

Nathaniel Rochester Community School
85 Adams Street
Rochester, NY 14608

Dear Parents/Guardians:

I would like to inform you effective August 1, 2011 that there are new Procedures and Policies to ensure the safety and confidentiality for all parties.

Here are the procedures:

- **Requesting Records Policy** – We will require a 24 hour notice for **ALL** current students and a 48 hour notice for those students who are no longer with us. You will need to come into the school with a picture ID (ie; NYS Driver’s License, State ID or work ID) and fill out a form for what you are requesting. ***Please note:*** After 12:00 pm we are on next business day and all requests will be processed as they are received.

- **Change of Address Policy** – We will require proof of your new address. We will **NO** longer be taking these changes over the phone. Here is what is acceptable for proof:
 1. RENT, LEASE OR MORTGAGE RECEIPTS
 2. CORRESPONDENCE FROM DSS
 3. PROPERLY ADDRESSED PAYROLL CHECK STUBS (**no more than 30 days old**)
 4. SIGNED AFFIDAVITS
 5. UTILITY BILL (ie: Telephone, RG&E, Water Bill, or Cable **NO CELL PHONE BILLS and no more than 30 days old**)

- **Regular Dismissal Policy** –**IF YOU CHILD(REN) IS A BUS RIDER WE REQUIRE A NOTE OR A PHONE CALL BEFORE 12:00 PM SO THAT WE DO NOT PLACE YOUR CHILD(REN) ON THE BUS. IF WE DO NOT HAVE THIS INFORMATION BEFORE 12:00 PM YOUR CHILD(REN) WILL BE PLACED ON THE BUS.**

- **Early Dismissal by Phone Policy** – **WE WILL REQUIRE A PHONE CALL FROM YOU BEFORE 12:00PM TO HAVE YOUR CHILD(REN) READY FOR PICKUP AT THE TIME THAT YOU HAVE REQUESTED. THE STUDENT MUST BE RELEASED AND SIGNED OUT BY AN ADULT OR NRCS ADMINISTRATOR.**

IF YOU ARE NOT HERE 5 MINUTES BEFORE DISMISSAL (1:50 PM MONDAY, TUESDAY, THURSDAY AND FRIDAY AND AT 1:05 PM ON WEDNESDAYS) YOUR CHILD(EN) WILL BE PLACED ON THE BUS.

- **Early Dismissal In Person Policy – MUST BE DONE A HALF HOUR PRIOR TO DISMISSAL AND ONLY TO THOSE THAT ARE ON THE PARENT CONTACT LIST.**
- **Alternate Adult Contact Policy** --If you are sending someone to pick up your child(ren) please make sure that they are listed on the contact list and inform them that they are required to present photo ID to pick up your child(ren). If they are not listed **WE WILL NOT RELEASE** your child(ren) to them.

We appreciate your cooperation in these matters so that we can better serve you in a more efficient manner.

Respectfully,

Connie M. Wehner

Principal