent from both parents and a doctor. This includes over-the-counter as well as prescription medication. Students are screened each year for vision and hearing as per New York State guidelines. Students in fifth grade are screened for scoliosis as well. Students with injuries requiring a cast, crutches, braces, slings etc. must have a doctor's note. Additionally, any restrictions regarding physical education or recess must be stipulated, whether it is from injury, surgery or illness.

General Health Guidelines for School:

- 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.
- Students should not return to school for a minimum of 24-48 hours after starting an antibiotic.
- If your child's illness is diagnosed as communicable, please notify the nurse promptly. Reportable communicable diseases as listed by the Department of Health are:

Strep Throat
Scarlet Fever
Fifth Disease

Chicken Pox
Ring Worm
Conjunctivitis

Flu-like illness
Scabies
Lice

Mononucleosis



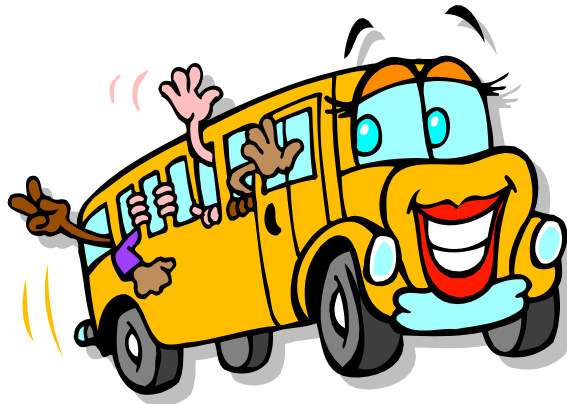
UNIVERSAL BUS TRANSPORTATION

Our goal continues to be providing 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. **Please note, switching buses is not permitted.**
2. Contact the Department of Transportation to report items left on the bus (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.

PUPILS SHOULD REVIEW AND COMPLY WITH THE RULES ESTABLISHED:

- 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 (no eating or drinking allowed).
- Board and exit the school bus only at assigned stops.
- Use appropriate language.
- Keep all personal belongings, including musical instruments, on their laps.
- Bring your bus pass daily.

VIOLATIONS INCLUDE:

- inappropriate behavior, such as pushing, shoving, and fighting aboard the school bus
- inappropriate language
- taking possessions belonging to others
- throwing items out of 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
- intentional harm of another student
- bringing any item that resembles or can be used as a weapon

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 consequences will be followed throughout the district:

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

- Verbal warning
- Written warning
- Parent phone call
- Seat reassignment
- Replacement and/or repair of damaged property
- Suspension from transportation
- Suspension of other privileges
- Short term suspension
- Long term suspension from school
- In school suspension
- Removal from classroom

CELL PHONES AND DEVICES IN SCHOOL

There are parents of elementary students who feel it necessary for their child to have a cell phone or other communication device for emergency purposes or for after school communication. While we understand this, we also need to ensure that the phones/devices are properly supervised. It is our expectation that children who carry a cell phone/device will keep it turned off and stored in their back pack while in school and on the bus. Students are able to call home from the main office phones.

Please be advised that if your child uses a cell phone/device for texting, talking and/or taking pictures/video during the school day, the phone will be confiscated. You will then be contacted and asked to come to school to retrieve it.

In an effort to provide a safe and secure school environment for all of our students and staff, we ask you to review these simple rules with your child. Thank you for your support and cooperation.

CREATING A SAFE SCHOOL

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 front 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 gain 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

BICYCLE SAFETY



Students in grades four and five are allowed to ride bicycles to school. This requires written parental permission. Bicycle racks are provided. All bikes should be locked. The school is not responsible for lost bicycles. Remember that helmets are required by law.

Student Programs

ART

Art is a program that takes place once a week for a 40-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 imagination, 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.

LIBRARY MEDIA CENTER

The library/media center welcomes students to a lifetime of learning. All grades have regularly scheduled classes. Students visit the library to enhance curricula areas and foster study skills.

During open library time, students may come in to exchange books, select books, browse or choose materials for a report. Parents may also utilize the lending library established for their use in keeping current on many exciting educational topics.

GENERAL MUSIC

The music rooms are places where children can express their inborn musical capacity in a way which will continue aesthetically to an understanding and love for music.

We use instruments, recorders, movement and listening skills to encourage a child's musical independence in a creative way and above all, to THINK MUSICALLY.

CHORUS

Chorus is open to all fourth and fifth graders. The Fourth Grade Chorus and the Fifth Grade Chorus perform twice a year at Winter and Spring Concerts. The Fifth Grade Chorus may also be invited to do special concerts outside of school.

ACADEMIC INTERVENTION SERVICES IN READING

Individual and small group instruction is provided by our teaching support staff. Teachers can make recommendations and a team meeting will take place to review the student's progress. In addition, the AIS teachers screen the New York State Assessment results for any possible new candidates for the program. Students scoring a mid-2 or lower on the English Language Arts State Assessment are mandated to receive AIS services. The students are scheduled according to their needs.

ENL (ENGLISH AS A NEW LANGUAGE)

The composition of today's classrooms reflects the ethnic, linguistic and cultural diversity of the world. Creating a classroom environment in which students' cultures are acknowledged and valued is a fundamental characteristic of our English as a New Language (ENL) program designed and implemented by the Roslyn School District.

Through immersion in the classroom, receptive and communicative competence is fostered. Instructional services and personal support are provided by a language development instructor. In order to ensure understanding and facilitate various opportunities for academic and social verbal interaction, the ENL teacher offers language acquisition techniques via two models- integrated and stand-alone.

PHYSICAL EDUCATION

The name of the game is having fun while learning. Here at East Hills good sportsmanship, enjoying yourself and learning 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. Our goal is 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.

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.

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, Robotics, Math Olympiads, and/or STEAM. Enrollment in these classes will be limited. Additional information regarding intramural programs will be sent home with the students during the school year.

After school intramural program in STEAM will be offered to second and third grade students in the fall. Additional information concerning this program will be sent home with the students during the school year.

ACADEMIC INTERVENTION SERVICES IN MATHEMATICS

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 mid-2 or lower on the Math State Assessment are mandated to receive AIS services. The students are scheduled according to their needs.

SPEECH

To communicate effectively, students need to articulate clearly, be able to receive and understand language and formulate and express ideas. If a student needs improvement in either articulation or language, they will be screened and, if necessary, scheduled for a group speech class twice a week. Students learn and practice through a variety of materials including: speech games, pantomime, the computer, poetry, worksheets and speech exercises. Parental involvement in practicing at home is

important to improve continuity of the speech sounds learned in school.

SCHOOL PSYCHOLOGIST/SOCIAL WORKER

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

SPECIAL EDUCATION

Services are provided to pupils with disabilities according to their IEPs.

New York State Assessments

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:

<https://www.nysed.gov/sites/default/files/programs/state-assessment/ei-test-schedule-2024.pdf>



Special Activities

There are many extra activities that make East Hills a very special school. These are a few:

- Bingo Night (2/3, 4/5 grades)
- Book Fair
- Student Council (5th graders)
- Concerts
- Cultural Arts Programs
- East Hills Picnic
- Fall Festival
- Field Day
- 5th Grade Circus Performance
- 5th Grade Moving Up Ceremony
- Mini Field Day (2nd, 3rd and 4th grades)
- Intramurals
- Marlene Kaufman Walk-A-Thon
- Nutrition and Wellness Activities
- PARP
- Red Nose Day
- Talent Show
- Trips

Tips Students Should Know

LOST AND FOUND

Items that have been lost or found should be reported or sent to the clothing rack outside the Cafeteria. Please remember to label coats, lunch boxes and book bags to ensure their return.

ACCIDENTS

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

MONEY

Students may bring money for lunch and ice cream. 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 with adult approval.

PERSONAL PROPERTY

The school cannot be responsible for expensive personal items such as radios, baseball and football equipment or electronic games. 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 slip before, or on, the day of the trip, they will not be permitted to go.

Parent Teacher Conferences

For students to be successful, communication between the school and home is essential. Families are welcome to reach out to the school at any time. In addition, twice a year parents are scheduled to have a conference with teachers about students' progress. Evening conferences will only be scheduled to accommodate those families where it is not possible for either parent to attend daytime conferences due to professional commitments.



Fall Conference Dates

Thursday, November 2, 2023 (1/2 day for students- 11:30 dismissal, afternoon and evening conferences- 6:30-9:00 p.m.)

Monday, November 6, 2023 (1/2 day for students- 11:30 a.m. dismissal)

Spring Conference Dates

Thursday, April 4, 2024 (1/2 day for students- 11:30 dismissal, afternoon and evening conferences- 6:30-9:00 p.m.)

Wednesday, April 10, 2024 (Superintendent's Conference Day-no school for students, afternoon conferences)

BIRTHDAYS

Students are permitted to celebrate their birthdays with a snack. Snack must be pre-packaged. No goody bags or home baked goods are permitted. If a student has an allergy, please communicate with the classroom teacher and school nurse. Party invitations for home celebrations should not be handed out in class, on the buses or on the playground.



Homework

Homework helps develop responsibility, work study habits and attitudes, self-confidence and independence.

1. We give homework according to individual and group needs.
2. Homework takes many forms and includes activities, written and otherwise.
3. Students are expected to read every night for a designated amount of time, depending on the grade.
4. Homework is the outcome of the daily classroom program. Therefore, homework is an obligation which must be completed by the child. Only in the event of an emergency will a parental note be accepted with the understanding that the assignment will be made up at home.
5. A supportive parental role in homework is important. The parent(s) should assume the following responsibilities:
 - a. provide a quiet work space
 - b. provide sufficient time for the child to do the assignments
 - c. encourage proper use of the time
 - d. provide encouragement



NOTE: If your child is taking an excessive amount of time doing homework, contact the teacher.

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 or send a note to school, to request work. Assignments may then be picked up by 2:30 p.m. that same day at the front desk or they 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. The health of your child is the most important.

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

DAYS OF RELIGIOUS OBSERVANCE – 2023-2024

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 should exercise flexibility and sensitivity in determining due dates.

September 16 & 17, 2023 (Sat & Sun)	Rosh Hashanah*
September 25, 2023 (Mon)	Yom Kippur*
September 30 & October 1, 2023 (Sat & Sun)	Sukkot*
October 7, 2023 (Sat)	Shemini Atzeret*
October 8, 2023 (Sun)	Simchat Torah*
November 1, 2023 (Wed)	All Saints Day
November 12, 2023 (Sun)	Diwali
December 8, 2023 (Fri)	Feast of the Immaculate Conception
December 8, 2023 (Fri)	First Day of Hanukkah*
December 25, 2023 (Mon)	Christmas
January 6, 2024 (Sat)	Epiphany
January 7, 2024 (Sun)	Eastern Orthodox Christmas
February 10, 2024 (Sat)	Lunar New Year
February 14, 2024 (Wed)	Ash Wednesday
March 24, 2024 (Sun)	Purim*
March 29, 2024 (Fri.)	Good Friday
March 31, 2024 (Sun)	Easter
April 10, 2024 (Wed)	Eid al-Fitr*
April 23 & 24, 2024 (Tues & Wed)	First 2 Days of Passover*
April 29 & 30, 2024 (Mon & Tues)	End of Passover*
May 3, 2024 (Fri)	Eastern Orthodox Good Friday

May 5, 2024 (Sun)	Eastern Orthodox Easter
May 9, 2024 (Thurs)	Ascension Day
June 12 & 13, 2024 (Wed & Thurs)	Shavuot *
June 13, 2024 (Thurs)	Eastern Orthodox Ascension Day
June 17, 2024 (Mon)	Eid-al-Adha *

***Please note these holidays begin at sundown the previous day.**

Communication Protocol

Communication between parents and staff is essential. We have developed these steps 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. The parent should contact the classroom teacher regarding any concern and/or curriculum related issues. Special area teachers are to be contacted regarding issues in their classrooms, i.e. Art, Physical Education, STEAM, Music, Library, Math Lab or Technology, Reading, ENL, Resource Room and Speech and Language.

If questions remain or the issue is not resolved between the parent and teacher, a building administrator may be contacted for a three-way conference.



3. If a teacher has a concern, the teacher should first speak directly to the parent and/or the student.
4. If a concern regarding the cafeteria, playground and/or bus occurs, students are encouraged to address their concern with the playground supervisor or bus driver.

A parent or staff member may then contact the Assistant Principal if the concern has not been resolved.

A parent or staff member may then contact the Principal if the concern is not resolved.

5. If, after the above steps have been followed and concerns remain unresolved, then an Assistant Superintendent may be contacted.

It is our intent that direct communication among parents, students and staff will result in a successful resolution of any concerns as well as establish and maintain a positive working relationship in our school.

All East Hills staff members may be contacted through the main office at 801-5300. Ms. Karina Baez, Assistant Superintendent for Curriculum and Instruction/Human Resources may be called at 801-5010 and Ms. Susan Warren, Assistant Superintendent for Business at 801-5030.

The CSE Referral Process

Does My Child Need Special Education Services?

After school officials have consulted with you concerning all the modifications the school has attempted for your child and improvement is not being realized, you may be asked to sign a Referral to Special Education form. This form requests your permission to evaluate your child and indicates that, as a result of this evaluation, the need for special education services may exist. 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 be handicapped. The same form is utilized in this situation and can be obtained from the school Principal. 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. Principal's summary of evaluation recommendations
4. A social history taken by the school social worker or psychologist
5. Outside agency or professional's reports if available
6. 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, social worker, 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 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 school 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 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 are also invited to attend a pre-annual review meeting with the special education committee to discuss recommendations for the following school year.

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.

Whom 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.

Online Safety

What Is The Internet?

The Internet was developed by the U.S. Defense Department as a worldwide network of computers that use the same language to communicate over telephone lines. The information may take the form of messages, documents, graphics, sounds or a combination of all those things. All of this information has the potential for being used for instruction in schools.

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 communication 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.

Notes to Parents

PHONE CALLS

A teacher's main obligation is to the students in his/her room. Therefore, it is usually impossible for a teacher to come to the phone to receive a call. If you have a concern of an immediate nature, please call the school, leave your number and the teacher will return your call as soon as possible. If your concern is not of an immediate nature, we ask that a note or email be sent to the teacher requesting a return call. This procedure will help to keep school phone lines open for more urgent calls.

PARENT VISITS

Our school day is a very full and active one. Each teacher is engaged in working with students all day. Parents will be invited in for parent celebrations. The date will be communicated by the classroom teacher in advance. Please be sure to RSVP so the front desk knows to expect you.

ARRIVAL/DEPARTURE CONCERNS

1. Cars are not permitted to park in the front circle.
2. All families are encouraged to take the bus. If you must drive your child to/from school on inclement weather days, please:
 - a. be patient and allow for additional time to drop off by Round Hill Road entrance for arrival
 - b. park your vehicle by the Walkers' Door and walk to the door, so a staff member can release your child to you for dismissal
 - c. remember that the latest time for early pick up is 2:30 pm

WALKERS/PICKUPS

Students walking home or being picked up will be utilize the Round Hill Road entrance. Parents should meet teachers at this rear entrance. In order to provide universal bus transportation, we will need complete access to the circle and, therefore, prohibit all vehicles other than buses from entering the circle during arrival and dismissal times.

VISITOR'S POLICY

The safety of our students is a primary mission of all of our schools. With that in mind, the following procedures have been established.

After students have arrived for the day, all building doors will be locked. **All visitors, including parents who are coming for school business, must call ahead of time, be buzzed in at the front door, present photo ID and obtain a visitor's badge. All badges must be returned before leaving the building.**

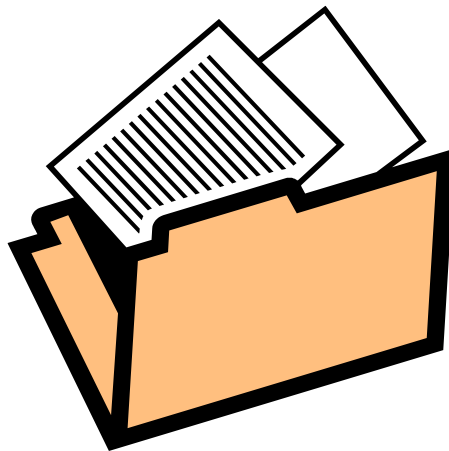
If your child forgets materials needed for a school assignment, we are asking you, when possible, to wait until the next school day to retrieve them. All teachers take the time to remind students of the items needed for that evening's assignments.

The playground is available to community members before or after school hours and on weekends. It may not be used during the school day except by school staff and students.

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.



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 Sherry Ma, 801-5300.

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.

ROSLYN PUBLIC SCHOOLS
Roslyn, New York 11576

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