

## DISTRICT INFORMATION

**DISTRICT MISSION:** The Mission of the Valley Stream School District 24 is to ensure the equitable education of each student without regard to race, gender, gender identity, sexual orientation, socioeconomic status, first language, religion, national origin, age, disability or neurodiversity. We treasure the richness of our diverse community, and value each child's experience and contributions to the learning environment. We are committed to creating a learning environment that challenges each student to achieve at their highest potential and to become a self-sufficient, collaborative, responsible and contributing member of our global society.

**DISTRICT VISION:** To accomplish this goal, the Board of Education is committed to employ, train and support a staff that acts to achieve mastery and excellence in education. Our nurturing educational environment and the programs contained within, will provide strategies, skills and resources necessary for our children to become self-reliant, educated, and socially responsible individuals.

**DISTRICT BELIEF:** We believe that all children have a potential to learn. Their progress requires the District to be creative and maximize educational opportunities. We support excellence and innovative learning experiences in partnership with family and community.

**BOARD OF EDUCATION:** Your Board of Education is comprised of seven residents of the Valley Stream School District who have been elected by the qualified voters of District #24. The Board of Education is an arm of the State government. The members are charged by law to set proper standards of education for the community and to carry out the mandates of the New York State Education Department. They serve without remuneration. The Board of Education holds its regular monthly business meeting on the fourth Wednesday of the month (except as noted on the calendar). In addition, special meetings may be held. All business meetings start at 7:30 P.M. and are held at the William L. Buck Elementary School. The quality of education in a community depends to a great extent on the interest and concern of the residents. You are urged to attend these meetings as one means of keeping informed about school district matters. Time is provided at the conclusion of every meeting's agenda for those residents in attendance, to express views or ask questions.

**UPDATE PARENT PORTAL INFORMATION:** All parents must sign in to the Valley Stream District 24 Parent Portal to enter current EMERGENCY CONTACT INFORMATION. This information must be updated by parents as needed throughout the school year. You will have access to the portal after registering, 7 days a week 24 hours a day. Please follow directions to access the VS 24 Parent Portal.

<b>BOARD OF EDUCATION 2021-2022</b>	
President	Lisa Pellicane
Vice President	John Maier
Trustees	Armando Hernandez Melissa Herrera Donna LaRocco Kimberly Wheeler Markus Wilson
Attorney	Joseph Lilly Frazer & Feldman, LLP)
District Clerk	Jennifer Biscardi

Communication to the Board of Education should be directed to:  
*District Clerk, Valley Stream School District 24, William L. Buck Elementary School, 75 Horton Avenue, Valley Stream, NY 11581.*

## **CENTRAL OFFICE PERSONNEL**

<b>Superintendent's Office</b> Phone: 434-2825   Fax: 256-0163	
Dr. Don Sturz	Superintendent of Schools
Dr. Lisa Conte	Assistant Superintendent for Curriculum
Mr. Mark Onorato	Director of Instructional Technology & Data
Mrs. Johanna Owen	Superintendent's Secretary
Mrs. Angela Liatto	Senior Typist Clerk

<b>Business Office</b> Phone: 434-2825	
Mr. Jack Mitchell	Assistant Superintendent for Finance
Mrs. Sandra Hernandez	Principal Account Clerk
Mrs. Catherine Cancro	Payroll
Mrs. Nancy Jakobsen	Account Clerk
Mrs. Lori Banilover	Part-time Typist Clerk
Ms. Janice Crimi	Account Clerk

<b>Special Education</b> Phone: 434-2870	
Dr. Robert Mueller	Director of Pupil Services
Ms. Teri DeAngelis	Senior Typist Clerk
Ms. Rosalie DePace	Senior Typist Clerk

### **Residency Officer**

Phone: 872-5694 | \*HOT LINE: 872-5677\*

Mr. Neville Roberts

1 Kent Road, Valley Stream, NY 11580

### **Maintenance**

Phone: 434-2881

Mr. Charles Brocher, Director of Facilities

Mr. Ronald Blyskal

### **Physician**

Phone: 599-7353

Guiseppe Dellorusso, M.D.

## **SCHOOL HOURS**

### **Kindergarten**

9/2/21 – 9/3/20- 8:25 AM -1:30 PM

9/9/21 - 6/24/22 - 8:25 AM -2:50 PM

Lunch - 12:30-1:30 PM

**Grades 1-6 - School Day-** 8:25 AM - 2:55 PM

\*Parents will be notified if a child is asked to remain after 2:55 PM\*

### Lunch

Grades 5 & 6 - 11:30 AM-12:30 PM

Grades 3 & 4 - 11:30 AM - 12:30 PM

Grades 1 & 2 - 12:30-1:30 PM

**Bus Students:** No student will be released by the bus driver unless they are met by a parent/guardian or their designee upon arrival at home. If they are returned to the school, the local police department will be notified to ensure the safety of the student after the closing of the building.

**Emergency Closing of School/Delayed Opening of School:** When regularly scheduled classes are canceled or delayed because of inclement weather, announcements will be made by radio stations WKJY (98.3 FM), News12, NEWS12.com, and FIO51 beginning at 7:00 AM, with information about emergency school closings. Remember to check the District website: [www.valleystreamschooldistrict24.org](http://www.valleystreamschooldistrict24.org).

We will also use our School Messenger System and Social Media. Please make sure we have your correct phone number in the Parent Portal.

If school must be closed because of an emergency during the school day, such announcements will be made by the School Messenger System. Be sure that you plan with your child what he/she should do in this situation, if you are not at home.

**CELL PHONES**

Students are not permitted to have cell phones powered up during school hours.

**SMOKING**

It is illegal to smoke at any time on school property.

**TRANSPORTATION:** In-district transportation is not available. New York State Education Law establishes mandated transportation limits for elementary schools at two miles. Students attending private and parochial schools may be eligible for transportation, if the following requirements of the Education Law are met:

1. The distance from home to school is at least two miles and not more than fifteen miles.
2. Written application for transportation is submitted to the District Office, 75 Horton Avenue, Valley Stream, prior to April 1st of the current year, for attendance during the following school year.

Inquiries pertaining to transportation should be directed to:

*Mrs. Banilover, District Office, in the William L. Buck Elementary School at 516-434-2838 between 8:00 AM and 4:00 PM.*

**GIFTS TO INDIVIDUAL SCHOOL PERSONNEL:** No Valley Stream School District 24 officer, member of the Board of Education, employee, official or consultant acting on the District's behalf shall directly or indirectly receive any gift exceeding a value established by the Internal Revenue Code, whether in the form of money, services, loans, travel, entertainment, hospitality, etc. No gift shall be received under circumstances in which it could reasonably be inferred that the gift was intended to influence the performance of his/her duties or to gain favor for the donor. While rules for ethical conduct cannot be specific in anticipation of every conceivable situation, certain specifics are cited to further clarify the intent of the Valley Stream School District 24 that gifts and favors shall be avoided.

**CHILDREN'S ATTIRE:** Children are encouraged to dress appropriately and neatly for all occasions. Cleanliness and neatness are stressed. School philosophy strongly subscribes to the belief that individual appearance has a marked effect upon attitude and accomplishment. During art classes children have an opportunity to use clay, watercolors, finger-paints, etc. It is recommended that parents provide a smock or old shirt to protect clothing, especially in Kindergarten and primary grades. In the interest of safety, all children are required to wear sneakers while participating in Physical Education classes. We do not require a specific uniform, but request that children wear appropriate clothing which allows for freedom of movement.

**TEACHER QUALIFICATIONS:** All of the teachers employed by the Valley Stream School District 24 are highly qualified teachers.

**ASSEMBLY PROGRAMS:** Assembly presentations are designed to contribute to the overall educational program. Such undertakings present opportunities for children to develop social poise and self-expression through meaningful programs.

**FIELD TRIPS:** Our location, adjacent to the New York Metropolitan area, presents opportunities for valuable cultural, industrial, civic and scientific experiences. Under the leadership of a teacher, children may take planned trips to many points of interest. Prior to such trips, the child must submit written permission from the parents or guardians. Permission slips are sent home, along with all necessary additional information regarding time, place, transportation costs and incidental expenses.

**COMMUNITY USE OF SCHOOL FACILITIES:** Community use of school facilities for the promotion of worthwhile community, educational, recreational and cultural activities should be encouraged as a service to the community, provided that such uses shall be secondary to the operation of the activities under the direction of the Board of Education. No use of facilities shall conflict with the programs offered by the Board of Education. The Superintendent of schools is authorized to approve and schedule the use of school facilities in accordance with the policies of the Board and within the prescription of the Board of Education "Rules and Regulations for the Community Use of School Facilities" and Section 414 Subdivision 4, of the State Education Law or the Constitution of the State of New York, Article IX, Section 4. **For complete information and application, please contact District Office at the William L. Buck Elementary School.**

**CODE OF CHARACTER, CONDUCT AND SUPPORT:** In accordance with the Safe Schools Against Violence in Education (SAVE) Legislation and the Dignity for All Students Act, our District Code of Character, Conduct and Support is available in each school building for review. You may also review the Code of Conduct on our District Website under the "BOARD OF EDUCATION" tab by clicking "DISTRICT POLICIES":  
[www.valleystreamdistrict24.org](http://www.valleystreamdistrict24.org)

**TITLE IX:** The District representative responsible for the coordination of activities relating to Title IX is Dr. Lisa Conte, Assistant Superintendent for Curriculum, District Office, 75 Horton Avenue, Valley Stream, NY 11581. The telephone number is 516-434-2825. Information will be provided relevant to the rights of individuals under Title IX including procedures to be followed, if such rights are felt to have been violated by the District or its officials.

**SCREENING PROCEDURES:** All new entrants to our school are systematically screened to determine intellectual potential, academic achievement, physical and mental development, social adjustment and possible learning impairment. This procedure includes incoming kindergarten youngsters, as well as new transfers into our school at all grade levels. The data collected becomes part of the school record and is reviewed to determine the child's appropriate educational placement and program. If you have a child entering Kindergarten for September 2022, please notify your school by December 1<sup>st</sup>, 2021.

**INCLEMENT WEATHER:** In inclement weather, children are permitted to enter the building upon arrival. We urge that they wear proper outer clothing, including boots. For those who remain for lunch, supervision is provided. Parents are reminded that in cold weather, children should be dressed properly, so that they can go out to play, if weather permits. They are also reminded that children should not arrive at school before 8:00 A.M. During lunch hour, children will go out if: the playground is sufficiently clear of snow, ice and puddles; the temperature is 25 degrees Fahrenheit or above; the combination of temperature and wind chill factor is not below 25 degrees; there is agreement among the principals that all conditions are acceptable.

**NEW RESIDENTS – TRANSFER TO/FROM OTHER SCHOOLS:** Children of school age for kindergarten (five years old by the first of December and all new entrants) should be registered at Central Registration located at 1 Kent Road, 516-872-5694. Proof of residency, immunization records and proof of age will be required at the time of registration. A pupil transferring from another district should bring an official transfer card or report card. The child will be placed in the grade indicated on the transfer card; placement will be re-evaluated at the end of a six-week period. When a child leaves the District to attend another school, the office will provide a transfer card. The new address and the name of the school the child will be attending must be provided.

**ATTENDANCE/ABSENCE/TARDINESS:** A pupil's success in school is largely dependent upon the regularity of attendance. Unless a child is ill or physically unable to attend, he/she should be in attendance every day. If your child is going to be absent, regardless of the reason, please call the 24-hour Nurses' line each day the child will not be in school, in order to verify the absence. The following are reasons for excused absences: 1. Sickness of the pupil; 2. Sickness or death in family; 3. Remedial Health treatment; 4. Hazardous weather conditions and impassable roads; 5. Religious observance; and 6. Required to be in courts. Absences, lateness or early departures not listed above or approved on a special basis by the building principal shall be classified as unexcused. When a student is going to be absent, late or departs early, parents/guardians are encouraged to advise the school, by telephone, on the first day, of the reason for a child's absence or lateness. Students are required on their return to school to bring written excuses from parents/guardians in every case of

absence or lateness. Students who are absent more than three consecutive days or more than five in a month are required to bring a doctor's note to the school nurse. It is the policy of the Valley Stream School District 24 to consider unexcused absence or lateness as a serious legal matter. Consequences for unexcused absence can include a referral to Child Protective Services, a Person in Need of Supervision (PINS) proceeding, and/or a hearing with the Superintendent of Schools.

**EXCUSING CHILDREN FROM SCHOOL:** For the protection of your child, all teachers have been instructed not to release a pupil from class unless they are directed to do so by the office. Requests to excuse a child at a time other than the regular dismissal time must be directed to the Building Principal in writing and confirmed by phone. The parent must call for the child and present proper identification. The parent designee is also required to sign the pupil out.

**(EQUAL OPPORTUNITY: Board of Education Policy #0100 (Adopted 4/20/2021) -** The Valley Stream School District 24 does not discriminate in hiring or educational programs. Discrimination is any behavior which involves treating persons as members of groups, rather than on the basis of their individual capacities or merits. Discrimination can be perpetuated by both individuals and institutions. School systems, as one of society's most influential institutions, must address themselves to this issue. Valley Stream School District 24 strives to develop each child's fullest potential as a unique human being. To do this requires an awareness of the subtlety and harmfulness of all forms of discrimination. It is the responsibility of each board member, administrator, teacher, staff member and student to understand the nature of discrimination, and to make all reasonable efforts to see that it is eliminated wherever it may exist in the Valley Stream School District 24. The Board affirms its intent to provide equal opportunity in its programs, practices and activities.

**SCHOOL HEALTH:** Education Law requires that all children be immunized against diphtheria, polio, rubella, measles, mumps, Hepatitis B and chickenpox. All students must receive their first dose of each required vaccine no more than 14 days after the first day of school. Parents/Guardians must demonstrate within 30 days of the first day of attendance, that their child has age-appropriate appointments scheduled for the next follow-up doses. Should your child be exposed to any communicable disease, the School Nurse will notify you. State Law mandates physical examinations for all new entrants and for children in grades Kindergarten, one, three, five, seven, nine and eleven. Dental examinations are also requested for all children. The nurse will provide the necessary forms for your family physician. Should you prefer, the school physician will make an assessment of the health of your child. Dental examinations must be made by the family dentist. The school does not provide for a dental examination.

**WELLNESS POLICY ON PHYSICAL ACTIVITY AND NUTRITION:** We are committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. All students will continue to have opportunities, support and encouragement to be physically active on a regular basis through the District's physical education program. Foods and beverages sold at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans. The District's food service vendors will provide students access to a variety of affordable and nutritious foods that meet the health and nutritional needs of students. While we ask you to support this policy, food that you provide from home for your child is up to your discretion. Please note that the Wellness Policy does impact classroom parties and celebrations, limiting them to once a month.

**COMPREHENSIVE ALCOHOL/CHEMICAL SUBSTANCE POLICY:** It is the policy of Valley Stream School District 24 to conform in all respects to New York State law in combating the effects of drug and alcohol abuse and to cooperate with the New York State Drug Abuse Control Commission in implementing a program for combined efforts of Federal, State and local communities in accomplishing such purpose. Valley Stream School District 24 is committed to the prevention of alcohol and chemical substance abuse. All programs of the District receiving Federal funds shall be guaranteed that the workplace is free of controlled substances and that the workplace in total is drug free. Possession, use, distribution and/or selling of chemical substances and alcoholic beverages on District-owned or operated property or during District off-campus activity is wrong and harmful and, therefore, strictly prohibited. The Board of Education prohibits an employee or student to be under the influence of any substance. Drugs prescribed by a physician are an exception.

All personnel of this School District are required forthwith to report the use or possession of an illegal drug or alcohol by any person on District-owned or operated property or during District off-campus activities. Such report shall be made to the Building Principal and/or the Superintendent of Schools. Appropriate sanctions up to and including the expulsion of students, the dismissal of employees and referral for prosecution will be imposed on those individuals who violate this standard.

The suspicion of drug and/or alcohol abuse, including the carrying and selling of illegal drugs, shall result in an investigation by the Superintendent of Schools and/or his designee, of persons who would have knowledge of the student's and/or staff member's behavior and/or school records. If the suspicion of use has been sufficiently supported by data derived from the study, the Superintendent of Schools or his designee shall call a conference with the student and/or staff member and follow the procedures established by the administration.

**BREAKFAST/LUNCH FACILITIES /PLAYGROUNDS/ NOON SUPERVISION:** A supervised lunchroom is provided for students. Students may bring their own lunch (milk may be purchased for \$.25) or purchase a complete school lunch for \$3.10. Menus will be posted on our website, on a monthly basis. Students must remain on the school grounds during the entire lunch period. Children will be permitted to leave the school grounds only with a parent or legal guardian or an adult designated by the parent. Written parental permission is required. Permission will be recognized only for the day(s) indicated on the written permission request. For the child's protection, variations of the schedule must be requested in writing. The Board of Education assigns certified teachers and employs school monitors to supervise playground activities (and lunchroom) during the lunch period only. Children and parents who use the playground facilities before and/or after school hours, do so at their own risk. A cold "Grab and Go" breakfast is also available beginning at 8:00 AM for purchase at \$2.00.

**Objectives of the Parent - Teacher Association:**

- ◆ To promote the welfare of children and youth in the home, school, church and community.
- ◆ To raise the standards of home life.
- ◆ To secure adequate laws for the care and protection of children and youth.
- ◆ To bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the training of the child.
- ◆ To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, social and spiritual education.



<b>Valley Stream SEPTA</b>			
<b>2021-2022 SEPTA Executive Board</b>			
President	Gwen Edwards	347-489-5728	Vssepta4@gmail.com
Treasurer	Katrina Gordon	347-393-2097	
Recording Secretary	Marshan Suraj	480-358-7911	

<b>Valley Stream Council of PTA</b>		
<b>1 Kent Road, Valley Stream, NY 11580</b>		
<b>2021-2022 Council Board</b>		
President	Natasha Moore	516-668-6172
VP Legislation	Michelle Mastroserio	516-398-8030
VP Scholarships	Joosoo Kim	347-898-0304
Treasurer	Natalie Mitchell-Cange	917-887-3089
Recording Secretary	Espie Nadal	516-338-0912
Corresponding Secretary	Sharon Ramnauth	917-480-6147

**Meeting Dates: (meetings begin at 7:00 PM – Zoom)**

- Oct. 13, 2021
- Nov. 10, 2021
- Dec. 15, 2021
- Jan. 12, 2022
- Feb. 9, 2022
- Mar. 9, 2022
- April 13,, 2022
- May 11, 2022
- June 8, 2022

**Meeting Dates: (all meetings begin at 7:30 p.m.)**

- Oct. 4, 2021 (Howell), Dec. 6, 2021 (Shaw), Feb. 7, 2022 (Memorial), April 4, 2022, (Clear Stream), June 6, 2022 (North HS)

**SAFETY AND SECURITY:** The doors designated by the building principal will open at 8:00 AM for the breakfast program. Refer to District website. All visitors are required to present identification and await security clearance prior to entering the school buildings. **IDENTIFICATION IS REQUIRED BEFORE ENTERING ANY BUILDING.**

**SAVE LEGISLATION:** Pursuant to the NYS Education Commissioner's Regulations, the Valley Stream School District 24 Safety Team has completed its annual review of the District-Wide School Safety Plan. A copy of the updated plan is available in the main office of each school, as well as the Business Office.

**PESTICIDE NOTIFICATION:** New York State Education Law Section 409-H requires all public and non-public elementary and secondary schools to provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically through the school year. Valley Stream School District 24, in the past, has taken the non-pesticide approach to pest control, known as an integrated pest management program. The District maintains a list of persons who wish to receive 48-hour prior notification of certain pesticide applications. If you would like to receive 48-hour notification of pesticide applications that are scheduled to occur in our schools, please contact the Business Office located in the William L. Buck School, 75 Horton Avenue, Valley Stream for a notification request form. You can call Mrs. Jakobsen at 434-2825.

**INSURANCE COVERAGE:** Valley Stream School District 24 maintains paid student accident insurance which covers all students participating in school sponsored, school supervised activities. Benefits paid under the District policy are only in excess of those paid through the family's own insurance. Further information on claims, benefits and exclusions may be obtained from the school nurses in each of our buildings.

**PHOTOS OF STUDENTS AND PARENTS:** The District takes photographs and videos of its students and parents to use in District publications, press releases and/or other Social media. If there is any reason that you would object, please contact the Building Principal.

**MEGANS LAW-NOTIFICATION OF SEX OFFENDERS RESIDING IN THE DISTRICT:** Valley Stream School District 24 maintains a registry of sex offenders residing in the District as informed by the Nassau County Police Department. This registry is available in the Superintendent's Office for residents. Copies of Sex Offender letters sent home to parents will also be placed on our website.

**SECURITY CAMERAS:** Valley Stream School District 24 uses security cameras as a tool to monitor and improve student safety. Since security cameras and all images captured by them are maintained by the law enforcement unit of the District, they are not considered education records pursuant to under FERPA. The videotapes from the security cameras may, therefore, be shared with, among others, members of the public and outside law enforcement authorities, as deemed appropriate by the Superintendent of Schools in accordance with state and federal law. If a member of the public or outside law enforcement authority wants to view a videotape, he or she must make a request in writing to the Superintendent of Schools or designee. After reviewing the videotape a decision will be made about whether the videotape may be viewed and when. Images observed by the security cameras may be utilized by the District to impose discipline in appropriate circumstances.

**SEXUAL HARASSMENT:** The Board of Education of Valley Stream School District 24 is committed to safeguarding the right of all students within the District to learn in an environment that is free from all forms of sexual harassment. In addition, the Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District employees an environment that is free of sexual harassment and intimidation. Board of Education policies have been established consistent with State and Federal law. These policies are available for inspection in the District Office.

**ACCESS TO PUPIL RECORDS:** 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. Information that is subject to change, which will not be recorded in a permanent file, may be maintained in a temporary file and be destroyed by the teacher and/or the administration at their discretion. 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. The Board of Education, therefore, has adopted administrative procedures which will comply with statutes and regulations governing the inspection of pupil records and will annually advise parents of these procedures.

**ASBESTOS HAZARD EMERGENCY RESPONSE ACT:** The AHERA Management plan is available for inspection during normal business hours, without cost or restriction, at the District Business Office, 75 Horton Avenue, Valley Stream, (516) 434-2825.

**ENROLLMENT POLICY:** The Board of Education has established attendance boundaries for each of the District's Elementary Schools. The Board recognizes that there may be individual situations that dictate departure from such boundaries. Requests for changes in enrollment will be considered with the limitations listed below:

- 1) Enrollment Changes
  - (a) Requests must be in writing and should be addressed to the Superintendent of Schools, William L. Buck Elementary School, 75 Horton Avenue, Valley Stream, NY 11581, by April 1st, for the following school year.
  - (b) Requests will be considered by the Superintendent according to date received in the District Office, on a first come, first served basis.
  - (c) Only requests from new entrants into the District will be considered after April 1st.
- 2) Receiving School
  - (a) Exceptions must not create additional sections.
  - (b) Room for growth must be provided. When considering student transfer, the following class sizes will be used. In Kindergarten, children will be accepted to a maximum class size of 25. In grades 1-3, children will be accepted to a maximum class size of 25. In grades 4-6, children will be accepted to a maximum class size of 30.
- 3) Sending School - Class size should not be reduced below reasonable size.
- 4) Exception - In cases where the number of applicants exceeds the number of spaces available, the criterion will be: siblings previously enrolled in the requested school rather than 1.(B) above.
- 5) Terms and Conditions
  - (a) Once the change has been made, the school to which the child has been assigned will be regarded as his/her home school.
  - (b) Children may not return to the former home school unless space is available.
  - (c) The School District, in accordance with law, will only provide transportation where distance exceeds two (2) miles between the home of the child and the school he/she attends.
  - (d) The change is only for the child for whom the request was made and does not guarantee siblings a place in the same school.

- 6) Decision - The Superintendent's decisions regarding change in enrollment will not be made until class size has stabilized. The Superintendent will review each request and weigh its merits on an individual basis. In some cases, it may not be possible to make decisions until after the first two weeks of school when actual enrollments can be determined.

**RIGHTS OF PARENTS:** The parent(s) or lawful guardian of any pupil enrolled within the District has (have) the following rights and responsibilities regarding the inspection of their child's permanent records:

- ◆ To make an appointment with the School Principal, or his/her designated representative, to inspect the child's records. Within a reasonable and mutually agreed upon date and time, the Principal or his/her designated representative will arrange to have the data available and will be present during its inspection.
- ◆ To look at and review the school records concerning the child.
- ◆ To question such records if they appear inaccurate or misleading, or if they violate the rights and privacy of the child.
- ◆ To request answers or explanations of the contents of the records.
- ◆ To provide parental explanations which will, at the parent's request, become part of the record.
- ◆ To request amendments to and/or deletion of any data in the record. Should the administration refuse such a request, the parent/guardian has the right to challenge the refusal through a due process proceeding involving informal or formal hearings.
- ◆ To take notes of the contents of the record or to request copies of part or all the contents. Requests for duplications or copies are to be directed to the Superintendent of Schools, and, if approved, will require a reasonable service charge.
- ◆ To decide and request, in writing, what optional information may be forwarded to employers, other school systems, government and legal agencies, medical personnel and other authorities.
- ◆ To file a complaint of alleged violations or non-compliance with the Family Educational Rights and Privacy Act (FERPA) Office, Department of Education, Washington, D.C. 20202.



**COMMITTEE ON SPECIAL EDUCATION/COMMITTEE ON PRE-SCHOOL SPECIAL EDUCATION:** In accordance with the provisions of Education Law, Section 4402, each Board of Education in the State of New York must appoint a Committee on Special Education and a Committee on Pre-School Special Education. The Board of Education must locate and identify all disabled children from birth to 21 years of age who reside in the District. If you suspect that your child has a visual, hearing, movement, social or learning problem, and is not known to the District's Committees on Special Education, please contact the Office of Special Education at the Robert W. Carbonaro School, 434-2870. The purpose of the Committees on Special Education is to determine whether a child has a disability that impairs or affects his or her learning, to ascertain the disabled child's particular needs and to recommend to the Board of Education the appropriate educational program and/or facilities to meet those needs. Parents of children presented to the Committees on Special Education for consideration will always be notified in advance of the scheduled meeting and are invited to be present and address the Committee on Special Education concerning the child's evaluation procedures, social history, proposed classification and available special educational services and programs. Children who are classified as having a disability and attend a school within the District are eligible to participate in all programs and activities. A comprehensive plan for staff development is available for review in the Office of Special Education.

**RELATIONSHIPS WITH PARENTS WITH DISABILITIES:** The Board of Education of Valley Stream School District 24 recognizes that parents with disabilities may be precluded from taking part in the development of their child's education. The Board will afford parents with disabilities an opportunity to participate in school-related programs, in accordance with Policy #0105. A form is available upon which a parent/guardian may suggest accommodation for their special needs.

**CHILD FIND PROCEDURES:** The Valley Stream School District 24 will ensure that children with disabilities are located through the following procedures:

- ◆ A statement is included in the District calendar sent to all families who reside within the district, asking if any youngster is known who might require special education services. This statement is as follows: "...The Board of Education must locate and identify all disabled children from birth to 21 years of age who reside in the District. If you suspect that your child has a visual, hearing, movement, social or learning problem, and is not known to the District's Committees on Special Education, please contact the Office of Special Education at the Robert W. Carbonaro School.
- ◆ If a youngster is identified who might require special education services, the parents or guardians will be directed to contact the Special Education Office of the Valley Stream School District 24.
- ◆ All new entrants will be asked, through registration procedures, if a youngster has been receiving special education services in a previous district or if a preschool youngster, through Early Intervention Services. If services have been received, the building will refer the youngster to the Special Services Department immediately.
- ◆ All private schools and preschools located within the Valley Stream School District 24 will be sent a letter, describing the referral process for any youngster suspected of having a disability. A register of all youngsters identified as disabled will be maintained in the Special Education Office.