

FREQUENTLY ASKED QUESTIONS
by
Parents, Guardians and Eligible Students (18 years of age or older)

Does Clear View have a 24/7 Emergency Clinical Hotline?

YES. 914-941-9513. Call this number after school hours on weekdays or any time on weekends or holidays. An on-call clinician will be notified and will return your call promptly. **[Remember, however, in the case of a Medical Emergency, always call –911—immediately.]**

During school/program hours (weekdays 8:30 am to 5:00 pm), clinical support is available by calling **914-941-9513**.

The **2016-2017 School Calendar** showing the holidays when the Program is closed and the availability of the **Emergency Clinical Hotline** may be accessed at www.clearviewschool.org/Calendar . Click **HERE** for a direct link.

As a provider of mental health services, does Clear View have policies and procedures for the protection of the privacy of health care, including mental health, records and for the release of those records in compliance with the Health Insurance Portability and Accountability Act (HIPAA)?

YES. The Clear View School **Health Insurance Portability and Accountability Act (HIPAA) Policy and Notice of Privacy Practices** may be accessed at <http://clearviewschool.org/wp-content/uploads/2017/02/hippa.pdf>. Click **HERE** for a direct link.

As an educational institution, does Clear View have policies and procedures for the protection of the privacy of educational records and for the release of those records in compliance with the Federal Family Educational Rights and Privacy Act (FERPA) and NYSs Education Law §2-D?

YES. The Clear View School **Parents’ Bill of Rights For Data Privacy And Security** may be accessed at <http://clearviewschool.org/wp-content/uploads/2017/02/parents-bill-of-rights.pdf>. Click **HERE** for a direct link.

Does Clear View have a Code of Student Conduct, which includes provisions regarding drug and alcohol abuse, cell phone use on campus and driving to/from school?

YES. The **Code of Student Conduct** may be accessed at <http://clearviewschool.org/wp-content/uploads/2017/08/Code-of-Student-Conduct-and-Behavior-Management.2017.pdf>. Click **HERE** for a direct link.

Does Clear View have Internet Use Policies and Procedures in compliance with the Federal Children’s Internet Protection Act (CIPA)?

YES. The Clear View School **Children’s Internet Protection Act (CIPA) Policy** may be accessed at <http://clearviewschool.org/wp-content/uploads/2017/02/cipa-internet-protection.pdf>. Click **HERE** for a direct link.

Does Clear View have Medical and Mental Health Policies and Procedures, which include Psycho-Pharmacologic Treatment Planning, Administration of Medication, Accidents/Injuries/Significant Incidents, Seasonal Flu Guide and Student Illness?

YES. The Clear View School **Medical and Mental Health Policies and Procedures** may be accessed at <http://clearviewschool.org/wp-content/uploads/2017/02/medical-policies-procedures.pdf>. Click **HERE** for a direct link.

When does Clear View hold Teacher Conferences?

REGULARLY SCHEDULED TEACHER CONFERENCES are held **two (2) times per year**. The first meeting will be in **EARLY FALL** when Parents/Guardians will meet as a group with their student's classroom teacher for an overview of the program. The second meeting will be in the **SECOND SEMESTER** for an individual conference and student progress report.

Meetings may be scheduled at other times by request of the Parent/Guardian or may be scheduled by the classroom teacher or supervisor.

What must Parent/Guardian or Eligible Student do when a student will be absent?

Call 914-941-9513 before 9:00 am on the day the student will be absent. Report the absence and the reason for the absence. If a student will be absent for more than one (1) day, please call **each and every day of an extended absence.**

Also, immediately call the **BUS COMPANY** and report the student's absence and the cancelation of transportation for that day.

In case of a WEATHER/EMERGENCY related SCHOOL CLOSING OR DELAY, how are Parents/Guardians/Eligible Students notified.

Alerts of school closings or delays will be posted on the Clear View **WEBSITE** at www.clearviewschool.org .


Alerts will also be announced on **TV** at:

- Channel 2 CBS Morning Show
- Channel 12 News (Westchester Cablevision)
- Channel 1 or 501 (FIOS)

Alerts will also be announced on **RADIO** at:

- WHUD (100.7 FM; 1420 AM)
- WFAS (103.9 FM; 1230 AM)
- WINS (1010 AM)
- WLNA (1420 AM)

Alerts will also be posted **ON-LINE** at:

- www.news12.com
- www.fios1news.com
- www.WHUD.com (Text alerts are also available. Go to www.WHUD.com  Storm Center and follow direction for text alert sign-up.

In case of a delayed opening, your student's **BUS** should also be delayed for approximately one (1) hour after regular pick-up. (Clear View notifies all bus companies of closings and delays.)

In case of a WEATHER/EMERGENCY related EARLY SCHOOL DISMISSAL, how are Parents/Guardians notified.

Clear View will **TELEPHONE** Parents/Guardians of early school dismissal.

Alerts of early school dismissal will be posted on the Clear View **WEBSITE** at www.clearviewsschool.org .


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Does Clear View have a regularly scheduled LUNCH PROGRAM?

NO. Students must bring a packed lunch from home every day. Clear View will provide lunchtime drinks and a light snack at snack time.

On special occasions, lunch will be prepared in the classroom and timely notices will be sent home not to send lunch on those days.

Does Clear View require an extra set of clothes to be kept at school?

YES. At the Orientation Appointment, please bring to Clear View one (1) of each of the following, which will be kept at Clear View in case of emergency:

- Pair of sneakers
- Shirt
- Pants (not shorts)
- Undershirt
- Underpants
- Sweater or sweatshirt

Emergency Clothing need not be new, but in good and fitting condition. If used, it will be sent home for washing and must be returned to Clear View as soon as possible.

Remember that sneakers must be worn for Physical Education. If your student does not wear sneakers to school, the Emergency Clothing sneakers must fit. So, please be careful that they are not outgrown.

Are there forms and releases that Parents, Guardians or Eligible Students must complete, sign and file every year before the beginning of the school year?

YES. There are several forms and releases that must be completed, signed and filed, such as, a Registration Form, Activity, Field Trip and Photograph Permissions, Emergency Medical Treatment Release, Medication Permission Form, Annual Health/Dental Examination Forms and others. These forms may be accessed at <http://clearviewschool.org/parent-student-forms/>. Please download and print each form. Complete and sign or have completed and signed by the student's physician or dentist and return the forms by mail to:

Information/Records Coordinator
480 Albany Post Road
Briarcliff Manor, NY 10510

Forms may also be scanned and emailed to: records@clearviewschool.org.

All forms must be filed at or before the Parent/Student Orientation Conferences at the beginning of the school year.

Since Clear View is a Twelve Month Program, are students required to be in attendance for twelve months, which include a school year and summer session?

YES. The progress of Clear View's special education and therapeutic services demands continuity. Placement at Clear View by a Committee on Special Education (CSE) is for twelve months, and if that is not to be met because of family vacation or summer camp enrollment, a CSE meeting must be convened to reconsider placement. Special circumstances may demand that a student miss some of the summer session. This is understandable. Planned absences, however, are not encouraged, and four (4) full weeks of attendance are required, while six (6) full weeks are recommended.