

CLEARY SCHOOL FOR THE DEAF
301 Smithtown Boulevard
Nesconset, NY 11767-2077
631-588-0530 (V & TTY)
FAX: 631-588-0016
www.clearyschool.org

PARENT/GUARDIAN MANUAL

Welcome to Cleary School! This Parent Manual describes the policies and procedures at Cleary School that have direct impact upon parents. Please read it carefully. If you have any questions, always feel free to call.

Thank you for your cooperation.

Jacqueline Simms—Executive Director
Katie Kerzner—Principal
Alise Becker-Santa- Instructional Leader

September 2018

PHILOSOPHY & HISTORY OF THE CLEARY SCHOOL FOR THE DEAF

The Cleary School is committed to maintaining high standards of excellence. As its children develop as total human beings, we consider the talents and potentials of each individual, and aid the child in making his/her own unique contribution to family, school, and society.

Three women, Rosemary, Florence and Genevieve Cleary began Peter Pan Summer Camp for the Deaf in 1925. These women based their mission on the virtues of love and service; thus this became the basis of the school logo. The camp evolved into a residential school on the family property located in Ronkonkoma, Long Island (in 1988, our address was re-zoned to Nesconset). Under their guidance, the school grew over the years.

In 1960, to assure the continuation of this educational work with the Deaf, the women made an agreement with the Diocese of Rockville Centre. Catholic Charities became the owner of the property and the school would continue as the Cleary Deaf Child Center, Inc. (Cleary School for the Deaf) under the supervision of the Sisters of St. Joseph.

In May, 1970, Cleary School for the Deaf was written into New York Public Law 4201, making it a State supported private school.

The building has been renovated and extended often since 1967. The last major construction in 1994-1995 totally redesigned the school's interior and added Parr Hall, a large multipurpose building. A corridor connecting the school and Cleary House was completed in 1999.

Although Cleary family members are no longer administrators, their presence remains in their memorable years of unselfish service. Presently, Dr. Jacqueline Simms is the Executive Director and Ms. Katie Kerzner is the Principal. Ms. Alise Becker- Santa is the Instructional Leader. Mrs. Lisa Bloechle is the Coordinator of the Speech Department. The school has a highly dedicated and supportive Board of Trustees. The Parent/School Association has many activities during the year for parents, staff, and students, and is active in fund raising for the school.

Cleary School has a program for children who are Deaf or hard of hearing from birth to twenty-one. The Infant Program, initiated in 1979, continues to be available for children (0 - 3 years) and their families at the Nesconset Campus. Preschool and elementary classes use six classrooms, a library, a gymnasium and other fine facilities on site.

The elementary program also consists of two classes at the Connetquot Elementary East Islip K-2 building and two classes at the Ruth C. Kinney elementary East Islip 3-5 building. Students participating in programs in these sites have daily part time to full time mainstreaming opportunities. Interpreting services are available for any student transitioning to mainstream and rely on American Sign Language for communication.

The Cleary Middle and Secondary Programs are located in the East Islip Middle and High School. These programs give students the opportunity to experience mainstream education full or part time with the assistance of teachers of the deaf and interpreters.

Providing optimal access to language is the primary goal of the educational program at Cleary School. The language needs of the students will dictate the language modality used in their educational setting. Modalities include but are not limited to; American Sign Language (ASL), spoken English, total communication or augmentative communication.

The goal for all of these different language modalities remains the same; to ensure that each child's ability to use language develops, allowing them to be effective communicators and acquire the language needed for learning.

The Cleary School is a community that recognizes and respects the individual communication needs and cultural diversity of its members: students, staff and families.

OBJECTIVES:

Each child will...

- ...develop a positive self-image.
- ...accept him/herself for whom they are.
- ...understand their deafness/hearing loss.
- ...develop their individual talents.
- ...develop self-advocacy skills.
- ...develop to their fullest potential academically, socially, emotionally, and vocationally, comparable to their hearing peers.

- ...develop an acceptance of others.
- ...develop a sense of responsibility.

Each faculty member will...

- ...teach each child through their individual learning style.
- ...facilitate language development that facilitates learning throughout the day.
- ...model appropriate/acceptable behavior.
- ...function as a language model.
- ...encourage and expect each child to achieve his/her fullest potential.
- ...promote a cooperative relationship between school and home.
- ...maintain a secure, safe and nurturing environment.

The educational/ evaluation team will...

- ... evaluate each child's progress .
- ... assess the appropriateness of each child's placement.
- ... conduct ongoing criterion based and observational/ informal assessments 3-4 times annually.
- ...evaluate the incoming students.

Parents/Guardians will...

- ...be involved in the writing of their child's Individualized Education Plan (IEP).
- ...be involved in their child's education.
- ...encourage and expect their child to be responsible.
- ...encourage and expect their child to function to his/her fullest potential.
- Strongly support the use of amplification until the child is of age where they can advocate for themselves thoughtfully.

CLEARY SCHOOL POLICIES

ATTENDANCE

Every student has a right to educational opportunities that will enable the student to develop his or her potential. Attendance/lateness policies are based on the principle that regular and punctual school attendance maximizes the student's interaction with his or her teachers and peers and is a major component of academic success. In addition, the establishment of

acceptable attendance habits/patterns is critical if students are to be successful in the adult world outside of school.

We believe that frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. Many pupils who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. The entire process of education requires a regular order to reach the goal of maximum educational benefits.

Continued absences will be reported to the principal. The principal will direct the social worker to call the home and make a home visit if necessary. The parents or guardians will be urged to improve the student's attendance record. If continued absences occur, the student's school district will be notified.

- All students should report to their classrooms each morning by 8:45 AM.
- Students arriving after 8:45 AM will report to the front office for a late pass.
- When a child has been absent or late, an excuse note from a parent/guardian shall be presented to the classroom teacher. These notes should be forwarded to the school nurse.
- The parent of an absent student should report the reason for the absence by telephone before 9:00 AM. In the event that no one calls for an absent student, the nurse will make the necessary call to the child's home. Although this phone contact has been made, it is not a substitute for the Note of Excuse, which is a legal requirement by the State of New York for attendance purposes.
- If your child has a fever, they should be fever free for 24 hours prior to returning to school.
- If you observe a rash on your child, please make an appointment with your child's physician and contact the school nurse.
- If your child is scheduled for any type of surgery, please notify the school nurse prior to the surgery with any and all information available.
- If your child was hospitalized for any reason after school hours, a release from the hospital physician is needed for your child to return to school.
- If your child is absent from school due to illness for 3 or more days, please be sure your child is cleared to return to school by your physician.
- If your child will be absent, the bus driver should be notified early enough to prevent an unnecessary trip to your home.
- The bus driver should be notified when your child is ready to return after a period of absenteeism.
- Medical appointments should not be made during school time.

- In case of severe weather conditions, closing of the school is announced on several local stations and one TV station. Parents can call the school for a recorded message.

WALK: 97.5 FM – 113.70 AM (www.WALKRADIO.com)

WRCN: 103.9 FM

WLUV: 96.1 FM

WBAB: 102.3 FM

WBLI: 106.1 FM

TV Channel 12

FIOS Channel 1

- If, for some reason, you must pick your child up from school before 3:00 PM, a note stating the reason and time of pick up should be sent to your child's teacher in advance. When you arrive at school, report to the front desk where you will sign your child out and wait for his/her arrival.

CHANGES:

- Whenever there are any changes of your address, phone number, or emergency number, please notify the school immediately.
- Contact Cleary School and your school district at least two weeks in advance if moving **within** your school district. Send written information to the school as soon as your new address and phone number are settled. Also notify our administrative office at 631-588- 0530 ext 213 for follow up.
- The process of **changing your school district** can be involved; therefore, register with the new district as soon as you know your new address. Please register in the new district prior to withdrawing from your current school district. Please provide the new district with your child's IEP and notify our administrative office at 631-588- 0530 ext 213 for follow up.
- Significant changes in family structure (i.e. births, deaths, etc) often have a measurable behavioral effect on children. Please notify the school if any such event occurs in order that the school may work with you if needed.

CHILD PROTECTIVE SERVICES (CPS):

- By law, we are obligated to contact the Child Protective Services (CPS) if there is any indication of neglect or abuse. If a child reports being physically or sexually abused (punched, beaten, hurt) by any family member, neighbor or stranger, or if there is obvious cause for concern because of continued soiled clothing and body bruising, any person who

has a suspicion of child abuse or neglect is mandated by law to contact CPS. By law we are mandated reporters who are required to contact CPS. In turn, CPS will contact the parent/guardian.

CODE OF CONDUCT:

- All Educational Programs in New York State are required to have a developed Code of Conduct, which outlines student's rights and responsibilities. It is the responsibility of the school to offer instruction to address these rights and responsibilities.
- Cleary School for the Deaf staff and students who are located at our satellite programs in East Islip must adhere to East Islip's code of conduct.
- Nesconset's Campus Code of Conduct can be found on the school's website.
- All parents should review the Code of Conduct, and refer any questions to Cleary School for the Deaf administrators.

DRESS REGULATIONS:

- All students are expected to be groomed and appropriately dressed for school every day. If at any time a parent needs assistance please contact the school social worker for guidance and support.
- In hot weather, the air conditioning is in use. Please have your child leave a sweater or sweatshirt in school in the event it may be too cool for him/her.
- Preschoolers should maintain a change of clothing in their school cubbies.

HEALTH:

- Each student must have a new, completed health exam form on file annually. The exam is to be done by the family's private physician. Students who fail to submit proof of this examination will be scheduled for a physical exam by the school physician.
- Each student should have a new dental note on file annually.
- Each student will undergo a vision screening annually by the school nurse. Students who wear glasses need to be examined annually (or as recommended) by their own eye doctor.
- Every student age 10 and over will undergo a scoliosis screening by the school nurse unless this screening is completed by the student's private physician.
- In the event of an emergency, the parent/guardian will be notified. The parent/guardian designate must pick up the student at school. If a person other than the parent/guardian is to be contacted, their name

and phone number should be indicated on the Emergency Contact Form.

- A physician's written order and the request of the parent/guardian must be on file in order for the school nurse to administer medication.
- The school nurse will not administer any medications without a physician's written order AND the written request of the parent/guardian.
- The family of any child who regularly takes medication in school will be issued a key to a locked bag which will be used to transport medication. A call should be made to the school nurse to arrange for medical transport for both prescription and non-prescription drugs.
- Any child requiring Occupational Therapy or Physical Therapy must have a current doctor's prescription on file in order to have these services offered.

PARENT/GUARDIAN/TEACHER CONFERENCES:

- Individual Parent/Guardian/Teacher conferences will be scheduled throughout the school year.
- A meeting may be requested at any time by parent/guardian or teacher.
- We ask that parent/guardian visits during school hours be scheduled so as not to disrupt classes. All parents/guardians are reminded to immediately sign in at the main office upon entering the school.
- For students and staff safety, no one will be admitted into the school building without a picture ID that allows them to receive a pass from the front desk.
- Teachers will not be called to the telephone during school hours. If a parent wishes to speak with a teacher, please leave a message with the receptionist and the teacher will return the call by the end of the school day.

SUSPENSION: (See Code of Conduct)

- In School Suspension: If in the period of disciplinary instruction, it becomes evident that the retention of a student in a time out area would be advantageous to both the student and others, this course will be pursued. Parents will receive a phone call and written notification of this decision; the student's school district will also be notified. The duration period for in-school suspension will not exceed two school days.
- Out of School Suspension: All efforts to avoid this action will be taken. If it is determined that a student is insubordinate or disorderly or that the student's presence at school would be dangerous for that student or others, the student may be suspended by the Principal after consultation

with the Executive Director. Parents shall be notified of such decision and shall be provided with the procedural safeguard notice.

- The parent/guardian and the student (if appropriate) will receive a written notice of an opportunity to attend the informal conference with the administration personnel.
- A suspension of more than five days will not occur without affording the parent/guardian and student (if appropriate) the right to a hearing with their school district.

CLEARY SCHOOL SERVICES

PARENT STAFF ASSOCIATION (PSA):

- This is an important organization formed for the benefit of your child. All parents are encouraged to join this association.

AUDIOLOGICAL:

- Our school audiologist evaluates each student on a yearly basis.
- A copy of any audiological evaluations done outside the school should be given to the school.
- If you think your child's hearing may have changed or the equipment isn't working properly, please contact our school audiologist immediately and also your outside audiologist. They will work together to ensure your child's optima listening.

BUSES:

- Door to door bus service is on your child's IEP. However, consideration of the driver is very important. Please have your child ready in the morning and met at the bus in the afternoon. Bus drivers will provide you with a pick up time and are not required to wait more than 3 minutes.
- In case of an emergency school closing during the school day, (hurricane, snow storm), buses will transport children home. Emergency closings will be announced on the radio and the school website. The school will make every effort to contact you or the listed emergency contact number.
- If your child is under the age of 5, please contact Cleary School for any questions concerning busing.
- If you child is 5 or older, all busing questions and concerns should be addressed to your school district.

CLEARY SCHOOL DAY TO DAY OPERATION INFORMATION

FIELD TRIPS:

- To supplement and enrich the regular curriculum, field trips are essential for the teaching of language and to give direct experiences to the child. Written permission must be given by the parent/guardian to have the child go on these trips.
- Students under school suspension assigned to the In-School Suspension Program are automatically excluded from field trips.

HEARING AIDS/COCHLEAR IMPLANTS:

- Please check daily to see that your child's hearing aids/cochlear implants are in working order. Send extra batteries to school. You will be called if the hearing aid/cochlear implant is not working. We ask you to write the teacher a note when your child does not have his/her aid/implant.

HOMEWORK:

- Homework is an integral part of your child's academic career. Parents are expected to oversee the completion of all assignments and check the quality of the work.

INTERNET:

- All students have access to the Internet, however, there is a strong filter installed to prevent inappropriate material from being viewed. Student abusing school computers or iPads in any fashion may have their privileges revoked.

LUNCH:

- Parents are expected to provide lunch for their child on a daily basis.
- For the benefit of our students' health, parents/guardians are encouraged to send nutritious lunches and snacks with their children (i.e. fresh fruits and vegetables instead of cookies and candy).
- Milk is available for purchase by students at a minimal cost in the morning and at lunch. Parents/guardians will be notified of cost changes as they occur. Milk is available, at no cost, to those who qualify.
- We urge that the students use plastic lunch boxes or paper bags for their lunches instead of metal lunch boxes.
- Students are not allowed to bring glass containers (thermos, bottles) to school.

NOTICES:

- Please check with your child EACH day for any school notices. We ask you to be prompt in sending replies and returning information.
- It is most important that ALL permission slips be returned immediately.

RECORDS:

- Under PL 93-380 and 93-567, parents/guardians or their representatives have full access to review their child's educational records. To do this, a request is made by the parent/guardian or their representatives to the administrator. The request for records is handled expeditiously and will not exceed more than forty-five days from the date of request. Small quantities of educational records are provided free of charge. A reasonable fee is charged for large quantities to be photocopied.
- Parents/guardians are entitled to make requests for explanations and interpretations of educational records. Notify the administrator when requesting review of records. If parents/guardians want to amend the educational records for possible inaccurate or misleading information, please notify the administrator. The administrator and parents/guardians will meet to resolve and amend (if appropriate) educational records. If the educational agency or institution decides not to amend the record as requested, it shall inform the parent or eligible student of its decision and of his/her right to a hearing under 99-21.
- Parents/guardians have the opportunity for a hearing to ensure accuracy of the information in educational records and student's rights. After a decision is made at a hearing, parents/guardians have the right to attach written comments to educational records.
- The hearing, required by 99-21 must meet at a minimum the following requirements:
 - The educational agency or institution shall hold the hearing within a reasonable time after it has received the request for the hearing from the parent or eligible student.
 - The educational agency or institution shall give the parent or eligible student notice of the date, time and place, reasonable in advance of the hearing.
 - The hearing may be conducted by any individual, including an official of the educational agency or institution that does not have a direct interest in the outcome of the hearing.
 - The educational agency or institution shall give the parent or eligible student a full and fair opportunity to present evidence to the issues raised under 99-21. The parent or eligible student may, at their own

expense, be assisted or represented by one or more individuals of his/her own choice, including an attorney.

- The educational agency or institution shall make its decision in writing within a reasonable period of time after the hearing.
- The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

(Authority: 20 U.S.C. 1232g (a)(2))

- Parents/guardians who are involved in a due process hearing have the right to review their child's educational records prior to the hearing. Notify the administrator of your request.
- Parents/guardians are required to participate in the writing of the Individual Education Plan (IEP) according to the PL94-142. You are invited to come to the school to partake in the development of your child's IEP each year. Access to student records is provided before any meeting to review the IEP. Additionally, each year, before a Student Annual Review Meeting, a proposed IEP and updated records are sent to the parent/guardian. Parents/guardians are notified in advance of the meeting and every effort is made to accommodate your schedule. The IEP is reviewed and adapted as necessary in November, March and June at the elementary level and quarterly at the secondary level. Also, an IEP can be amended at any time throughout the year.
- Student records will not be released without written permission from the parents/guardians. Access to educational records will also be provided to a student who is eighteen years old or older.
- Evaluation procedures are informal as well as formal.
 - Informal: All students are measured in accordance with appropriate conduct and the expectations the school has for all who study within. The student is encouraged to motivate himself/herself to achieve to the best of his/her ability, thus acquiring a sense of pride and accomplishment. Students are evaluated in terms of their individual potential and capacity for achievement. Each teacher has his/her own method of assessing the child's ability.
 - Formal: Parents receive quarterly progress reports (November, January, April & June). These reports address the progress made toward mastery of the goals on the students IEP. This key is attached to both the IEP and the Progress Report and is used to notify the level of progress made and the expected outcome of each goal by the end of the school year.

- Standardized tests are given upon intake, turning five and then no less than every three years thereafter. All testing will be shared with you prior to being sent to the school district. At times related services may request annually testing; however, parent consent is required.
- State tests are given at assigned ages determined by the SED.
- Program and criterion based assessments that look specifically at your child's progress within the curriculum is conducted throughout the school year and as part of the program. These assessments may include by are not limited to CASLLS, WNEA, Observation Surveys, and informal observations.

September 2018