

# *HEIGHTS SCHOOL*

## *Kindergarten and First Grade Handbook*



2018 - 2019

# **Roslyn Public Schools Heights School**

240 Willow Street, Roslyn Heights, NY 11577  
(516) 801-5500

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**HEIGHTS SCHOOL**  
**240 Willow Street**  
**Roslyn Heights, New York 11577**

September 2018

Dear Parents:

It is with great pleasure that we welcome you to Heights School! You and your child are about to embark on a most exciting learning adventure. Our educational program offers every youngster the opportunity to develop outstanding academic skills, to build self-esteem and confidence, and to learn how to be a productive member of our community.

The Kindergarten and First Grade students engage in a vast array of classroom activities. Children are encouraged to develop critical thinking skills as they learn the basics of reading, writing and mathematics. Most important of all, however, is the training that children receive in character development and sensitivity to the world around them. To live peacefully and respectfully is a lesson learned each and every day at Heights.

In addition to their regular classroom participation, Kindergarten children attend music, library, computer, STEAM and physical education every week. Our first graders receive science and art instruction in addition to the opportunities offered to our Kindergartners. Also available are the services of speech/language clinicians, English as a Second Language teacher, a registered nurse, a school psychologist, special education support staff and school social worker.

We encourage you to become fully familiar with our building, excellent school program and outstanding personnel.

We look forward to sharing many memorable moments with you as we enjoy the delightfully happy world of the primary school child.

Cordially,  
*Regina Colardi*  
Principal

*Michelle Hazen*  
Assistant Principal

**HEIGHTS SCHOOL  
240 Willow Street  
Roslyn Heights, New York 11577**

September 2018

Dear Parents:

On behalf of the Heights Parent Faculty Association, we would like to personally welcome you to the Heights School! We trust that your first introduction to the Roslyn School District will be a wonderful and exciting experience.

The PFA of the Heights School hosts many events and fundraisers throughout the year and we invite your participation. The more involved you become in your children's school life, the more rewarding it will be for all. We are here to facilitate communication between the Heights' staff and parents. We urge you to contact us with any suggestions you might have.

We are looking forward to a memorable year for all.

Cordially yours,

*Shuli Lubin & Jennifer Steinberg*

Shuli Lubin & Jennifer Steinberg

Co-Presidents, Heights PFA

# THE SCHOOL DAY

**KINDERGARTEN AND FIRST GRADE:**

8:55 – 3:20



## **A SAFE ARRIVAL**

**WALKERS:** To ensure the safety of all youngsters, parents are reminded that children should:

1. not walk to school unattended;
2. arrive at school no earlier than 8:55 a.m. (adequate supervision is unavailable earlier).
3. be walked up to the building by an adult. A staff member will escort your child into the building. Adults will not be entering the building.

**DO NOT DROP OFF YOUR CHILD CURBSIDE.**

**BUSSED STUDENTS:** Bus drivers drop off children at the front and side door (Willow Street, St. Marks Place and Carlyle Place). Children are guided from buses by various staff members.

**LATE ARRIVALS:** Any child arriving after 9:10 a.m. **MUST** be brought to the front hallway desk by his/her parent. The child will then be sent to the classroom with a late pass. **NOTE:** Parents **CANNOT** walk children to classrooms. This would only cause further disruption for the other children in class. Please make certain to send your child on time for school. (Please see #3 above)

# **BUS SAFETY**



## **Please remember:**

1. Your child must be outside awaiting bus pick-up.
2. Children should not carry loose items to school. All articles must be enclosed in a school bag or other container. In order to ensure your child's safety on the bus, no key chains or other items should dangle from his/her clothing or backpack. Valuables or cherished items are best kept at home.
3. Bus switching and change of pick-up and drop-off sites is only allowed in emergency situations. ALL ADJUSTMENTS OF TRANSPORTATION ARRANGEMENTS MUST BE APPROVED BY THE BUILDING ADMINISTRATOR. Parents **must not** make verbal or written requests directly to bus drivers. Only the Building Administrator can modify plans.

## **It is important that safety rules be discussed at home as well as school. Stress the following bus safety rules with your child:**

1. Never play near or in the street while waiting for the bus.
2. Wait your turn to get on the bus. Board calmly and quietly, one at a time.
3. Remain seated until the bus arrives at school or at your bus stop.
4. Keep arms, head and backpack inside the windows.
5. Talk quietly to the person next to you. Shouting distracts the bus driver.
6. If you need to cross the street, cross 10 steps in front of the bus so that the driver can see you and signal that it is safe for you to cross.

NOTE: Please call the bus garage directly at 801-5190 to report items left on the bus or discrepancies between anticipated and actual bus pick-up or drop-off times.

## **Violations of School Bus Safety Rules Include:**

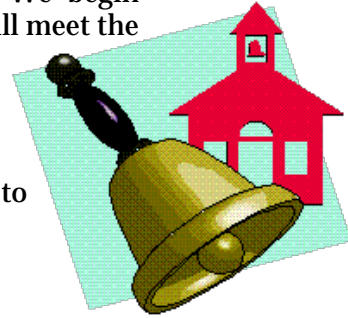
- Inappropriate behavior such as pushing, shoving, and fighting aboard the school bus.
- Inappropriate language.
- Taking possessions belonging to others.
- Throwing items out of the bus window.
- Reserving or saving seats.
- Vandalizing the school bus. (Vandals will be required to pay for damages)
- 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.

Violations of the rules listed above will require disciplinary action. See "Code of Conduct"

\*\*Students with disabilities receive transportation as per their Individualized Education Program (IEP). Students requiring exemptions to transportation because of medical needs must apply to the Department of transportation.

# **A SAFE DISMISSAL**

**PARENTAL PICK-UP AND WALKERS:** All parents who pick up their children at dismissal must provide the school with a written note in the morning. If an emergency occurs and you did not send a note, please call the main office and you will be requested to e-mail or fax a note. These requests should not occur after 12:00 p.m. We begin dismissing children for pick up at 3:15 p.m. Parents or other approved adults will meet the child(ren) outside the cafeteria door by St. Marks Place.



## **Pick-Up Policy at Dismissal**

- ❖ A note must be given to the teacher upon arrival in the morning in order to
- ❖ ensure the safety of your child.
  
- ❖ Carpools will be honored if they meet the following criteria:
  - Children are registered for and being transported to an after-school program.
  - Children are being transported to attend a religious education program.
  - Children are being transported for daily or weekly child care reasons. If you are forming a carpool, a form must be completed that can be obtained in the main office.

## **UNDER NO CIRCUMSTANCES WILL WE ACCEPT CARPOOLS FOR PLAY DATES NOR WILL WE ALLOW A PICK-UP FOR PLAY DATES.**

- ❖ In an emergency, parents need to contact Ms. Colardi. Heights secretaries will not authorize such arrangements.
  
- ❖ At 3:15, you can meet your child at the cafeteria doors on St. Marks Place. Ms. Fernandez, our security guard and support staff will be there to ensure that each child is safely dismissed.

**EARLY DISMISSAL:** All children are expected to arrive on time and remain in school for a complete school day. **Requests for early dismissal are granted only when absolutely necessary.**

If an early dismissal is required:

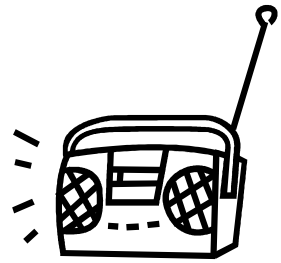
1. Parent must send a note in advance to the teacher stating the date, reason, and time for the dismissal.
2. Parent must sign the child out of school in the main office. The secretary will send for the child at that time.
3. In case of medical appointments or special circumstances, you may pick up your child before 2:30. No pick-ups will be allowed between 2:30 and 3:15.
4. Parents can take their children home from any birthday/classroom celebration that ends at 3:00. They do not need to wait until 3:20.

**ON SCHEDULED HALF-DAYS, DISMISSAL IS AT 11:30 A.M. (We begin boarding buses at 11:15)**

**Bus Drop Off:** If the expected adult is not present at the bus drop-off site, the child will be brought back to school. The child's parent will then be responsible for providing their child with transportation home.



# **DELAYED OPENING/ EMERGENCY SCHOOL CLOSINGS/EARLY DISMISSAL**



School openings may be delayed or canceled for the day because of extreme weather conditions. Through Constant Contact, you will receive an email, text message and phone call informing you of the closing and/or delay. The information can also be found on the Roslyn Schools Website [www.roslynschools.org](http://www.roslynschools.org). The following radio stations carry announcements of school closings:

**WGGB- 1240**

**WINS- 1010**

**WHLI- 1100**

**WGSM- 740**

**WALK- 97.5**

**Cablevision Channel 12**

School opening may be delayed by **one** or **two hours**. The delayed school opening schedule for Heights is as follows:

**Grades**

Kindergarten and  
First Grade

**1 Hour Delay**

9:55 a.m.

**2 Hour Delay**

10:55 a.m.

A delayed school opening means bus schedules will also be delayed one or two hours.

On rare occasions, when weather becomes hazardous during school hours and early dismissal is necessary, the district-wide announcement system will be implemented. No child will be dropped off without parent notification.

## **FOOD AT SCHOOL**

**SNACKS:** We have a snack daily in all classes. Please send your child to school with a healthy snack (example: a piece of fruit) and avoid overly sweet or fatty foods (example: chocolate chip cookies, potato chips).

If your child has special medical needs regarding diet, please notify the classroom teacher.

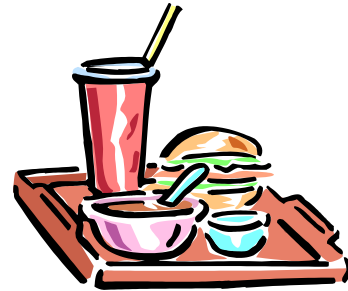
**LUNCH:**

1. Children may bring lunch from home. (Please clearly mark lunch bags and boxes with your child's name and teacher's name)
2. Lunch can be purchased at school. The cost is \$2.50. Milk, ice cream and fresh fruit are also available. Menus are sent home each month listing daily offerings.
3. We strongly recommend the use of lunch credits rather than cash. You can establish an account and add money as necessary. Checks should be made payable to Roslyn Schools Lunch Fund. If cash, or a check, is sent to school for individual lunches, it must be placed in an envelope with the child's name and the teacher's name clearly printed on the front.
4. Special dietary requirements (need for dairy free products, skim milk, etc.) must be brought to the attention of the school nurse.



**NOTE: REFRIGERATION OF SNACKS/ LUNCH IS NOT AVAILABLE.**

## Cafeteria Guidelines



1. Children will come to the cafeteria with their teacher and assistant
2. Cafeteria monitors will meet their class at the entrance of the cafeteria
3. One monitor will assist children who are purchasing lunch as they move through the line. Another monitor will go directly to the class's tables with the children who are having lunch from home. Children will place jacket on the back of their chairs.
4. Monitors **MUST** be aware of the food allergies of their group. A list will be provided by our school nurse.
5. Monitors will be seated with children during lunch and are encouraged to facilitate conversation among the children at their table. They should also be available to the children who might need assistance with the opening of juice/milk boxes, lunchboxes, etc.
6. Children should be seated at all times. They will raise their hand if they need assistance. Children should not be leaving their seats to come to the monitor.
7. The bathroom in the cafeteria is available for the children as they are finished with their lunch. If a child uses a bathroom in the hallway, a monitor should watch the child and wait for his/her return.
8. Monitors can distribute ice cream to the children as they are finished with their lunch. All children who have ordered ice cream should receive it. If a child is not eating his/her lunch, the monitor will inform the classroom teacher who will alert parents.
9. When the children are finished eating, they need to clean their space and throw garbage in the pails closest to their table. Items dropped on the floor should be picked up.
10. Visiting friends at another table or in another class in not to be encouraged. Children will have time to talk with their friend on the playground.
11. Monitors will remain with their class until they are picked-up by their classroom teacher.



## **BIRTHDAYS**

It is fun for children to celebrate birthdays with school friends. If you'd like to send in a birthday snack, please contact your child's teacher a few days ahead of time regarding classroom procedures. **(Party favors and gifts should not be brought to school.)** More and more children are entering Heights with severe food allergies. In our effort to ensure the safety and well being of every child, please support the directives of your child's classroom teacher when sending ANY food items to school.

**Invitations and gifts for home parties will not be distributed in school. They will be returned home with your child.**

## **2018-2019 Days of Religious Observance**

Days of Religious Observance that typically fall during the school year:

### **2018**

Eid al-Adha\* - Wednesday, August 22  
Rosh Hashanah\* - Monday, September 10; Tuesday, September 11  
Yom Kippur\* - Wednesday, September 19  
Sukkot\* - Monday, September 24; Tuesday, September 25  
Shemini Atzeret\* - Monday, October 1  
Simchat Torah\* - Tuesday, October 2  
All Saints Day - Thursday, November 1  
Diwali - Wednesday, November 7  
First Day of Hanukkah\* - Monday, December 3  
Feast of the Immaculate Conception - Saturday, December 8  
Christmas - Sunday, December 25

### **2019**

Epiphany - Sunday, January 6  
Eastern Orthodox Christmas - Monday, January 7  
Lunar New Year - Tuesday, February 5  
Ash Wednesday - Wednesday, March 6  
Purim\* - Thursday, March 21  
Good Friday - Friday, April 19  
First 2 days of Passover\* - Saturday, April 20; Sunday, April 21  
Easter - Sunday, April 21  
Eastern Orthodox Good Friday - Friday, April 26  
Conclusion of Passover\* - Friday, April 26; Saturday, April 27  
Eastern Orthodox Easter - Sunday, April 28  
Ascension Day - Thursday, May 30  
Eid al-Fitr\* - Wednesday, June 5  
Eastern Orthodox Ascension Day - Thursday, June 6  
Shavuot\* - Sunday, June 9; Monday, June 10

\*Jewish and Muslim holidays start sundown the previous day

November 4, 2018 – Daylight Saving Time Ends

March 10, 2019 – Daylight Saving Time Starts

## **SPECIAL SERVICES**



Each week kindergarten students are scheduled for instruction in STEAM, library, music, physical education and computers. First graders receive special area instruction in art and science in addition to the services offered to kindergartners.

According to their individual needs, children will be provided with the services of specialized personnel.

**The School Nurse**, Mrs. Feehan, offers children assistance as necessary. She also provides hearing and vision screenings during the school year.

**The School Psychologist**, Dr. Brass, is the specialist whose function is to assist the administrators, teachers, parents and children in establishing the most productive learning environment for each child. The psychologist may accomplish this by individual evaluation of the child; classroom observations; classroom discussions; consultation with teachers, administrators and parents.

**The ENL (English New Language) Teachers**, Ms. Marshall and Ms. Bonetti, provide instruction within the classroom and in small groups for informal conversation as well as direct instruction in vocabulary and syntax.

**The Speech and Language Clinicians**, Ms. O'Connor and Ms. Iadevia, offer instruction to children with speech articulation, hearing, or language development needs.

**Occupational Therapy, Physical Therapy and Adaptive PE** Ms. Spinoso and Ms. Tanner address occupational therapy needs. Mr. Rogers is our physical therapist and adaptive physical education takes place during scheduled physical education times. This service is provided by our PE teachers, Ms. Scheinberg and Ms. O'Halloran.

**AIS Services (Academic Intervention Services)** are provided by Ms. Buschfrers, Ms. McDermott and Ms. Carra to children who need support in reading and literacy.

# TRIPS



Your child's teacher will notify you of each class field trip. You must sign and return a field trip permission form in order for your child to participate. If you are accompanying your child's class on a trip, please remember NOT to bring younger children along. Our students will require your full attention!

## PARENTAL PARTICIPATION

**PFA:** The Parent Faculty Association sponsors activities that are both educationally enriching and socially enjoyable for both children and parents. At the general meetings, they offer speakers on a variety of topics as well as discussion of school and district news, school/child related problems and solutions, and items of interest to the community. The PFA is also responsible for a book fair, Red Ribbon Week, photographs, various holiday gatherings, teas, and luncheons.

They are ONLY effective with an ACTIVE membership. They urge you to join their committees and to attend meetings and functions. They can't do it alone. THEY NEED YOUR HELP! Together you can make this a most memorable year.



- **Parent Visits:**
- Upon entering our school building, all parents are required to report to the security desk, show identification, and will then receive a visitor's name tag. Visitors are expected to leave their identification at the security desk until they leave the school.
- Parents and guardians will not be admitted into the school without an appointment. That includes meetings with both teachers and administrators.
- Visitors must RSVP to all building and classroom events that include PFA meetings, CSE meetings, parent workshops and individual classroom events. If you do not RSVP you will be able to enter the building.

ALL ARTICLES BROUGHT TO SCHOOL BY PARENTS MUST BE LEFT AT THE MAIN OFFICE. Items are called for by the classroom teacher at an appropriate time.

1. **Phone Calls to Teachers:** Parents who wish to contact their child's teacher should call the office and they will be transferred to the teacher's voicemail. The teacher will return the call as soon as possible. (No teacher will be called out of class to speak on the telephone.)

2. **Parent-Teacher Conferences:** During the school year, each teacher will have a minimum of two individual conferences with the parent(s) of each child. Conferences are scheduled in the fall and spring. Parents may request additional conferences as the need arises. When parent-teacher conferences are in the afternoon, children are dismissed at 11:30.
3. **Conference Memorandum Forms:** Written progress reports are complete twice a year in kindergarten, and three times a year in 1<sup>st</sup> Grade. Conference memorandum forms are distributed at parent- teacher conferences and are also available on the Parent Portal.

## **COMMUNICATION PROTOCOL**



In order to facilitate the receipt of information and the resolution of concerns, we ask that you follow the District's chain of command.

### **To Resolve:**

- ❖ **Classroom Issues:** Contact the classroom teacher FIRST. Teachers will NOT receive phone calls during instructional time. You will be directed to the teacher's voicemail where you can leave a message. If you are in need of additional assistance, contact the school Principal, Regina Colardi or Assistant Principal, Michelle Hazen. If you have any further questions, seek the support of central administration and, if necessary, the Board of Education.
- ❖ **Building Wide Issues:** Contact Ms. Colardi or Ms. Hazen FIRST. If you are in need of additional assistance after speaking with our building administration, follow the chain of command (as above) or contact the PFA Presidents.
- ❖ **PFA Issues:** Contact the Parent Faculty Association Co-Presidents. If you are in need of additional assistance after speaking with the PFA Co-Presidents Shuli Lubin (516-987-0002) or Jennifer Steinberg (516-996-1662), contact the Coordinating Council of Parent Associations (CCPA) Cassie Mayer (845-893-7201).
- ❖ **Transportation Issues:** Contact David Shoob, Roslyn's Transportation Supervisor – 801-5190. If you are in need of additional assistance, contact the Business Office at 801-5030. After speaking with the Business Office, seek the support of central administration, and, if necessary, the Board of Education.
- ❖ **District Wide Issues:** Contact Ms. Colardi or Ms. Hazen, the appropriate central administrators and, if necessary, the Board of Education.

**For other needs:**

1. **Personal or Family Issues:** Contact Tanya Fernandez, Social Worker -801-5066 or Dr. Jillian Brass, School Psychologist - 801-5536.
2. **General Information:** Contact the Heights School office - 801-5500.
3. **Health Issues:** Contact Colleen Feehan, School Nurse – 801-5510.

## **HEALTH PRECAUTIONS**

**OUTDOOR PLAY:** Children play outdoors every school day, unless it is raining. Please make sure that your child comes to school properly dressed for this activity. Mittens, scarves, hats, boots, and snow pants are often necessary in winter.

**NOTE:** All parents are requested to send in a change of clothing for their child which will be maintained at the school throughout the year. (All clothing must be clearly marked with child's name.) **DO** send in ordinary “play” clothes rather than clothing that is “special” to you or your child.

**FULL PARTICIPATION:** If your child is not well enough to participate in our complete school program, including outdoor play, please keep him/her at home until participation in all activities is advisable. All parental requests for exclusion from outdoor play and/or physical education must be accompanied by a physician's note.

**ABSENCE:** When your child returns to school, you are required to send a note to the teacher stating the specific dates and reasons for his/her absence. If your child is returning to school after having visited a physician for a communicable disease, skin rash, or injury, he/she must have a doctor's note in order to resume school activities. If your child has sustained an injury, the physician's note must specifically state whether your child can participate fully in physical education classes and active play.

## **MEDICATION GUIDELINES AND PROCEDURES**

School nurses are not permitted to dispense any medication, including over-the-counter preparations, without a doctor's written prescription, so states the New York State Nurses Practice Act. In addition, the parents' written permission is also required.



The following rules have been established by the Roslyn Public School District for the administration of medication in school and must be strictly adhered to.

- Only written doctor's orders are acceptable. The order must be written by your child's pediatrician or family practitioner and must include the following information:
  - The name and dosage of medication
  - The beginning and discontinued dates of administration
  - The time of administration
  - The child's diagnosis+
  - Side effects of the medication

- Parents must bring the medication to the Nurse along with the doctor's and parents' notes. Only medication in its original labeled container will be accepted.
- All prescription and non-prescription medication must be locked in the Nurse's office and administered only by her or the school's designee. Children are NOT permitted to self-medicate in school.
- All notes become part of the student's permanent record.

Thank you for your strict adherence to these rules. They help us to ensure the safe, responsible administration of medication to your child in school.

**CONTAGIOUS DISEASE:** Please inform us whenever your child has a contagious condition (chicken pox, head lice, etc.) so that we may take the necessary precautions. If your child has a serious illness, the school Nurse will require documentation from a physician prior to the child's return to school.

## **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 have a disability. 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, Barbara Schwartz at 801-5060 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 professionals' 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 recommendation 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. 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 30 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 and a representative of the School District other than the pupil's teacher, who is able to provide or supervise special education 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 years' 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 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 the 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.

## **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 the Assistant Administrator for Business, the District Title IX Coordinator, 801-5030.

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

## **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 student's educational welfare. Equally important, the District recognizes the right of the student and his/her parents, or legal guardian(s) 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 of 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.

# Roslyn Public Schools

## 2018-19 School Calendar

SEPTEMBER	OCTOBER	NOVEMBER
1	1 2 3 4 5 6	1 2 3
2 <span style="background-color: yellow;">3</span> 4 <span style="background-color: purple;">5</span> 6 7 8	7 8 9 10 11 12 13	4 5 <span style="background-color: yellow;">6</span> 7 8 9 10
9 <span style="background-color: yellow;">10 11</span> 12 13 14 15	14 15 16 17 18 19 20	11 <span style="background-color: yellow;">12</span> 13 14 15 16 17
16 17 18 <span style="background-color: yellow;">19</span> 20 21 22	21 22 23 24 25 26 27	18 19 20 21 <span style="background-color: yellow;">22 23</span> 24
23 24 25 26 27 28 29	28 29 30 31	25 26 27 28 29 30
30		

DECEMBER	JANUARY	FEBRUARY
1	<span style="background-color: yellow;">1</span> 2 3 4 5	1 2
2 3 4 5 6 7 8	6 7 8 9 10 11 12	3 4 5 6 7 8 9
9 10 11 12 13 14 15	13 14 15 16 17 18 19	10 11 12 13 14 15 16
16 17 18 19 20 21 22	20 <span style="background-color: yellow;">21</span> 22 23 24 25 26	17 <span style="background-color: yellow;">18 19 20 21 22</span> 23
23 <span style="background-color: yellow;">24 25 26 27 28</span> 29	27 28 29 30 31	24 25 26 27 28
30 31		

MARCH	APRIL	MAY
1 2	1 2 3 4 5 6	1 2 3 4
3 4 5 6 7 8 9	7 8 9 10 11 12 13	5 6 7 8 9 10 11
10 11 12 13 14 15 16	14 15 16 17 <span style="background-color: yellow;">18 19</span> 20	12 13 14 15 16 17 18
17 18 19 20 21 22 23	21 <span style="background-color: yellow;">22 23 24 25 26</span> 27	19 20 21 22 23 24 25
24 25 26 27 28 29 30	28 29 30	26 <span style="background-color: yellow;">27</span> <span style="background-color: green;">28</span> 29 30 31
31		

JUNE
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 <span style="background-color: blue;">26</span> 27 28 29
30

- September 4 ..... Conference Day; staff only
- September 5 ..... First Day of School
- September 10-11 ..... Rosh Hashanah
- September 19 ..... Yom Kippur
- October 8 ..... Columbus Day
- November 6 ..... Election Day
- November 12 ..... Veterans Day (observed)
- November 22-23 ..... Thanksgiving Recess
- December 24 - January 1 ..... Holiday Recess
- January 21 ..... Martin Luther King Day
- February 18-22 ..... Winter Recess
- April 18 ..... Snow Make-Up Day\*
- April 19-26 ..... Spring Recess
- May 27 ..... Memorial Day
- May 28 ..... Snow Make-Up Day\*
- June 26 ..... Last Day of School

- First day of school
- Schools closed
- Conference day for staff; no classes
- Weather contingency days  
(May 28 = Day 1; April 18 = Day 2)
- Last day of school

\* In case of weather-related closings during the school year, school will be in session on May 28 and April 18, in that order.  
Approved by the Board of Education, March 22, 2018

