



2026-2027
Parent-Student Handbook

Welcome

Dear Osborn Families,

Our school is a place where teachers, staff, parents, and students all work together to help every child learn, grow, and feel cared for.

Elementary school is an exciting time to explore new ideas, make friends, and build the skills you'll use for the rest of your life. At Osborn, we work hard to help every student learn in many ways — in reading, writing, math, science, and more — but also to grow as kind, curious, and confident people.

We are lucky to have an amazing Parent Teacher Organization (PTO) and a caring community that helps make learning extra special. Together, we create activities, events, and opportunities that make our school days even more fun and meaningful.

We can't wait to welcome you on your first day and to share in the joy of learning, exploring, and making memories together.

Warmly,

Angela Garcia, Principal

Rachel Lifson, Assistant Principal

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1. Getting Organized for School

1.1 Finding Out Your Child's Teacher

Your child's assigned homeroom teacher will be posted on the [PowerSchool Parent Portal](#) a week or two prior to school opening.

1.2 School Supplies

School supply lists are posted [here](#) on the Osborn School website. The PTO has initiated a program through which students in all grades can pre-order their supplies in the spring for the following school year through a designated supplier. Supplies are then distributed to the students' classrooms prior to the first day of school. If you are a family who registered late in the spring or summer, you can contact the PTO to see if they have any extra supply kits for sale.

1.3 Summer Reading

Students entering grades K-5 will have suggested summer reading. Reading lists can be found [here](#) on the Osborn School Library Media website under the heading "Suggested Reading Lists".

1.4 Clothing/Personal Belongings

Please be sure to label coats, sweatshirts, lunchboxes, water bottles, and cold-weather items with your child's name. This will allow the items to be more easily returned or recovered from the Lost & Found. If an item is lost, please check the school Lost & Found box located near the gymnasium doors on the multi-purpose room side of the building.

1.5 The First Day of School

Prior to the start of school, the building principal will send an email to the registered families indicating the arrival and dismissal locations for each homeroom. On the first day of school, you should bring your child to their designated lineup location on the Bear Playground no later than 8:30 a.m.

1.6 Important Contacts

Position	Name	Email
Principal	Angela Garcia	garcia.angela@ryeschools.org
Assistant Principal	Rachel Lifson	lifson.rachel@ryeschools.org
Osborn Admissions	Dena Giorgi	giorgi.dena@ryeschools.org
Osborn Nurse	Mallory Eng Burger	engburger.mallory@ryeschools.org

Osborn Psychologist	Julissa Marcano	marcano.julissa@ryeschools.org
Osborn School Counselor	Michael Eberman	eberman.michael@ryeschools.org
Attendance	Ann Mackey	absence.osborn@ryeschools.org
Food Service	Stacy Falcone	FoodService@ryeschools.org
Osborn PTO President	Annual Appointment	osbornschoolpto@gmail.com
Japanese PTO	Annual Appointment	Lisa Iwata Mari Hayashi
Osborn PTO Family Buddy Coordinator	Annual Appointment	Alyssa Sieven Margaret Heaphy
ENL Coordinator	Annual Appointment	coyne.stacy@ryeschools.org

2. Communicating with Osborn

Good communication helps everyone work together so students feel safe, supported, and ready to learn.

2.1 Phone

Key phone extensions are published yearly on the school website in the Osborn Directory. Some numbers to keep handy include:

- Rye City School District Main Number: 967-6100
- Osborn Main Office: 914-967-6100 x5002 and x5003
- Principal's Office: 914-967-6100 x5000
- Assistant Principal's Office: 914-967-6100 x5001
- Attendance Line: 914-967-6100 x5009
- Nurse's Office: 914-967-6100 x5050
- Absence and/or Tardy notification email: absence.osborn@ryeschools.org

**this is the preferred method of communication for absences*

2.2 E-Mail

All email addresses in the Rye City School District follow the same format:

[lastname.firstname@ryeschools.org](#) For example, the principal's email address would be: garcia.angela@ryeschools.org. All faculty and staff e-mail addresses are published each year on the Osborn School website, located [here](#) on the Osborn School website.

2.3 Contact with Teachers

If you need to speak with your child's teacher at any time, you are encouraged to send in a note with your child or send an email to your child's teacher. While it can be difficult to connect with your child's teacher during the school day, he/she welcomes your

interest and concern and would be available to meet or speak with you at a mutually convenient time. Teachers are not monitoring email throughout the day since they are working directly with students. It may take up to 48 hours for a teacher to reply to an email. We ask that all communications begin with the teachers prior to speaking with the building administrators, with the exception of a last minute change of dismissal plan. Last minute dismissal plans are the type of communication that should come through the main office since teachers may not see the email in time.

2.4 Websites

The Rye City School District operates a website with a great deal of useful information about the school district. Through the District website, Osborn School and the Osborn PTO have web pages that allow faculty, staff, and the PTO to connect with Osborn families and the community. The District website is a useful tool for calendar, cafeteria, health, and Board of Education information. The school district calendar is in a printable or downloadable format where parents can customize their family calendar according to which school(s) their children attend within the Rye City School District.

To access this calendar feature:

- Log on to Osborn School's website or the District's website:
<https://osborn.ryeschools.org/>
- Click on the "Calendar" icon located in the middle of the home page

The Osborn School website includes grade level pages, health office information, the school handbook, and more. PTO pages include contact information for the PTO executive board and committees, information on upcoming PTO events, and ways to get involved.

- Rye City School District website: <http://ryeschools.org>
- Osborn School homepage: <https://osborn.ryeschools.org/>
- Osborn PTO homepage: <https://osbornschoolpto.membershiptoolkit.com/home>

2.5 School Directory

Each year, the Osborn PTO gathers information through their website in order to create an online directory with contact information for all Osborn families. The directory is only available to Osborn families, faculty, and staff. Families have the option of making their home address, phone number, cell number, and e-mail address available to other families in the Osborn School. In addition, the directory includes class lists and e-mail contact information for faculty, staff, and PTO committee members. A family fee to join the PTO grants you access to the Osborn Directory, and the information is populated and maintained by each individual family.

2.6 School Communication **Osborn Weekly**

The Osborn Weekly Newsletter is a PTO communication sent via e-mail each week, and it is a great source of information regarding what's happening at Osborn School. New

families are added to the list regularly; however, if you find you are not receiving the Osborn Weekly or your e-mail address has changed, please send a note to osbornweekly@yahoo.com. Several times throughout the year, class parents will also send class-specific or grade-specific messages through personal email.

Osborn Observer

Every 1–2 months, the school administration will send a communication via email to keep families informed about news, events, and other happenings at Osborn School.

2.7 Rye City School District E-Newsletter

At the District level, the Superintendent's Bulletin is sent weekly to all RCSD families.

2.8 PTO Meetings

The PTO has meetings throughout the school year. These meetings are a great way to meet new people and catch up with what's happening at Osborn School. Upcoming meetings are always announced through the Osborn Weekly, and a complete listing of dates is on the PTO website.

2.9 Back-to-School-Night

Each year, in September or early October, Osborn School hosts a Back-to-School-Night for parents of Osborn students. The date can be found on the [school calendar](#). Parents are invited to their child's classroom to meet the teacher and learn about the school day and curriculum. This is not the time to speak about individual concerns with your child's teacher. A separate, private meeting would be a more appropriate time to discuss child-specific concerns. (See 2.3)

Please note: there is a 1-hour delay on the day after the Back-to-School-Night is held.

2.10 Parent/Teacher Conferences

Report cards are issued two times a year – in the winter and at the end of the school year. Parents schedule individual parent/teacher conferences to discuss children's progress in the fall and spring through an online scheduling system. This is an opportunity for the parents and teachers to celebrate progress, as well as goals specific to the children's learning. The report cards and parent/teacher conferences are scheduled at different times so that parents may get feedback at least 4 times a year. Please note: students are dismissed at 11 a.m. on Parent/Teacher Conference days and there is a 1-hour delay opening the following day.

Before the conference:

- Ask your child what they enjoy most in school and if there's anything they want you to mention.
- Write down any questions you have.
- Look at your child's work so you can ask about areas where they're doing well or need more help.

At the conference:

- Arrive on time. Conferences are about 15 minutes.
- Be ready to listen and share.
- Work together with the teacher to make a plan if needed.
- Take notes so you remember the ideas and suggestions.

After the conference:

- Talk with your child about what the teacher said — praise their strengths and share goals for improvement.
- Follow up with the teacher if you have updates or questions.

Special area teachers (art, music, PE, library, FLES, STEM) are also available for conferences — just email them to set up a time.

3. Drop-Off / Pick-Up Procedures

Osborn School is a very busy place with 500+ students coming and going during arrival and dismissal. It is our goal to make it predictable and comfortable for students so their day may begin and end in a calm manner with a smile.

3.1 Playground Supervision

The playground is supervised by aides and assistants during the following times:

- Morning arrival, starting at 8:15 a.m
- Recess
- Dismissal time until 3:15 p.m. (students who remain on school grounds to play must be supervised by a parent or caregiver)

3.2 Drop-Off Procedure

Children should be entering their designated entrance door with their classmates between 8:36-8:38 a.m. (please refer to the map in summer communication for your child's designated door assignment). At 8:40 a.m. the doors will be locked and no longer monitored for late arrivals. For late arrival, students must enter through the front of the school and be checked in by the security guard. Any students who arrive at their classroom after 8:50 a.m. are considered tardy.

Both the front and rear driveways are used for drive-by drop off. If a caregiver utilizes the driveway, they must remain in their car and the child must be able to exit the car independently from the passenger's side in less than 2 minutes. If this is not possible you may park on the street or in a clearly labeled visitor parking spot. Numbered spots are only for school staff. Due to the very limited parking, we encourage all families to walk to school.

3.3 Inclement Weather

During inclement weather, students will be able to gather in the auditorium or gym between 8:15 - 8:40. A staff member will direct students where to go when they arrive.

3.4 Arriving Late to School

Any child who arrives after 8:50 a.m. will be marked tardy. You may not escort your child to class if he/she is late.

3.5 Pick-Up Procedure

All caregivers must park and walk up to the school to retrieve their children. Prior to closing the driveways we will allow approximately 35 drivers to take vacant parking spots (24 in the front, 11 in the back), but will not reopen the parking lot until the foot traffic has slowed down (approximately 3:10 p.m.). Cars may not line up on Osborn Rd. and wait to enter the school driveway, as this blocks necessary traffic movement. In addition, we ask for all cars to be turned off. Idling pollutes the air our young learners breathe.

In the summer communication, every family will receive a [Dismissal Form](#) to be completed and returned to the teacher by the first day of school. The purpose of this form is to communicate the “regularly exercised” dismissal plan for each student. Kindergarten dismissal will occur at the front of the school doors each day, which is different from their arrival location. 1st-5th grade dismissal will occur on the blacktop area of the Bear Playground each day. Each grade level will have a different school door they will exit to access the dismissal location. If you choose to pick up your child at a designated spot that is not on the campus, please make sure it is a safe, low traffic location. Your child(ren) will not be supervised if away from the dismissal area.

Students who remain on campus to play must be supervised by a parent or caregiver. Any students who are independently dismissed and do not have a parent or caregiver supervising them is expected to walk or bike home.

3.6 Arriving Late to Pick Up Your Child

If you arrive after 3:10pm, your child will be waiting for you on the bench in the front lobby. Please call the office, if possible, so your child knows you are on the way.

3.7 Picking Your Child Up Early

When your child needs to leave school before regular dismissal, please send a handwritten note (no emails since there is no guarantee a teacher will read the email) to your child’s teacher that morning. If it is a late change of plan, please call the main office who will relay the message. When you arrive at school, go to the main entrance and see security. You will be asked to sign your child out and the office will alert the teacher of your arrival. While it may not always be possible, please try to schedule appointments after the school day. If an unexpected circumstance arises, please notify the main office.

3.8 Absences and/or Tardies

From time to time children will become sick, and it is important you allow them the time to rest and recover at home. We ask that you please report your child's absence and/or tardiness on the absence email (absence.osborn@ryeschools.org) or the attendance line at 967-6100 x5009 so we do not have to disturb you when you are caring for your sick child. If your child is out sick, your child has a contagious illness, such as strep throat, please leave a message for the school nurse. When your child returns to school after being absent please send a note to the teacher stating when and why they were absent. Homework and class work can be picked up after 3 pm the second day of an absence or sent home with a neighbor, friend or sibling. Please email homework requests to the teacher or leave a request on the attendance line. The school must be given 24 hours notice when making a homework request.

If your child arrives at school after 11:50 a.m. he/she will be marked absent. If your child leaves school before 11:50 a.m. and does not return, he/she will be marked absent.

4. Security, Parking, Traffic, and Safety

The safety of the children and staff is of the utmost importance to us. For safety reasons the school doors are locked at all times. Entrance to the school is through the main doors only. At the main entrance you will be required to check-in with the security guard. Please have your photo ID available for security to scan through the Raptor System.

4.1 Visiting the School

At Osborn School, we deeply value the strong partnership between our families and our school. Our wonderful programs are made possible by the time and effort of our dedicated parent and family volunteers—thank you!

While we are delighted to have you on campus, maintaining a safe and secure learning environment for our students is always our highest priority. To help us ensure a safe campus for everyone, we ask all visitors and volunteers to follow a few simple, important procedures:

Visiting and Volunteering on Campus

- 1. Check-In is Required:** All visitors and volunteers must first report to the main office. Please present a photo ID to the Security Guard. Your information will be quickly processed through our Raptor security system.
- 2. Wear Your Nametag:** Once cleared, you will receive a visitor nametag. This nametag must be worn and visible at all times while you are on campus.
- 3. Go Directly to Your Assigned Location:** To ensure the safety of all students and minimize disruptions to classroom learning, we ask that volunteers go directly to the specific location where they are scheduled to volunteer (e.g., the library, the

art room, or a specific classroom). Volunteers are not permitted to roam or wander the school hallways outside of their scheduled assignment.

4. No Unscheduled Classroom Visits: Classroom time is focused learning time. Parents cannot visit classrooms during the instructional day unless they are formally volunteering, attending a scheduled conference, or participating in a planned school function.
5. Appointments: If you have a scheduled appointment with a teacher, please check in with the security guard. He will check the visitor log and call the staff member you are visiting.
6. Dropping Off Items: For forgotten lunches, homework, or other items, please drop them off with the Security Guard at the front desk. They will happily ensure the item is delivered to your child so that classroom instruction is not interrupted.

4.2 Parking

There are designated “visitor” parking spaces in the front and back parking lots. Please do not park in the “Fire” lanes or in any of the numbered spaces, which are teacher parking spots. Please do not block any parked cars.

Parking is also permitted along Osborn Road; however, please be considerate of the residents and do not use their driveways as turnarounds. The street is very narrow and residents often have a difficult time with Osborn School traffic. When you park on Osborn Road, be sure to open your driver side door slowly and pull in your side mirrors.

4.3 Navigating the Parking Lot

The parking lot is a busy place at drop-off and pick-up times. Please make sure you follow the requests of the traffic monitors and you cross in the parking lot crosswalks. Students should be supervised in the parking lot at all times.

4.4 Student Procedures

We ask that parents remind their children of the following:

- Wait on the sidewalk until the appropriate car or parent / caregiver arrives
- Do not cross into the parking lot or between cars
- Cross Boston Post Road with crossing guard at the stop-light at Oakland Beach Avenue
- Do not cross Boston Post Road at Sonn Drive
- Do not get into cars on Boston Post Road

4.5 Bicycles and Scooters

Any student biking or riding a scooter to school must wear a helmet. There is a bike rack where children can lock up their bicycles and scooters for the day. Please remember that bicycles and scooters should be walked on school grounds.

4.6 Walking to School

When the weather is nice, we encourage children to walk to school with their parents or caregiver. Please be sure to follow the safety guidelines listed in section 4.4.

4.7 Dog Policy

RCSD policy is that dogs (unless a service dog) are not permitted on school property. If you walk your child(ren) to school with your dog, please do not bring the dog on campus or tie them to the lamp post. This is for the safety of all of our students.

5. Emergency Preparedness & School Closings

We practice and plan so everyone knows what to do if there's an emergency. These drills help us stay calm, safe, and ready.

5.1 Emergency Drills

Osborn School has fire and various emergency drills each year. Directions for exiting the building are posted near the door in each classroom, and the teachers review the different emergency procedures on the first day of school. Students should always follow their teacher's directions. The practiced drills include: Shelter In-Place, Lock Down, Lock Out, and Evacuation.

5.2 Emergency Notification System

If school must be closed early because of emergency situations or inclement weather during the school day, the district's automated emergency notification system known as "Blackboard" will be used to place a telephone call to every school family using the telephone numbers provided through yearly online registration. If outdated and/or incorrect telephone numbers are in the system, families will not receive the automated emergency notification message. It is each family's responsibility to make sure that their current contact information is accurately communicated to the district through the online registration system.

5.3 Weather-Related Closing and Delays

The emergency notification system will be activated for school closings or delays due to the weather. Information regarding delays or closings for RCSD is available from the following sources:

- The district website will post delay or closing information at www.ryeschools.org
- In addition, you will receive an automated call from the superintendent of schools

6. Health Office Policies

Our Health Office is here to help students stay healthy and safe during the school day.

6.1 Contacting the Health Office

The Health Office is open daily from 8:00 am - 3:00 pm. If the school nurse can help you in any way, please call 967-6100 ext. 5050.

6.2 Immunizations

Proof of New York State required immunizations must be on file in the Health Office *before* a child enters school. In addition, the nurse will require physicals at certain points in your child's/children's time in school.

6.3 Medical Care in School

Medical care is available throughout the school day. A child may receive medications while at school (daily or for shorter periods of time) if they are received in their original container and are accompanied by a medication administration form completed by you and your child's doctor. Forms are available in the Health Office or with your doctor. If your child gets sick while he/she is in school, the teacher will send him/her to the school nurse. The nurse will call the parent or emergency contact if the child needs to go home. If your child feels sick during lunch or recess, he/she should let the aide on duty know; the child will then be sent to the school nurse.

6.4 Student Illness and Return-to-School Guidelines

Returning to School After a Fever

Students should remain at home if they have a temperature of 100.0°F or higher.

- Temperatures should be taken before administering any fever-reducing medication.
- If using an oral thermometer, please wait at least 10 minutes after the student eats or drinks.

Students may return to school when they have been fever-free for 24 hours without the use of fever-reducing medication. Some students may still need additional time at home even once the fever resolves.

Returning to School After Vomiting or Diarrhea

Students may return to school when 24 hours have passed without vomiting or diarrhea and once they can tolerate liquids and solid foods.

Returning to School After Strep Throat

Students diagnosed with strep throat may return to school when they have:

- Completed at least 24 hours of antibiotic treatment, and
- Been fever-free for 24 hours without the use of fever-reducing medication.

Additional Health Situations

Depending on the nature of the illness, families may be asked to keep their child home for a longer period than the times listed above. In certain circumstances, the school may require medical clearance from a licensed healthcare provider before the student returns to school.

6.5 Tree Nut/Peanut/Sesame Policy

All students may not bring any peanut, tree nut or sesame products to Osborn. *No nut or sesame products may be eaten in the classroom or in the cafeteria.*

6.6 Latex Products

No latex products are allowed anywhere in Osborn School - this includes balloons and gloves.

6.7 Head Lice

Head lice are common in schools. If your child has lice, let the nurse know so they can guide you on what to do.

6.8 Gym/Recess Participation

If your child is unable to participate in PE or recess, please alert the Health Office and Physical Education teacher with a note or email. The school nurse will follow up with you to gather more information.

7. Student Services

We have many ways to support students so they can feel confident, learn well, and enjoy school.

7.1 School Psychologist and School Counselors

Osborn School has 1 full time psychologist and 1 full time school counselor. They are available to provide support for students, parents, and teachers regarding non-academic issues. These staff members may be able to provide insight and answers to questions about behavioral, emotional, and social problems in the classroom as well as some guidance for any family issues that negatively impact your child's performance at school. The psychologist is also an active participant in the student screening and evaluation process, managing support services, and consulting with administrators.

7.2 Academic Intervention Services

Osborn School offers a variety of academic programs to meet the needs of non classified students based upon the continuum of services. The services are in addition to the instruction provided in the general education classroom, and most often occur during the WIN (What I Need) period. If your child qualifies for academic support services, a service provider will contact you.

7.3 English Language Learning (ELL)

Osborn's ELL (English Language Learners) program helps students with limited English proficiency to acquire the English skills necessary to be successful in school. English language instruction occurs through 2 models: stand alone (pull out instruction in a separate ELL classroom with 1 certified teacher and no more than 6 students) and integrated (push in instruction in the homeroom classroom with 2 certified teachers). All students who have another language spoken in their home will be screened and possibly assessed to determine whether or not these services are needed.

7.4 Special Education Services

Students are considered disabled under the law when the Committee on Special Education or Committee on Preschool Special Education (CPSE) determines a child's learning difficulties are the result of a disability that adversely affects their educational progress and academic performance. A possible disability is discerned through a multi-disciplinary evaluation, conducted by a range of specialists including a psychologist, a special educator, as well as other specialists when appropriate.

Eligibility for special education services is determined by the CSE or the CPSE. Children who are classified are placed in the least restrictive support program based upon their individual needs. All families with students receiving special education services are automatically part of Rye's All Inclusive Special Education (RAISE) organization. RAISE provides families with another source of information and support in managing your special education child in the school system.

8. The School Day

8.1 School Day

The school day begins at 8:40 a.m. and ends at 3:00 p.m. Grade levels have the following approximate time allocated for the different components of the day:

	Kindergarten	1st	2nd	3rd-5th
Reading	45 minutes	45 minutes	45 minutes	45 minutes
Writing	45 minutes	45 minutes	45 minutes	45 minutes
Phonics/Word Study	30 minutes	30 minutes	30 minutes	20 minutes
Math	30 minutes	45 minutes	60 minutes	60 minutes
Science	30 minutes	30 minutes	30 minutes	30 minutes

	3x/6-day cycle	3x/6-day cycle	3x/6-day cycle	3x/6-day cycle
Social Studies	30 minutes 3x/6-day cycle	30 minutes 3x/6-day cycle	30 minutes 3x/6-day cycle	30 minutes 3x/6-day cycle
WIN	30 minutes	60 minutes	60 minutes	60 minutes

8.2 Homework

Homework helps to develop a child's sense of responsibility, organization and work habits. It may be assigned Monday through Thursday, but is always purposeful or necessary. We ask that all students put their best effort into their homework. General guidelines for the amount of time needed to complete homework are as follows:

Grade	Homework Guidelines
Kindergarten	No regularly assigned homework
1 st Grade	Nightly reading and math fact fluency
2 nd Grade	Nightly reading and math fact fluency
3 rd Grade	30-45 minutes
4 th Grade	45-60 minutes
5 th Grade	45-60 minutes

Students are responsible for knowing the assignment and bringing home all materials needed to complete the assignment. In addition, students should read or be read to for 20-30 minutes every night. If there is difficulty with an assignment or the amount of time involved, please notify the teacher so he or she can work with your child. Please do not complete the homework for your child or spend tremendous time trying to teach a skill or concept.

8.3 Specials

Specials are classes that the entire class attends together outside of their own classroom such as physical education, library, FLES (Spanish), music, art, and STEM. At the beginning of the year, your child's teacher will give you the "specials" schedule for the year. It is very important to remember the "specials" days to ensure that your child is prepared.

8.31 Physical Education (P.E.)

The students will participate in physical activities twice in a 6-day cycle, in addition to daily recess. The students will learn organized games, specific sports, circus arts, and skills to improve in a physical activity. On P.E. days, sneakers and comfortable clothing must be worn.

8.32 Library

Osborn's Library Media Center provides students with opportunities to select from a large variety of books and it serves as the librarian's instructional teaching environment

for all Osborn students. Children may borrow books each week, and the books should be treated with respect and be kept in a special place at home so they are not lost or misplaced. You must pay the replacement cost of a lost library book.

8.33 World Language

Through the Foreign Language in Elementary Schools (FLES) program, students in grades 1-5 will receive Spanish language instruction. Grades 1-4 attend FLES twice in a 6-day cycle. Grade 5 students attend once in a 6-day cycle.

8.34 Music

General Music

All students participate in general music instruction. Kindergarten attends twice in a 6-day cycle, and 1st-5th grade attends once in a 6-day cycle. In addition, 4th and 5th grade students have the opportunity to participate in band, orchestra, or Melody Makers chorus group. These groups participate in collective performances for the Osborn parent community twice a year - once in the winter and again during the spring. The groups may also participate in other performances as scheduled.

Instrumental Music and Band

Students in 4th and 5th grade are encouraged to learn to play a musical instrument. Small group lessons are given once a week during the WIN (What I Need) period. The band and orchestra practice once each week before school at 8:00 a.m. If your child is interested in playing a musical instrument, you will get information from the music teacher at the end of 3rd grade. New 4th and 5th grade students are welcome to join. Families of those students should contact the instrumental music teachers for further information.

Melody Makers

Students in 4th and 5th grade are encouraged to join Osborn School's vocal music group called Melody Makers. This group meets for rehearsal once a week at 8 a.m.

8.35 Art

Students in grades K-5 will attend art class once per six-day cycle. Our art studio is a wonderfully creative space where children explore various mediums. We highly recommend students wear clothing that can get dirty and is easy to wash.

8.36 STEM

All elementary schools are equipped with a Maker Space. All teachers in grades K-5 are encouraged to visit the space to explore STEM (science, technology, engineering, mathematics) activities with their students to enhance their learning. All grade 5 students will attend once a week with a STEM teacher.

9. Snack, Lunch, and Recess

9.1 Snack

Children are provided the opportunity to have a snack during the school day. The classroom teacher will determine the time of snack and provide information regarding snacks to the family. No nut products may be eaten in the classroom, and it is recommended that parents choose a healthy snack. It is also helpful to send your child with a reusable water bottle, particularly when the weather is hot. We have water filling stations throughout the school.

9.2 Birthdays and Holidays

Younger children may celebrate their birthdays in school, but it may not be with food items. Please communicate with your child/children's teacher if you would like your child's birthday recognized in school. Private birthday party invitations may not be handed out in school unless the entire class is invited.

9.3 Lunch

Children have 30 minutes allocated for lunch each day. They may bring lunch from home or buy lunch in the cafeteria. School aides supervise the children in the cafeteria and on the playground. When your child is ready to buy lunch, please review the lunch menu at home and help them choose what day(s) they would like to buy. The monthly lunch menu, as well as My School Bucks account information, can be found [here](#).

9.4 Recess

Weather permitting, all children will have outdoor recess. Children are permitted to play in the snow when wearing appropriate outerwear (boots, snow pants, water resistant coat). In inclement and subfreezing weather, there is indoor recess. While physical movement is always the goal during recess, on inclement weather days, due to limited space, students may play board games, color, or complete puzzles.

10. After School Activities

10.1 After School Clubs

The Osborn PTO offers three sessions of after school clubs for students in kindergarten through 5th grade. Activities such as jewelry making, music, and sports are included in the offerings. A small tuition fee is charged, payable to the PTO. Please find more information through the [Your After School Website](#).

10.2 Intramural Sports

Intramural sports are offered for students throughout the year. Notices will be sent home by the PTO about this program.

If your child is staying for an after school activity for which they are signed up, please send a note or an e-mail to your child's teacher.

10.3 Play dates

Play dates are a very popular and fun after school social activity. A play date is also an opportunity for children and parents to become better acquainted outside of the school setting. A play date should be arranged before the school day between both sets of parents. Do not email the teacher since they may not check their email during the day. On the morning of the play date, the child going to a friend's house must bring a note to his/her teacher indicating:

- Date of the play date
- Permission for your child to go home with the other parent
- Name of the child with whom your child is going home
- Name of parent or caregiver who will be picking up your child
- Your signature

10.4 Kids' S.P.A.C.E.

Kids' S.P.A.C.E. is a not-for-profit community organization that provides before and after school childcare at Osborn School and at the Rye YMCA. Kids' S.P.A.C.E. is open during the school year, September through June, from 7am-6pm. You can sign up for a regular schedule or call on an as needed basis. Please go to <http://www.kidsspaceofrye.org> for more information. Participating students are dismissed to the multipurpose room at the end of the school day for their activities.

10.5 Your After School

Your After School hosts daily after school classes. The Osborn PTO partners with Your After School to promote the club offerings and sign-up. The courses have fees for children to attend. Participating students are dismissed to Osborn Hall or the gymnasium at the end of the school day for their activities.

11. The Rye Commitment and Code of Conduct

11.1 [The Rye Commitment](#)

Rye City School District believes an excellent education comes from teamwork. Our Board of Education has made "The Rye Commitment" to our students, teachers, staff, and the whole community. As a district, we promise to work together—students, families, teachers, and the community—to help every child feel valued, supported, and ready to succeed.



11.2 Code of Conduct

The RCSD has a Code of Conduct that has been formally adopted by The Board of Education. It can be found [here](#).

11.3 Dress Code Policy

At Osborn, we want students to feel comfortable, safe, and ready to learn. Clothing choices should help everyone focus on schoolwork, move easily during the day, and participate in all activities. We encourage students and families to work together to choose outfits that are school-appropriate.

A few helpful guidelines:

- Wear footwear that keeps you safe — closed-toe shoes for the playground and sneakers for PE are best. Shoes with wheels are not allowed.
- Clothing should allow you to move comfortably without showing undergarments. See-through or overly revealing items aren't a good choice for school.
- Avoid clothing that shows or promotes alcohol, tobacco, drugs, violence, or anything unsafe.
- Avoid words or images that are hurtful, mean, or disrespectful toward any person or group.

If clothing doesn't meet these guidelines, a parent may be called to bring a different set of clothes. This is never about style or fashion — it's about making sure everyone can feel safe, respected, and ready to learn.

11.4 Computer Use Policy

Our computers and technology are wonderful tools for learning, creating, and sharing ideas. They are here for all students to use, and we take care of them so everyone can enjoy them for years to come.

For more information on the district's beliefs and policies on technology usage, please explore the district's technology page [here](#).

When using school computers, we ask students to:

- Log in using only your own name and password.
- Respect the privacy of others — never look at or change someone else's work.
- Log out when you are finished.
- Keep hands clean and tap keys gently.
- Keep food and drinks away from computers.
- Follow our District's **Acceptable Use Policy** and **Google Apps Consent** guidelines.

Parents and guardians sign a few permission forms before students use school technology — this helps keep everyone safe online.

Using computers at Osborn is a privilege, and we trust our students to use them responsibly and respectfully.

11.4 Student Cell Phone / Smartwatch Policy

At the elementary school level, students are prohibited from bringing devices to school. Any device that is brought to school and used during the school day will be confiscated and must be picked up by a parent or guardian.

12. Behavior and Consequences

At Osborn School, we believe our job is not only to teach children how to read, write, and solve complex mathematical and scientific problems — it is equally important to guide them in becoming kind, respectful, and positive members of their community. Every day, we model and encourage empathy, cooperation, and responsibility so that our students can grow into thoughtful contributors to the world around them.

When behavior challenges arise, we approach them first as learning opportunities. We know that children are still developing the skills to manage emotions, make thoughtful choices, and navigate relationships. Most of the time, we use an elementary educational approach — talking through what happened, practicing better choices, and finding ways to repair any harm caused. Our goal is to help children learn from mistakes in a supportive and caring environment.

If behaviors are more serious or happen repeatedly, formal consequences will be put in place. These may include reflection time, meeting with the principal or school counselor, repairing harm through acts of service, suspension, or expulsion. Consequences are always given with the goal of helping the child grow, not simply to punish.

At all times, we work in partnership with parents or guardians of every student involved. We believe that open, honest communication is essential so that the well-being of each child is always at the forefront. Together, we can support our students in making better choices, developing self-control, and continuing on the path toward being both successful learners and kind community members.

13. Parent Teacher Organization (PTO)

13.1 Mission

The Osborn PTO is an organization whose purpose is to strengthen, enhance and encourage the educational and social environment of Osborn School. The Osborn PTO is a partnership between dedicated teachers, staff, administration and parents. The PTO's fundraising efforts go to support many programs that enrich our children's experience in the classroom and on the playground, through field trips, cultural events, and after-school clubs.

13.2 Membership

All Osborn families are welcome to join the PTO. Parents can do this as early as the end of the summer each year by purchasing a family PTO membership on the PTO website. The PTO strives for 100% participation from families.

Active membership includes:

- Access to the Osborn School PTO Website
- Access to the Osborn School PTO Directory
- Subscription to the Osborn Weekly Newsletter

- Subscription to Text Message Alerts generated by the PTO
- Access to register for School Activities and Events

13.3 General Meetings

The PTO meets on a regular basis; parents are encouraged to attend the meetings to learn about what is happening at the school. The meeting schedule is on the PTO calendar.

13.4 Committee Descriptions

Osborn has lots of great ways for parents to get involved. Joining a committee and being involved is also a terrific way for new parents to meet other Osborn parents. A complete listing of Osborn PTO committees is below. Committee contact information is posted on the PTO website.

Executive Board

The Executive Board works closely with the administration and volunteers in the school to coordinate PTO Programs. Represents parent views to the principal, administration, and Board of Education. They provide communication to parents about the school. They also oversee the finances of the PTO. The Executive Board includes Co-Presidents (2), Co-Treasurers (2), VP of Fundraising, VP of Curriculum Enrichment (2), VP of Communications (2), Osborn Weekly Editor, Secretary, RAISE Representative and Ex-Officio.

After-School and Lunch Clubs

After School Clubs are fun and educational classes that meet weekly at Osborn and are offered after school or during lunch. We have fall, winter and spring offerings. Registration details are advertised in the Osborn Weekly.

BINGO Night

A fun family event that takes place in the winter. The night includes "mystery guests", prizes and refreshments.

Book Fair

The Osborn PTO organizes 1-2 book fairs.

Caring

This committee arranges for assistance to any Osborn family experiencing a crisis, such as a medical condition that impairs a family member, a death in the family, a fire, or any significant hardship. The involvement can be anonymous if the family wishes for it to be. Examples of services offered include providing meals, running errands, and providing transportation.

Class Parents

Class Parents are the link between the PTO and the class. Two Class Parents per class are selected by lottery in September. They are responsible for

collecting Class Dues and End-of-Year funds, assisting with class celebrations, compiling class lists, disseminating messages from the PTO, welcoming new students, and supporting all PTO fundraising activities.

Class Parent Coordinator

The Class Parent Coordinator meets with all Class Parents once at the beginning of the school year to review Class Parent roles & responsibilities, and is the point person for any communication that is sent via Class Parents.

Class Pictures

Class pictures are taken each year in the fall. This committee oversees volunteers to help organize the kids on the day photos are taken and help out on retake day.

Community Outreach

The Community Outreach committee helps the Osborn community reach out to local organizations in times of need. Contributions may include but are not limited to: providing lunch multiple times a year for the Don Bosco center, a yearly turkey drive for the Carver Center and food drives for the Bread of Life.

Curriculum Enrichment

Curriculum Enrichment organizes artistic, historical, and scientific programs that supplement the curriculum and bring excitement and variety to classroom instruction. CE organizes and funds field trips and in-person assemblies for all students.

Field Day

This fun activity assigns each class a color. The children have fun physical activities throughout the day, promoting teamwork and sportsmanship.

Fifth Grade Liaisons

The Fifth Grade Liaisons work closely with the fifth grade teachers to assist in the planning and coordinating of the 5th grade play, field trips, celebrations and moving-up ceremony.

Gardening

Help with the plantings around the school building and in the inner courtyard.

Heard in Rye

Heard In Rye (HIR) is supported through annual contributions from the Rye schools. HIR school reps attend monthly meetings to provide input on future topics and speakers, and promote speaker events.

Holiday Angels

The Holiday Angels program provides an opportunity for Osborn students to give holiday gifts to underprivileged children.

Intramurals

Intramurals are a fun activity led by the gym teachers either before or after school and are completely paid for by the PTO.

New Family Welcoming Committee

The New Family Welcoming Committee reaches out to new families and helps them join the community. The New Family Buddy Program pairs an existing Osborn family with a new family.

Osborn Weekly

The Osborn Weekly newsletter is sent via email every Sunday evening. It highlights school news, community events and important calendar dates.

Scare Fair

The Scare Fair is PTOs largest community event and fundraiser of the year. The fair requires the support of many parents in the Osborn community to work as event co-chairs, committee chairs or volunteers on the day of the event. The Scare Fair takes place at the end of October.

School Supplies

Each grade has specific school supplies that are required for each student. School supply kits can be purchased through the PTO and will arrive in your child's classroom for the first day of school. Orders are placed in June.

Yearbook

Helps create the school yearbook -- be involved in everything from layout, to photography, to ordering and distributing the yearbooks.