NEW HYDE PARK-GARDEN CITY PARK UNION FREE SCHOOL DISTRICT
Web Address: www.nhp-gcp.org

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<th>ADMINISTRATION</th>
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| **Jennifer Morrison, Ed.D.**  
Superintendent of Schools  
516 434-2305 |
| **Michael Frank**  
Assistant Superintendent for Business  
516 434-2310 |
| **James Svendsen**  
Director of Curriculum, Instruction and Technology  
516 434-2323 |
| **Kim Levy**  
Director of Special Education  
516 434-2308 |
| **TBA**  
Director of Facilities and Transportation  
516 434-2318 |
| **Amy M. Sullivan**, Principal  
Garden City Park School  
51 Central Avenue  
Garden City Park, NY 11040  
516 434-2390 |
| **Beth Torreano**, Principal  
Hillside Grade School  
150 W. Maple Drive  
New Hyde Park, NY 11040  
516 434-2410 |
| **Diana Weaver**, District Wide Assistant Principal |
| **Jane Ruthkowsk,** Principal  
Manor Oaks School  
1950 Hillside Avenue  
New Hyde Park, NY 11040  
516 434-2350 |
| **Kim LaRegina**, Principal  
New Hyde Park Road School  
300 New Hyde Park Road  
New Hyde Park, NY 11040  
516 434-2370 |

Follow us on Facebook, Twitter @NHPGCP and Instagram @NHPGCPFSD

Please note: The District Calendar was prepared in July 2019. Dates of some activities, therefore, may be subject to change. For the most up-to-date information, please check our web site at www.nhp-gcp.org or scan this QR code:
MESSAGE FROM THE SUPERINTENDENT

Dear NHP-GCP Families,

Welcome back to school! I hope you had a great summer filled with time to relax, reboot, and reflect!

I spent some time this summer looking back on the last school year at all of the progress that we made in so many different areas, such as: Coding, Project Lead the Way, Digital Citizenship, Social/Emotional Learning, Universal Prekindergarten, our new classroom science curriculum, and the infusion of Chromebooks and iPads into learning. We owe that progress to the extraordinary administrators, teachers, and support staff that are committed to ensuring that we provide an education that will empower our students with the knowledge and skills they need to live productive and happy lives.

I also spent some time looking to the future with our Board of Education. Please visit our website at the following URL or QR Code to learn about our 2019-20 goals: https://www.nhp-gcp.org/site/Default.aspx?PageID=111

As always, you are invited and encouraged to join your school’s PTA and to attend the many events that are offered throughout the school year. You can also become more connected to our District by following us on Facebook, Twitter @NHPGCP and Instagram @nhpgcpufsd. Our website (https://www.nhp-gcp.org/) is updated regularly with timely and relevant information. Board of Education meeting dates are listed to the right of this letter. Please take advantage of the many ways to get involved and stay involved in your child’s education and connect with this great community.

Thank you for your continued support of our GCP Eagles, Hillside Huskies, Manor Oaks Cardinals and Road School Mustangs! Contact me at any time at jmorrison@nhp-gcp.org or 516 434 2305.

Sincerely,

Jennifer Morrison
Jennifer Morrison, Ed.D.

NEW HYDE PARK-GARDEN CITY PARK BOARD OF EDUCATION

SCHEDULED MEETINGS 2019-2020

The location of each Board of Education Meeting and Work Session is listed in the calendar box for that date. All Meetings are on Monday. Regular Monthly Meetings begin at 8:00 P.M. Work Sessions take place, as needed, in the Board Room at Central Administration at 7:30 P.M.

Regular Monthly Meeting
Monday, August 19, 2019
Monday, September 9, 2019
Monday, October 7, 2019
Monday, November 4, 2019
Monday, December 9, 2019
Monday, January 13, 2020
Monday, February 10, 2020
Monday, March 9, 2020
Monday, April 6, 2020
Monday, May 11, 2020
Monday, June 8, 2020
Monday, July 6, 2020
Monday, August TBD

Work Session
Monday, September 16, 2019
Monday, October 21, 2019
Monday, November 25, 2019
Monday, January 27, 2020
Monday, February 24, 2020
Monday, March 23, 2020
Monday, April 27, 2020
Monday, May 18, 2020
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<td>21 HGS PTA Book Fair MO Kindergarten Registration</td>
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<td>23 HGS PTA Book Fair MO Kindergarten Registration NHP Road PTA vs. Staff Volleyball Game 7 pm</td>
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<td>Spirit Week All Schools</td>
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<td>Math Enrichment Fair 6 pm Manor Oaks</td>
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<td>NYSESLAT Speaking Begins</td>
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<td>Ramadan Begins</td>
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<td>GCP PTA Spring Fling 7 pm</td>
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<td>GCP PTA Meeting 7 pm @ MO Book Fair</td>
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<td><strong>NYSESLAT Listening, Reading, Writing Begins</strong></td>
<td>GCP Spring Concert 7 pm</td>
<td>NHP Road Spring Concert 7 pm</td>
<td>NHP Road PTA Mtg 7 pm</td>
<td>GCP PTA Plant Sale HGS PTA Plant Sale MO PTA Plant Sale NHP Road Plant Sale and Kindergarten Planting</td>
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<td><strong>Board of Education Budget Hearing and Mtg 8 pm @ Manor Oaks</strong></td>
<td>MO PTA Mtg 7 pm</td>
<td>MO Spring Concert 7 pm</td>
<td>HGS PTA Mtg 7 pm</td>
<td>MO Field Day Gr 3-6</td>
<td><strong>Eid-al-Fitr</strong></td>
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<td><strong>Work Session 7:30 pm @ Manor Oaks</strong></td>
<td>Budget Vote at Tully Park</td>
<td><strong>4th Grade NYS Science Test Performance Begins</strong></td>
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<td><strong>Memorial Day School Closed</strong></td>
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<td><strong>Memorial Day School Closed</strong></td>
<td>HGS Grade 3-4 Field Day MO Field Day Gr K-2</td>
<td>HGS Grade K-2 Field Day HGS PTA Awards and Installation 7 pm MO Field Day Gr 3-6</td>
<td>1/2 Day for Kindergarten 11:30 Dismissal Incoming Kindergarten Orientation 1 pm MO Field Day rain date Gr K-2</td>
<td>4th Grade NYS Science Test Performance Ends HGS Grade 5-6 Field Day MO Field Day rain date Gr 3-6 NHP Road Field Day K-6</td>
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**June 2020**

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<td>4th Grade NYS Science Test-Written</td>
<td>GCP Awards Day Grades 4-6 NHP Road Field Day rain date K-6 Interschool Installation &amp; Awards Memorial 7 pm</td>
<td>HGS Kindergarten Moving up 9 am NHP Road PTA Mtg &amp; Installation 7 pm</td>
<td>GCP Kindergarten Moving up 9am GCP PTA BBQ 4:30 pm HGS PTA Family Picnic MO Family Picnic NHP Road Grade 6 Picnic NHP Road PTA Family Picnic</td>
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<td>Board Mtg 8 pm @ Manor Oaks</td>
<td>MO Awards Day Grades 4-6 MO PTA Installation</td>
<td>HGS Awards Day Grades 4-6</td>
<td>MO Kindergarten Moving up 9 am</td>
<td>GCP PTA BBQ rain date HGS Family Picnic rain date MO Family Picnic rain date NHP Road Kindergarten Moving Up 9 am NHP Road PTA Family Picnic</td>
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<td>NHP Road Awards Day Grades 4-6</td>
<td>GCP PTA Mtg 8:30 am HGS Moving up 6th Grade 9 am</td>
<td>GCP Moving up 6th Grade 9 am</td>
<td>HGS PTA Mtg 7 pm NHP Road Moving Up 6th Grade 9 am</td>
<td>MO Moving up 6th Grade 9 am</td>
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<td>Interschool Field Day All Schools 6th Grade</td>
<td>Interschool Field Day All Schools 6th Grade rain date</td>
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<td>Last Day of School</td>
<td>Class of 2032</td>
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**Notes:**
- Labor Day: School Closed
- Superintendent's Conference Day
- Teachers Report
- MO Awards Day Grades 4-6 MO PTA Installation
- MO Picture Day Back to School Night, All Schools 6:30 pm
- GCP PTA Movie Night 6:30 pm
- GCP PTA New Parent Breakfast 8:30 am
- MO PTA Mtg 7 pm
- GCP PTA Movie Night Outdoor 6:30 pm
- HGS PTA Movie Night rain date
- MO Math Night
- NHP Road PTA Outdoor Movie Night 6:45 pm
- Rosh Hashanah: School Closed

**School Events:**
- June 2020
- Education

**School Year:**
- 2019-2020
- 2020-2021
- 2021-2022
- 2022-2023
- 2023-2024
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**July 2020**

- **3** School Closed
- **4** Independence Day
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- **6** Board Mtg 8 pm @ Manor Oaks
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**August 2020**
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**August 2020**

- Labor Day: School Closed
- Superintendent’s Conference Day
- Teachers Report
- 1st Day of School
- Board Mtg 8 pm @ Manor Oaks
- Patriot Day: All Schools
- HGS PTA Mtg 7 pm
- Superintendent’s Conference Day
- Teachers Report
- Work Session 7:30 pm @ Manor Oaks
- MO Picture Day
- Back to School Night, All Schools 6:30 pm
- HGS PTA Movie Night 6:30 pm
- GCP PTA New Parent Breakfast 8:30 am
- MO PTA Mtg 7 pm
- GCP PTA Movie Night Outdoor 6:30 pm
- MO Math Night
- HGS PTA Movie Night Rain date
- NHP Road PTA Outdoor Movie Night 6:45 pm

**School Days**

- Labor Day: School Closed

**Note:** The calendar includes special events and days for school administration.
VISITORS
In order to assure the safety of students and staff, and to prevent the interruption of classes, all visitors are required to have an appointment, present a photo identification and sign in with the greeter at the main entrance of each school, and be escorted to their destination.

SCHOOL ATTENDANCE
SCHOOL HOURS
Grades K-6
8:30 A.M. - 3:00 P.M.
Parents are urged not to have children arrive at school before 8:00 A.M., since there is no supervision.

EMERGENCY CLOSING
When adverse weather conditions arise, the Superintendent may determine to close schools or have a delayed school opening for the safety of the children and staff. Parents are urged to have a plan in place for the care of children in the event of an emergency closing. In such cases the District notification system will be used, the information will be posted on the District Website, and the following radio/television stations are notified:
- CHANNEL 12 Cablevision
- WOR 710 A.M.
- WABC 770 A.M.
- WINS 1010 A.M.
- District Website: www.nhp-gcp.org
In the event of an emergency during the school day, the District emergency notification system will be used and radio announcements could also be used. However, no children will be dismissed before the regular time unless parents or designated contact persons are notified.

ABSENCE/LATENESS
While it is recognized that good attendance is important for success in school, from time to time children will be absent or late. In such cases parents should call the school nurse between 8:00 and 9:00 A.M. If no call is received, the school nurse will contact the home.

SCHOOL NURSES:
Garden City Park    Jacqueline Hickey    516 434-2406
Hillside Grade     Stephanie Cascio    516 434-2413
Manor Oaks         Theresa Mancini    516 434-2360
New Hyde Park Road Ann Conroy-Burger 516 434-2382

When a child returns from any absence, a note indicating the dates and reason for absence must be submitted to the child's teacher. Since the school district is required to report certain diseases to the Department of Health, "illness" is not an adequate explanation for absence. A note is also required if a child is late. The nurse's office is to be called for health and attendance questions only.

ATTENDANCE POLICY SUMMARY
The New Hyde Park-Garden City Park Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board expects to reduce unexcused absences, lateness, and early departures (referred to in this policy as "ALEDs"), encourage full attendance by all students, maintain an adequate attendance record-keeping system, identify patterns of student ALEDs, and develop effective intervention strategies to improve school attendance.

NOTICE
The attendance policy will be reviewed (in an age appropriate manner) with students at the start of the school year. Parents will receive a plain language summary of this policy at the start of the school year.

When a student is absent, or late without parental notification, designated staff member(s) (e.g., the school nurse) will notify the student's parents(s) of the specific ALED, remind them of the attendance policy, and review ALED intervention procedures with them. The parent of any student who leaves school early without an excuse will be contacted immediately. If a pattern of absences or lateness or early departure is observed, designated staff member(s) will notify the student's parents by phone and mail of the specific ALED, remind them of the attendance policy, and review ALED intervention procedures with them.

Copies of the complete policy will be made available to any community member, upon request. In addition, copies of the complete policy can be found on the district's website at:
EXCUSED AND UNEXCUSED ABSENCES
Excused ALEDs are defined as absences, lateness, and early departures from class or school due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearance, attendance at health clinics, or such other reasons as may be approved by administration. All other ALEDs are considered unexcused absences (including but not limited to family vacations and travel to other countries).

All ALEDs must be accounted for. It is the parent’s responsibility to notify the school office within 24 hours of any absence and to provide a written excuse upon the student’s return to school. Parents should submit notes explaining a lateness or early departure whenever their child arrives late or is taken from school.

GENERAL PROCEDURES/DATA COLLECTION
Attendance will be taken by the teacher once every day. Lateness will be recorded daily by the classroom teacher. Each morning, all attendance information shall be compiled and provided to the designated staff member(s) responsible for contacting parents concerning attendance (e.g., the school nurse or office monitor). Student ALED data shall be available to and should be reviewed by the principal or his or her designee in an expeditious manner. Continuous monitoring will be conducted to identify students who are absent or late, or leave school early. Attendance data will be analyzed periodically to identify patterns or trends in student absences.

ATTENDANCE INCENTIVES
The district will design and improve systems to acknowledge a student’s efforts to maintain or improve school attendance. Unless given express permission by the principal, students may not participate in or attend extracurricular events if they were not in attendance for that school day.

DISCIPLINARY CONSEQUENCES
Unexcused ALEDs may result in disciplinary action consistent with the district’s code of conduct. Those penalties may include, for example, detention or in-school suspension. Students may also be denied the privilege of participating in or attending extracurricular events.

ATTENDANCE/GRADE POLICY
The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student’s final grade may be based on classroom participation, as well as student’s performance on homework, tests, papers, projects, etc.

Consistent with the importance of classroom participation, unexcused ALEDs will affect a student’s class participation grade for the marking period.

The Board recognizes that excessive absences may result in a student’s failure to master the year’s curriculum content and those skills necessary for success at the next grade level. Therefore, a Child Study Team (CST) meeting will be held for any student with more than ten ALEDs in two consecutive marking periods or more than twenty ALEDs for the year. The purpose of the CST meeting will be to review the student’s progress and achievement and to identify home and school strategies to improve attendance and master curriculum. In those instances in which it is determined that mastery of the curriculum and skills necessary for future academic success will be facilitated by retention, such a recommendation, with supporting documentation, will be presented for consideration to the superintendent of schools.

To ensure that parents and students are aware of the implications of the above requirement, the teacher or other designated staff members will advise the student and contact the parent(s) by telephone and in writing at appropriate intervals prior to the student reaching ten ALEDs in two consecutive marking periods or twenty ALEDs in a year.

EARLY DISMISSAL
Parents are encouraged to make medical and dental appointments for children for after school hours. However, this is not always possible. Parents requesting that children be released prior to the usual dismissal time must send a note explaining the reason. Children must be picked up at the nurse’s office. Children will not be dismissed until a parent or designated adult arrives for them and signs for their release.
HOMEBOUND INSTRUCTION
Children who miss school should, whenever possible, keep up with their academic work. Teachers prepare assignments which parents may obtain at the end of the day. The District will provide home instruction for youngsters who must be absent for extended periods of time. In such cases, parents should contact the school principal.

TRANSPORTATION
District policy provides transportation for students living more than one mile from school. Transportation Office Personnel can tell you if your child qualifies. Children who have a temporary or permanent medical disability may be eligible for special bus service, for which a request must be submitted to the principal for review. Since most families live within the one mile limit, most children must walk or be driven by parents. For those who walk, crossing guards are provided by the Nassau County Police Department. Parents should instruct children to cross major streets only where a crossing guard is assigned. Parents who drive children should be sure to respect the rights of our neighbors by parking only in legally designated areas. They must also take great care in watching for children who walk.

Transportation is also provided for all students attending non-public schools up to a distance of 15 miles from home to school. Requests for school bus transportation to non-public schools must be submitted to the New Hyde Park-Garden City Park School District Transportation Office by April 1 of the previous school year. Please note that all requests for 2020-2021 school bus transportation must be submitted by April 1, 2020. Applications may be obtained from the District Transportation Office located in the Administrative Offices at 1950 Hillside Ave New Hyde Park, 434-2318.

STUDENT VERIFICATION FORM
Every family will receive a Verification Form that must be reviewed and corrected if needed. It is very important that we keep the student’s family records updated and accurate. Please sign and return the form to the school and notify the school of any changes during the year.

STUDENT REGISTRATION
NEW ENTRANTS
Parents who are residents of the district must register their children at District Office, located at Manor Oaks School, 1950 Hillside Avenue, New Hyde Park, NY 11040. Please complete the online registration forms and then call Eileen Bileski at 516-434-2306 to make an appointment to verify all information.

Visit the District’s website for the registration packet at https://www.nhp-gcp.org/site/default.aspx?DomainID=29 or scan the following QR code:

The following information is required at the time of registration:
- Original birth certificate
- Proof of residency (check website for details)
- Certificate of immunization signed by a physician that the child has received the following immunizations:
  - DPT: 5 doses of diphtheria toxoid
  - Polio: 4 doses of OPV or IPV
  - Measles: 2 doses live vaccine (one after first birthday and second dose at least 28 days after the first dose)
  - Mumps: 2 dose live vaccine after first birthday
  - Rubella: 1 dose live vaccine after first birthday
  - HIB (Hemophilus Influenza type B): 3 doses before 15 months of age or 1 dose after 15 months of age
  - HBV (Hepatitis B): 3 doses of vaccine
  - Varicella: 2 doses of vaccine

KINDERGARTEN REGISTRATION
Kindergarten registration will be held from January 8-30, 2020, at District Office, located at Manor Oaks School, 1950 Hillside Avenue, New Hyde Park, NY 11040. Please call Eileen Bileski at 516-434-2306 to make an appointment.

Please note: Student must be age 5 on or before December 1, 2019
PARENT TEACHER ASSOCIATION PRESIDENTS/CO-PRESIDENTS

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<thead>
<tr>
<th>Name</th>
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<tr>
<td>Danielle Messina</td>
<td>PTA Inter-School Council</td>
<td>516-248-3901</td>
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<tr>
<td>Liz Sollecito</td>
<td>PTA Inter-School Council</td>
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<td>Danielle Vulpis</td>
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<td>516-761-7667</td>
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<td>Lily Cho</td>
<td>Hillside Grade School</td>
<td>347-628-9916</td>
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<td>Shaiju Eapen</td>
<td>Manor Oaks School</td>
<td>516-965-9945</td>
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<tr>
<td>Robert Spina</td>
<td>Manor Oaks School</td>
<td>516-286-2163</td>
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<tr>
<td>Jocelyn Jack</td>
<td>NHP Road School</td>
<td>917-847-2629</td>
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PARENT/TEACHER COMMUNICATION

Research reveals that a key component of effective education is cooperation between parents and the school faculty and staff. Parents are encouraged to discuss issues with teachers as soon as they are evident. Appointments for conferences can be made by calling the school's main office.

There is also a formal reporting process which includes progress reports, back to school nights, and conferences. In the fall, each school has a back to school night at which teachers review the curricula and expectations for the year. In October, conferences are scheduled with all parents to discuss students’ achievement and adjustment. Additional conferences are scheduled in February. Written progress reports are provided on the following dates:
- December 13, 2019
- April 3, 2020
- June 26, 2020 (Last Day of School)

Parents who have questions regarding the progress reports should make appointments to meet with teachers.

SPECIAL PROGRAMS

GIFTED/ENRICHMENT PROGRAMS

The Gifted/Enrichment Programs for the District are offered at all four schools in grades 4 through 6. Students are admitted to the Odyssey Gifted Program and/or the Math Enrichment program through a multi-criteria identification process. These include a weighted student matrix, which takes into account the Test of Cognitive Skills score, teacher feedback from rating scales, as well as New York State Assessment scores or STAR Assessment Scores. Once a student has been admitted to either program, the student remains in the program for the following year(s), pending a favorable evaluation from the teacher of either program. The basic purposes of either of these programs is to broaden and improve learning experiences for every eligible student through the development of enhanced decision-making, problem solving, creative, critical, and divergent thinking skills.

PARENT/TEACHER ASSOCIATION PRESIDENTS/CO-PRESIDENTS

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<th>Name</th>
<th>School</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danielle Messina</td>
<td>PTA Inter-School Council</td>
<td>516-248-3901</td>
</tr>
<tr>
<td>Liz Sollecito</td>
<td>PTA Inter-School Council</td>
<td>516-280-0805</td>
</tr>
<tr>
<td>Danielle Vulpis</td>
<td>Garden City Park School</td>
<td>516-523-4268</td>
</tr>
<tr>
<td>Tina Odeh</td>
<td>Hillside Grade School</td>
<td>516-761-7667</td>
</tr>
<tr>
<td>Lily Cho</td>
<td>Hillside Grade School</td>
<td>347-628-9916</td>
</tr>
<tr>
<td>Shaiju Eapen</td>
<td>Manor Oaks School</td>
<td>516-965-9945</td>
</tr>
<tr>
<td>Robert Spina</td>
<td>Manor Oaks School</td>
<td>516-286-2163</td>
</tr>
<tr>
<td>Jocelyn Jack</td>
<td>NHP Road School</td>
<td>917-847-2629</td>
</tr>
</tbody>
</table>

PARENT/TEACHER COMMUNICATION

Research reveals that a key component of effective education is cooperation between parents and the school faculty and staff. Parents are encouraged to discuss issues with teachers as soon as they are evident. Appointments for conferences can be made by calling the school's main office.

There is also a formal reporting process which includes progress reports, back to school nights, and conferences. In the fall, each school has a back to school night at which teachers review the curricula and expectations for the year. In October, conferences are scheduled with all parents to discuss students’ achievement and adjustment. Additional conferences are scheduled in February. Written progress reports are provided on the following dates:
- December 13, 2019
- April 3, 2020
- June 26, 2020 (Last Day of School)

Parents who have questions regarding the progress reports should make appointments to meet with teachers.

SPECIAL PROGRAMS

GIFTED/ENRICHMENT PROGRAMS

The Gifted/Enrichment Programs for the District are offered at all four schools in grades 4 through 6. Students are admitted to the Odyssey Gifted Program and/or the Math Enrichment program through a multi-criteria identification process. These include a weighted student matrix, which takes into account the Test of Cognitive Skills score, teacher feedback from rating scales, as well as New York State Assessment scores or STAR Assessment Scores. Once a student has been admitted to either program, the student remains in the program for the following year(s), pending a favorable evaluation from the teacher of either program. The basic purposes of either of these programs is to broaden and improve learning experiences for every eligible student through the development of enhanced decision-making, problem solving, creative, critical, and divergent thinking skills.

ACADEMIC INTERVENTION SERVICES

The District provides Academic Intervention Service (AIS) in each school for children who need special assistance in reading and/or mathematics. Admission to the program is based upon results of the New York State English Language Arts and Mathematics Tests, and other assessments. The program supplements regular instruction for those with special needs.

ENGLISH LANGUAGE LEARNERS (ELL)

Children who do not speak English or have limited English language skills work with an ELL teacher, who provides children with intensive instruction aimed at enhancing their English skills in speaking, reading, writing, and listening.

SPEECH

The District speech teachers screen and assist students in grades K - 6. Their instructional program is conducted in small groups with parental consultation and approval.

PSYCHOLOGICAL AND SOCIAL WORK

The District provides psychological services based upon referral of staff with parental permission. The school psychologist, using a variety of tests, conducts assessments of children who are experiencing challenges in school. Evaluations, which are reviewed with parents, may guide parents and teachers in developing strategies to assist students or may indicate a need for referral to outside agencies or the district’s special education programs. Psychologists and the School Social Workers also assist families and students by offering consultations, visiting homes, providing group and individual counseling, and making referrals to outside agencies.

SPECIAL EDUCATION

The District maintains a full special education program, including resource rooms for those students who need additional support, self-contained classes for children requiring more structured environments, and an Integrated Classroom program. Children are placed in special education programs by the Committee on Special Education (CSE), which includes a teacher, school psychologist, and parent of a child currently receiving Special Education Services. Parents are included in all phases of the CSE process. Parents who believe their children are experiencing learning problems should discuss the matter with the classroom teacher and the school principal.
Any resident who has an infant or child who is disabled or who they suspect is disabled, should contact the Director of Special Education. It is important that the District become aware of the needs of children in our community so we can plan appropriate programs.

**PARENTAL RIGHT TO OBTAIN TESTING**

Any parent who suspects that his or her child (3 years to 12 years) may have a learning, behavioral, or medical problem which could be significantly impacting the child’s ability to perform in school, has a right to a free evaluation through the Committee on Special Education (CSE) or the Committee on Preschool Special Education (CPSE). All requests must be put in writing to the principal of your child’s school or to the chairperson of the CSE and CPSE. The Director of Pupil Personnel Services can be reached at 516 434-2308. Parents of children from birth to 3 years old may obtain testing through the Nassau County Early Intervention Program, 516 571-3749.

**PRESCHOOL SPECIAL EDUCATION**

Any resident who has an infant or child who is disabled or who they suspect is disabled, should contact the Director of Special Education. It is important that the District become aware of the needs of children in our community so we can plan appropriate programs.

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**HEALTH SERVICES**

**NURSES**

The nurse in each school provides first aid and comfort to children who are ill or injured. New York State law prohibits nurses from providing medical treatment, except for emergency first aid, when children are injured or ill. Parents are contacted immediately. Therefore, it is most important that parents provide complete and accurate information on the emergency contact card or eSchool update sheet and notify the school of any changes.

**MEDICATION**

Nurses will administer medication to children or a child may self-administer medication only under the following circumstances:

- Parents must provide a written request.
- The request must include a note from the family physician indicating the need for medication, the appropriate dosage, and time to be taken. (The District provides a form for this information which may be obtained from the school nurse.)
- The request may be reviewed and approved by the school physician.

**EXAMINATIONS AND SCREENING-DURING THE SCHOOL YEAR**

Children in grades PreK or Kindergarten, first, third and fifth grade are required by New York State law to have physical examinations, as are all new entrants by a physician, nurse practitioner, or physician assistant. A copy of the NYSED Student Health Examination Form for School must be submitted. If this is not possible, the school physician will conduct examinations and notify parents of conditions requiring further attention. Children in grades PreK or Kindergarten, first, third and fifth grade also have hearing and vision tested by the school nurse, as are all new entrants. Girls in fifth grade are also screened for scoliosis (curvature of the spine). Boys will be screened in grade nine. It is important to remember that these tests and examinations are required to insure early detection and correction of problems, which could hinder the development of our children.

For vision screening only, parents will be notified of all results.

**STANDARDIZED TESTING**

In order to monitor student achievement and the effectiveness of the curriculum, teachers conduct on-going assessments, and standardized tests are administered. Tests prepared by New York State provide us with information regarding how students are meeting the New York State Learning Standards. The STAR Assessments administered by the
District provide us with more information regarding specific strengths and weaknesses of all students. Principals and teachers are available to answer questions regarding results. The following is a list of the specific tests given by grade:

<table>
<thead>
<tr>
<th>New York State Tests</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts Grades 3,4,5,6</td>
</tr>
<tr>
<td>Mathematics Grades 3,4,5,6</td>
</tr>
<tr>
<td>Science Grade 4</td>
</tr>
<tr>
<td>English as a Second Language</td>
</tr>
<tr>
<td>Achievement Test (NYSESLAT) Grades K-6</td>
</tr>
</tbody>
</table>

**CHARACTER EDUCATION**

The Board of Education believes that the District has a special responsibility for educating the children entrusted to its care so that each may realize his or her full potential and enter society as an intelligent, principled citizen. As a part of this responsibility, schools should assist parents by reinforcing with students the many traits that reflect and help develop good character, traits which are first learned and stressed at home. These traits include but are not limited to the following:

1. **Responsibility**: To demonstrate personal accountability and to work to the best of one’s ability.
2. **Respect**: To show regard for the worth of self, others, the environment, property, and governmental laws.
3. **Citizenship**: To follow the rules, obey laws, and do what one can to improve one’s school, community, country, and world.
4. **Kindness and Compassion**: To be sympathetic and understanding toward the needs and feelings of others.
5. **Fairness and Tolerance**: To have a fair and objective attitude toward those whose ideas, race, or creed is different from one’s own.
6. **Honesty and Trustworthiness**: To be truthful, to distinguish between right and wrong, and to choose to do what is right.
7. **Courage**: To do what is right even when it is not easy.
8. **Courtesy**: To display behavior that shows consideration for others.
9. **Cooperation**: To work well with others.
10. **Self-discipline**: To display appropriate control of oneself and one’s conduct and persevere in the pursuit of self-improvement.

Examples of other traits that deserve reinforcement are **patience** (to wait without frustration), **forgiveness** (to set aside differences), and **good sportsmanship** (to accept winning and losing well).

Each month of the school year one of the above character traits is selected as the "character theme" for the month.

**CODE OF CONDUCT (SUMMARY)**

The Board of Education is committed to providing a safe and orderly school environment so that the District personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other personnel, parents, and visitors is essential to achieving this goal.

The Board of Education has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

The Board of Education recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. The Board of Education has adopted a Code of Conduct in line with New York State SAVE legislation. This summary is intended to help parents inform their children of their basic rights and responsibilities, and the consequences attached to misconduct.

**STUDENT’S RIGHTS AND RESPONSIBILITIES**

The District is committed to safeguarding the rights that all students are entitled to under federal and state law, including the right to attend school in a safe, healthy and orderly environment. Students have the responsibility to abide by all District rules and regulations; to act in a respectful manner with all staff and students; to tell a responsible adult if another student is overheard threatening to cause harm to others; and, to accept responsibility for their actions.

The Code also defines reasonable expectations for the essential partners in the education of young people: parents, teachers, and all other school staff members, as well as central office administrators and the Board of Education. The Code identifies parent responsibilities as sending children to school healthy and acknowledges that each parent cares about the success of his or her child and accepts shared responsibility for the child’s education. Teachers are expected to maintain a climate of mutual respect and dignity. Principals and the Superintendent of Schools are expected to promote a safe, orderly and stimulating school environment, supporting active teaching and learning. The section
“Student Dress Code” emphasizes appropriateness of student dress. The “Student Conduct” section describes many categories of conduct that endangers the safety, health or welfare of others. These include: lewd or abusive language or gestures; disruptive or violent behavior; behavior that endangers the safety, morals, health or welfare of others; possession of, use of, or threat to use any weapon; harassment of others; failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or, otherwise demonstrating disrespect; and, possession, use, or distribution of alcoholic beverages or illegal substances. The Code also prohibits academic misconduct such as cheating, copying and plagiarism.

The District requires that any student observing a student possessing a weapon, alcohol, or illegal substance at school report that information immediately to an appropriate staff member.

The section on “Disciplinary Penalties, Procedures and Referrals” describes a range of actions in response to misconduct. These range from student removal from class subject to administrative review, to in-school suspension or out-of-school suspension. The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty. The school will communicate with parents in their dominant language. Finally, the Code recognizes the special rules and regulations involved when disciplining students who are identified as having a disability or are suspected of having a disability. “Student Searches and Interrogations” reminds students and parents that school lockers are the property of the District and may be opened and searched at any time. It authorizes searches of students and their belongings if the authorized school official has reasonable suspicion to believe that a search will result in evidence that a student violated the law or the District’s Code of Conduct.

School officials also have a responsibility to notify Child Protective Services when they have reasonable cause to suspect that a student has been abused or mistreated.

Finally, the Code of Conduct requires that visitors to our schools abide by the rules for public conduct on school property contained in the Code of Conduct and abide by reasonable standards, including reporting to the security desk upon arrival and conducting themselves in an orderly manner. A visitor who violates the Code of Conduct will be required to leave school grounds. School officials may request police assistance if the situation warrants.

A copy of the full New Hyde Park-Garden City Park UFSD Code of Conduct is available upon request in the principal’s office in each school. The full Code of Conduct can be found online at: [http://www.nhp-gcp.org/programs.cfm?subpage=1527437](http://www.nhp-gcp.org/programs.cfm?subpage=1527437)  

Students will be given a summary of the Code at the start of each school year. Parents and students who enroll in the District during the school year will be given a summary and offered a complete copy. All District employees will be provided with a copy of the full District Code of Conduct at the start of each school year. The Board of Education will adopt any necessary revisions following a period for public comment.
**DIGNITY FOR ALL STUDENTS ACT (DASA)**

To create an environment that is free of discrimination, harassment/bullying, the District developed a District wide initiative that aims to prevent incidences of discrimination and harassment/bullying while promoting an environment of dignity, tolerance, and respect. The District wide initiative includes: Prevention & Creating a Positive School Climate

- The District adopted the Sanford Harmony Social Emotional curriculum that aims to prevent and eliminate bullying by teaching students and staff knowledge about bullying, strategies to respond to bullying, as well as the importance of being inclusive and accepting of all students. This program is for all students’ grades kindergarten through sixth. The District will also incorporate additional curriculum materials that teach tolerance and respect for all individuals.

Responding to Incidents of Discrimination, Harassment/Bullying

- All staff members will be required to report incidences of discrimination, harassment/bullying (student to student; employee to student) by following the reporting procedures.

**AFTER SCHOOL CHILDCARE PROGRAM**

In an effort to assist working parents, we offer an after school childcare program that is offered through the YMCA at Glen Cove. The after school program is held at Garden City Park, Hillside Grade School, Manor Oak School and New Hyde Park Road School. This program starts at the end of school at 3:00 PM. Children can remain in the program until picked up by a parent by 6:30 PM. For further information, please contact the YMCA at Glen Cove, Kathleen Croskey, at 671-8270x50. This is a fee-based program administered by the YMCA.

**SCHOOL LUNCH PROGRAM**

The District has a self-sustaining lunch program that provides nutritious food items at a reasonable cost in all four schools. Menus are developed in accordance with the Board of Education’s Wellness Policy. The District Wellness Committee will provide the District with input regarding the food services program. A student whose family meets certain financial criteria may be eligible for either free or reduced-price meals. Questions can be directed to Michael Frank, Assistant Superintendent for Business at 516 434-2310.

**CAFETERIA ITEMS AVAILABLE**

The following items are available for students to purchase in the cafeteria during lunch:

- Hot Lunch – Supplied by Preferred Meals, Inc. $3.00
- Student Milk $.25
- Student Water $.75

**ANNUAL ASBESTOS NOTIFICATION**

This is to inform all citizens of the District that the District’s Asbestos Management Plan is available at the main office of all schools. No asbestos abatement projects are planned for the 2019-2020 school year. Occasionally, emergency projects arise. All such abatements will be accomplished according to AHERA regulations during a time when school is not in session. The semi-annual Asbestos Surveillance will continue to be done. The Asbestos Management Plan update is available for review by calling the Facilities Office at 516 434-2318.

**INFORMATION ABOUT LEAD**

All of the buildings in District were constructed prior to 1955. During this period of time paint contained lead. Lead was not banned from paint until 1978. The District, therefore, treats all paint in the buildings as if it were lead based. We observe and monitor all painted surfaces in order to properly maintain them. Please instruct your children on the proper way to treat all painted surfaces in the schools and at home.

**TITLE IX AND SEXUAL HARASSMENT**

In accordance with the provisions of Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the New York State Human Rights Law prohibits discrimination because of age, disability, national origin, race, religion or sex. In addition, the District is committed to the principle that all students and employees are entitled to an environment free from all forms of sexual harassment. Any concern regarding this policy should be addressed to Title IX Compliance Officers or Sexual Harassment Compliance Officers, Mr. Michael Frank at 516 434-2310 and Ms. Kim Levy at 516 434-2308.
For student safety, please follow the following traffic rules:

- Cooperate with Crossing Guards.
- Children are to cross only at designated areas.
- No parking in the school lot.
- No double parking, U-turns, or stopping at main entrances.
- Do not block crosswalks.

Crossing Guard
Crossing Guards are on duty at Jericho Turnpike and Central Avenue and at Central Avenue and Third Street during arrival and dismissal times. Your cooperation with the Crossing Guard is appreciated.

Arrival
For safety, children should not arrive earlier than 8:00 AM. School for Kindergarten through grade six begins promptly at 8:30 AM. Students are admitted to their classroom at 8:15 AM. All children enter the building through the main doors on Central Ave. Doors open at 8:00 a.m.

Dismissal
K, 1, 4 from the Third Street exit.
2, 3 from the side exit by the parking lot.
5, 6 from the playground exit (white doors).

Parking
For student safety, please follow the following traffic rules:

- No double-parking or U-turns.
- No parking in the front of the school.
- No parking in the back lot of the school.
- Please use the morning drop-off zone as marked along the playground on W. Maple Drive.
- No parking in neighbors' driveways.

Lunch Hour Schedule
Grades K, 1, 2, 3, 4, 5, 6, 1:00 PM - 1:50 PM
Kindergarten 1:00 PM - 1:50 PM

HILLSDIE GRADE SCHOOL
Principal: Beth Torreano – 516-434-2410
Secretary: Gina Celic and Debbie Brower – 516-434-2410
School Nurse: Stephanie Cascio – 516-434-2413
PTA Co-Presidents: Tina Odeh 516-761-7667
Lily Cho 347-628-9916

Arrival
For safety, children should not arrive earlier than 8:00 AM. School for grades Kindergarten through six begins promptly at 8:30 AM. Children are admitted to the building at 8:00 AM through the playground doors for lineup in the cafeteria. There is no supervision until 8:00 AM, therefore, children should not arrive before this time. Students are admitted to their classroom at 8:15 AM.

Dismissal
K - rear entrance doors, grade 1 - door between playground and Kindergarten doors, grades 2, 3 - side playground doors, grades 4 - flagpole doors, grade 5 - front entrance doors, grade 6 - doors closest to driveway.

Parking
For everyone’s safety please obey the following traffic rules:

- No parking in the front of the school.
- No parking in the back lot of the school.
- No double-parking or U-turns.
- Please use the morning drop-off zone as marked along the playground on W. Maple Drive.
- No parking in neighbors' driveways.

Crossing Guards are present from 8:00-8:30 AM and 2:50 -3:20 PM at Lakeville Rd and W. Maple Drive, and Harvard Street and W. Maple Drive.

Lunch Hour Schedule
Grades 3, 4 11:30 AM -12:20 PM
Grades 5, 6 12:00 PM - 12:50 PM
Grades 1 - 2 12:30 PM - 1:20 PM
Kindergarten 1:00 PM - 1:50 PM

Lost & Found is located outside the nurse's office.
HELPFUL INFORMATION ABOUT
MANOR OAKS - WILLIAM R. BOWIE SCHOOL
Principal: Jane Ruthkowski – 516-434-2350
Secretary: – 516-434-2351
School Nurse: Theresa Mancini – 516-434-2360
PTA Co-President: Shaiju Eapen – 516-965-9945
PTA Co-President: Robert Spina – 516-286-2163

Arrival
All students in grades K-6 are expected to arrive to school between 8:00 and 8:15 AM. All enter through main doors on Hillside Avenue. There is no supervision before that time. All students will line up in the cafeteria. The school day promptly begins at 8:30 a.m.

Dismissal
Kindergarten - Hillside Avenue. main doors;
1st Grade Gym doors South Side of Building
2nd Grade Field doors; 3rd Grade 3G Courtyard door 3K Field door
4th Grade Courtyard doors; 5th Grade Hillside Avenue Main doors
6th Grade and INC/SINC Manor Court doors

Parking
For student safety, parents dropping off or picking up students are not permitted to enter the parking lot area. Double-parking, calling children to cross in the middle of the street, and parking in or driving through the teachers’ parking lot put our children in danger. Please refrain from any of these actions. Remember, children’s safety is our utmost concern.

Crossing Guards are located at the corners of Hillside Avenue & Manor Court and New Hyde Park Road & Hillside Avenue. Students who cross these intersections should follow the instructions of the Crossing Guard.

Lunch Hour Schedule
Grades K & 1 11:30 AM - 12:20 PM
Grades 2 & 3 12:00 PM - 12:50 PM
Grades 4 & 5 12:30 PM - 1:20 PM
Grade 6 1:00 PM - 1:50 PM

Lost & Found is located at the Main Entrance. Every item is retained for a period of two weeks. Periodically, the Student Council attempts to return lost items. Please label all coats, mittens, hats and lunch boxes.

HELPFUL INFORMATION ABOUT
NEW HYDE PARK ROAD SCHOOL
 Principal: Kim LaRegina – 516-434-2370
Secretary: Cheryl Cardaci – 516-434-2370
School Nurse: Ann Burger – 516-434-2382
PTA President: Jocelyn Jack – 917-847-2629

Arrival
Students in kindergarten through sixth grade are expected to arrive at school between 8:00 and 8:15 AM. School begins promptly at 8:30 AM. All students should enter through the front door. Students in kindergarten-grade 2 line-up outside of their classrooms. Students in grades 3-6 line-up in the gymnasium. Students are not to be dropped off before 8:00 AM, unless attending a morning rehearsal, extra help or enrichment.

Dismissal
Kindergarten all classes-front door, new wing - Belmont Ave
1st CG, TA front door boys - Park Ave, KS front door girls Belmont Ave
2nd all classes front door boys Park Ave
3rd all classes and DM (grades 2-3) front door girls Belmont Ave
4th all classes and KW (grades 3-4) back door playground
5th all classes and CH (grades 5-6) cafeteria Park Ave
6th JC, MO, back door playground-JL, JB, cafeteria Park Ave

Parking
The circular driveway will be used for morning arrival as a drop and go only. Double-parking, calling children to cross in the middle of the street, and parking in or driving through the teachers’ parking lots put our children in danger. Please refrain from any of these actions. Children’s safety is our utmost concern. Parents must follow traffic and parking regulations.

Crossing Guards are stationed on New Hyde Park Road at the intersections of Park Avenue, Belmont Avenue, and Jericho Tpk. Please instruct children to cross major streets only where a guard is present.

Lunch Hour Schedule (Play Before Eat)
Kindergarten & Grade 1 11:30 AM - 12:20 PM
Grades 2 & 3 12:00 PM - 12:50 PM
Grades 4 & 5 12:30 PM - 1:20 PM
Grade 6 1:00 PM - 1:50 PM

Lost & Found is near the recess door; however, items of value are held in the main office.
PROCEDURES FOR REPORTING AND RESPONDING TO WRITTEN COMPLAINTS REGARDING HEALTH AND SAFETY ISSUES
The District has adopted the following procedures for reporting and responding to written complaints regarding health and safety issues:
1. The District will notify the public and staff that concerns regarding the health and safety of the school environment should be forwarded in writing to the appropriate building principal or to the Director of Facilities and Transportation.
2. When either a principal, director or other administrator is notified in writing of a health or safety concern he or she should prepare a written response. Such written response shall describe:
   a) the investigations, inspections or tests made to verify the substance of the complaint, or a statement explaining why further investigations, inspections or tests are not necessary;
   b) the results of any investigations, inspections or tests which address the complaint;
   c) the actions, if any, taken to solve the problem; and,
   d) the action, if any, taken if the complaint involved a violation of law or of a contract provision.
3. A copy of the written complaint and response should be forwarded to the Special Education Office where the copies will be kept in a permanent project file. These records shall be made available to the public upon request.
4. Each building principal has a building team comprised of representatives from at least the teaching, clerical and custodial staff to review all written building complaints and responses biannually.
5. The District Health, Safety and Security Committee will review all complaints.

TEACHER QUALIFICATIONS
In accordance with the federal Every Student Succeeds Act, parents and guardians have the right to request specific information about the professional qualifications of their children's teachers. As a parent/guardian of a student in the District, you have the right to request the following information:
- if the teacher has met New York State qualifications and certification criteria for the grade levels and subject areas he or she teaches;
- whether the teacher is teaching under emergency or other provisional status through which the state qualification or certification criteria have been waived;
- the teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
Requests for information about qualifications of your child's teacher(s) can be directed to the school principal. All requests will be honored in a timely manner.

ACCESS TO PUPIL RECORDS (FERPA)
Permanent records are intended to provide information which can be used to develop the best possible educational program for each pupil. A well-developed file contains information useful for counseling, individual instructional program design, recommendations as to appropriate educational placement, progress reports, subject grades, achievement scores, test results, psychological reports, medical records and other pertinent evaluative data. Pursuant to the "Family Educational Rights and Privacy Act of 1974" (Buckley Amendment), the Board of Education recognizes and respects the rights and privacy of parents and pupils to review and inspect a child's permanent records.

NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACTS (FERPA)
The Family Educational Rights and Privacy Act (FERPA) afford parents/guardians certain rights with respect to the education records of their child. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents/guardians should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.
(2) The right to request the amendment to the student's education records that the parent/guardian believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents/guardians who wish to ask the District to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent, the District will notify the parent of the decision and advise the parent of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing. If, as a result of the
hearing, the District still decides not to amend the record, the parent has the right to insert a statement in the record setting forth his/her views. That statement must remain with the contested part of the student's record for as long as the record is maintained.

(3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the board of education; a person or company with whom the District has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent serving on an official committee, such as a committee on special education, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The District discloses education records of enrolling students to officials of the Sewanhaka Central High School District without first obtaining consent. The District discloses educational records to any other school district in which a student seeks or intends to enroll, after it makes a reasonable attempt to notify the parent of the records request (except if the parent initiates the disclosure).

(5) The right to obtain a copy of the District's policy on student records.

(6) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

COMMUNITY VOLUNTEERS FOR EDUCATION
Do you have a few hours a week available to work with children in the New Hyde Park-Garden City Park Schools? If you do, consider being a part of the district's Community Volunteers for Education. Volunteers, under a teacher's direction, work with students in reading, math, or other academic areas. They may work with a child who is just beginning to learn the English language. Volunteers typically work two mornings or two afternoons each week. Training will be provided. If you are interested in receiving an application and arranging for an interview, please call the Superintendent's Office at 516 434-2306.
For more information regarding New Hyde Park-Garden City Park UFSD, please visit [www.nhp-gcp.org](http://www.nhp-gcp.org) or scan this QR Code: