

Integrated Arts and Technology High School
950 Norton Street
Rochester, New York 14621
Phone: 585-324-3750 Fax: 585-324-3751
www.artsandtechhs.org

Student and Parent Handbook 2016-2017

Our Mission

Our mission is to prepare students for the global community through experiential learning. With technology as a tool and the arts as the medium students will embark on their journey with the guidance of our school community. We do this to brighten the future of tomorrow's leaders today.



**INTEGRATED ARTS AND
TECHNOLOGY HIGH SCHOOL**
AN EXPEDITIONARY LEARNING SCHOOL

Mr. Kevin Klein
Principal

Mrs. Donna Groff
Assistant Principal

Mr. Edward Mascadri
Assistant Principal

Linda Hasenauer
Head Secretary

Maria Maldonado
Office Staff

Kimberly Montana
Office Staff

This handbook belongs to:

Name
Address
City/State/ZIP
Phone Number
Student ID

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Opening Letter to IATHS Families

September 2016

Dear Parents and Students,

It is my pleasure to welcome you to the Integrated Arts and Technology High School on behalf of the entire staff. We will strive to make sure that each student achieves academically and continues to develop their character while displaying school pride and spirit during the 2016-17 school year. We ask that you as parents remain involved in your child's education through until graduation day.

Please take the time to read this handbook together so that you are familiar with the expectations that we have for all Integrated Arts and Technology students. With your help in ensuring that your child understands these expectations and is supported in achieving them, we know that this school year will be a positive learning experience for your child and your family.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Klein', with a stylized flourish at the end.

Kevin Klein
Integrated Arts and Technology High School Principal

Integrated Arts and Technology High School

Parent Dictionary

For Policies & Procedures

A

Accidents

Initial treatment is given to students with minor injuries when an accident occurs in school. The school notifies a parent or guardian when medical care may be needed for an injury or illness, provided a telephone number is listed with the school. Parents should keep the school informed of changes in their telephone number and should provide the number of someone else who can be called in an emergency.

Address Change

It is important that the school always has the most current address and phone number for each student. If you move during the school year, be sure to notify the office of the change. We will ask for proof of address when needed.

Administrators

If you have a specific problem and you would like to see an administrator, it is always best to call the school and ask to set up an appointment. It is not always possible for an administrator to meet with you if you do not make an appointment. Call Mrs. Hasenauer to schedule an appointment, 324-3750.

Arrival

School begins at 8:30 AM each day. Students will be allowed to enter the building at 8:00 AM at exit 20. Students are not allowed in the building until 8:00 AM. Our school day instruction begins promptly at 8:30 AM.

- Students must proceed from scanning directly to the auditorium if they do not want breakfast or to the cafeteria. Students may not leave either location once they have entered until 8:30.
- Auditorium Expectations—be seated, use moderate-volume voices, follow directions of all staff members, do not leave the auditorium until dismissed by the staff members.
- Cafeteria Expectations—get your breakfast, be seated, use moderate-volume voices, clean up after yourself, follow directions of all staff members, do not leave the cafeteria until dismissed by a staff member.

Attendance

It is very important that your child develop a habit of good attendance. Students between the ages of 6-17 are required by New York State law to attend school every day school is in session. All parents are responsible for providing a written excuse for any tardiness or absence within five days of the occurrence. It is also important that parents/guardians teach their children to develop the habit of being on time as well as being present daily. To call your child in absent, call 324-3750, Prompt #2 to leave a message.

B

Breakfast

All RCSD students receive breakfast and lunch at no charge for the entire school year. However, to determine eligibility to receive additional benefits for your child(ren) you will need to complete a household and income form. These forms have been sent home by our Food Service Department. It is important that you complete and return the forms by the deadline given. If your child will be eating breakfast at school they will be allowed to enter the building at 8:00 AM each morning.

Bags/Backpacks/Purses

All bags, backpacks and purses must be kept in a locker from 8:30AM-3:30PM. The only exception is for carrying items to/from physical education, and the bag must be returned to the locker before the next period. Personal items should be carried in pockets or zipper pouches in binders, or be left in the locker.

C

Cell Phone/Electronic Games/Music Players

These devices are prohibited in school by RCSD Board of Education Policy and should not be brought to school. IATHS will collect these devices. Students will be expected to follow the RCSD Policy as outlined in the RCSD Code of Conduct:

ALL ELECTRONIC DEVICES MUST BE TURNED OFF, SURRENDERED AT SCANNING, AND WILL BE COLLECTED AND STORED IN A SECURE LOCATION EACH DAY. Any student who is seen with an electronic device will turn the device over to an administrator and will be placed in ISS. A parent or guardian must retrieve the device; it will NOT be returned to the student at the end of the day without a parent or guardian. If not picked up by June 30th your item will be donated to a local charity.

According to the Code of Conduct, portable electronic devices are not permitted on school property. Students who cooperate with relinquishing their electronic device prior to the scanning process will receive them at afternoon dismissal if they provide their school ID. Students using electronic devices disrupt the educational process and these items will be confiscated if they are used on school property. Confiscated items will only be released to a parent or guardian.

Code of Conduct

The purpose of the Code of Conduct is to set standards for student behaviors that promote safety and order in school. The rules of the Code of Conduct focus on areas of safety and respect. Students who are found to be in violation of the Code of Conduct could face any of the following consequences:

- Verbal and written warning along with home contact
- Removal from classroom for up to 1.5 hours
- In-school suspension
- Alternate-school suspension (short term 5 days or less)
- PM School (5-15 days)
- Out-of-school, long-term suspension (more than 5 days)

Combs

Combs/brushes/hair picks should be kept in your locker and only used in the bathroom or in the locker room. All forms of rat tail combs/brushes/hair are not allowed on campus. Metal combs/brushes/hair picks are not allowed.

Conferences

Conferences with teachers should be scheduled in advance so that a special time is set aside for this purpose. Teachers are not able to talk with a parent while teaching a class of children. If you would like to meet with your child's teacher you should send a note to school indicating a time that would be convenient for you to meet. **Student-led Parent Conferences** are scheduled three times throughout the school year. Watch for information sent home from your child's teacher and check the City School District's calendar.

CREST

We focus on the following five values. These values are stressed every day.
Caring, Responsibility, Excellence, Stewardship and Trust

D

Discipline

It is our goal to provide students with a safe and secure learning environment. In order to do that, we need to have rules for all members of our community. Below you will find the School Rules. Please review these with your child throughout the school year. Your cooperation and support is greatly appreciated.

Integrated Arts and Technology High School

1. **Follow the directions of all teachers and adults in charge.**
2. **Respect yourself and others. Speak respectfully to others (no swearing, threatening or insulting).**
3. **Follow all safety rules. Possession of any weapon (real or toy) or incendiary device (firecracker, matches etc.) could result in an automatic long-term suspension.**
4. **Keep your hands and feet to yourself. No fighting (real or play), or hitting on school grounds.**
5. **Leave all non-instructional items (cellphones, music players, beepers, sports equipment, and toys) at home.**
6. **This year there is a multiple step discipline approach: ISS, Out-of-school suspensions, PM school suspensions, and long term suspension.**

Dismissal

Student dismissal is at 3:30 PM. If parents are picking students up they are asked to wait outside Exit 3 or wait in your car on the Hudson Ave. side of the building. It is expected that all students will be picked up on time each day that school is in session.

It is our hope that dentist and doctor appointments can be made after school hours or on Saturdays if possible. If this is not possible and your child has an appointment and must be released from school early, you need to send a note indicating the time you will pick him/her up. Students will not be called to the main office until you arrive.

Dress Code

- IATHS uniform is highly recommended.
- If a student is not in uniform, he/she MUST follow the RCSD Dress Code as described in the RCSD Code of Conduct.
- If a student's clothing does not meet the RCSD dress code, the student will be provided an alternative to the best of our ability or may call home for the delivery of an alternative set of clothing.
- If a student does NOT comply with the dress code, he/she will be subject to discipline as described in the Code of Conduct.

Driving students to school

The parking lot can become a very busy place at the beginning and ending of each day. Parents are asked to drive carefully and not let children walk through the parking lot unattended. The safety of your child is our primary concern. They may be dropped off on the Hudson Avenue side of the building.

E

Emergency Forms

Each year parents are asked to complete an emergency form and return it to school. It is critical that this form always has the most current address and phone numbers where a parent or guardian can be reached in case of emergency. Your child can only be released to designated persons listed on this form. Please notify the school office if you need to update this list during the year.

Excuses

When your child is absent from school it is required that you send in a written notice of why they were not in school upon their return. Otherwise, they will be marked illegally absent.

F

Fire Drills

Twelve practice fire drills are required to be held each year. Generally, these practice drills are held on days when the weather is mild enough for children to go outside without a coat. All occupants of the building must evacuate when the emergency bell rings.

Food and Drink

- Students may bring new/UNOPENED beverage in plastic containers to school.
- Energy drinks are prohibited for students.
- All food and drink MUST remain UNOPENED and may ONLY be consumed in the cafeteria.
- Fountain beverages, frozen beverages, and iced-beverages from local restaurants or convenience stores are not permitted.

G

Glass Containers

Glass containers are not allowed on campus.

H

Headphones

Headphones should be kept in your locker or in your tech bag when not in use for a school activity. They should never be out in the hallways, cafeteria, gymnasium, library or other school grounds.

Home Baked Goods

It is the policy of this school not to accept any home baked goods to be shared with our students. This is based on a recommendation from the Monroe County Health Department to guard against the spread of Hepatitis A.

Homework

It is expected that students will get homework every day including over weekends and school holidays. The amount of homework given over a weekend or holiday should be roughly equal to a single day's homework during the week. (Students would not be expected to do many days of homework over a vacation.) Variability is to be expected from day to day and from student to student. Special assignments such as long-term projects and book reports may result in more homework for limited periods of time. In addition, students are expected to read a minimum of 60 minutes daily. (See District calendar for guidelines)

In grades 7-12, assignments will gradually be expanded in scope and quantity with continued development of skills as well as greater emphasis on independent study and the use of reference materials. Homework activities can generally be grouped as follows:

Continuation: Working on assignments that are being taught in class

Drill: Practicing skills of any subject

Memorization: Committing to memory materials such as poems, vocabulary words, mathematics tables and formulas

Reading: Using books, newspapers, magazines, library materials, and reference works

Writing: Taking notes, creative writing, preparing reports

Observation: Gathering ideas and information through viewing activities, movies, plays, and television programs and then preparing reports and evaluations

Research: Working on long-term projects and assignments

Interviews: Gathering data and information by direct, personal contact with experts and authorities on subjects

Make-up: Completing work missed due to absences

Out-of-school assignments provide students with the opportunity to reinforce skills, to review and to expand knowledge gained in the classrooms, and to develop good study habits. The successful completion of assignments shall require a student to meet the responsibilities, to set priorities, and to budget time. The quality and quantity of homework will be used in determining report card grades.

Homework Hotline

Students who need assistance with homework are invited to call Dial-A-Teacher for assistance. You should call 262-5000 from 4:00 to 7:00 p.m. Monday through Thursday to get assistance with homework. There is no charge for this call.

I

ID Badges

Students need to wear their ID badges during the school day.

Integrated Class

A number of students with special education needs are included in our general education classrooms. These students receive services both in and out of the classroom from various support personnel.

Injury/Illness

Children may become ill or injured at school. If a child needs medical attention beyond what can be provided at school, or if he/she needs to be sent home, the school nurse or aide will call the parent or guardian. Parents should provide the school with their home and work phone numbers and the name and number of someone else who can be called in an emergency.

If your child is treated for minor injuries or illness at school, the nurse or aide will send a note home advising you of what to do. If your child is ill at home, he or she should remain at home to avoid the spreading of the illness to other children.

Internet Sites

A permission slip will be sent home regarding accessing Internet sites in school. You must return this permission slip to your child's teacher if you want him\her to use the Internet.

The following is a list of Internet sites that offer extensive information about education:

- www.rcsdk12.org - Rochester City School District
- www.nysed.gov - New York State Ed. Dept
- www.ed.gov - US Dept. of Education
- www.artsandtechhs.org - IATHS site

K

Keys

Students are not permitted to wear a house key around their neck during the school day unless attached to their school breakaway lanyard. If your child needs to carry a house key to school they may also leave it in a pocket or backpack during the day.

L

Library

Parents are encouraged to visit the public library with their children on a regular basis. Students will also visit the school library with their class. Students should be reminded to take good care of all books but especially books on loan from the library.

Lunch

Secondary students will have menus posted in the cafeteria and classroom. Lunch is free for all RCSD students. Parents must fill out the Income Verification form sent out by Food Service. Menus can be found on the RCSD main website. Menus can be found at www.aramarkeducationk12.com.

Lockers

The sharing of lockers is strictly prohibited. Students are issued technology for which they are responsible. All students are issued a locker and lock during the first days of school.

M

Medication

City School District regulations require that all medication be given only by doctor's written order and dispensed from a pharmacy-labeled container. Medication should be given in school only if times cannot be arranged for all doses to be given outside of school hours. If medication cannot be given at home and your child must take medication in school, please follow this procedure:

1. Have your doctor write orders for the school to dispense medication giving the following information: diagnosis, name of drug to be given, dosage, any side effects of which the staff should be aware and the lengths of time for which the medication is to be given.
2. Sign the school's written parental permission form.
3. Bring the medication to the Health Office in a pharmacy-labeled bottle. Medication must be left in school. It cannot be taken home every day.
4. Children may never carry medication to take at school.

Money

We ask that students not carry money to school unless they will be purchasing items from a school fundraiser. Large sums of money should never be sent to school with a child.

N

New York State Standards

The Academic Standards established by the New York State Education Department outline what students should know and be able to do in each academic subject. <http://usny.nysed.gov/parents/>

O Open House

Open House will be held this year on **Thursday, September 22, 2016** from 6:00-7:30 PM. This is an opportunity for parents to come into school to meet your child's teacher and see their classroom. This is not a night for parent conferences. Conferences will be scheduled at a later time in the school year. We hope to see you at Open House.

P

Positive Behavioral Intervention Supports (PBIS)

Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the fit or link between research-validated practices and the environments in which teaching and learning occur. Attention is focused on creating and sustaining primary (school-wide), secondary (targeted group or simple individual plans), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional. www.pbis.org

Perfume and Cologne

Perfumes and cologne are not permitted on school property due to allergies and asthma concerns. We do highly recommend a good deodorant.

R

Reading

Students are required to read for 60 minutes a day, along with the assigned homework for the subject area.

Registration

Our student registration takes place at RCSD Central Office, 131 West Broad Street. Evidence of age and place of birth must be submitted when a child enters the Rochester City School District. Any one of the following forms will be accepted: birth certificate, baptismal record, passport (showing date of birth), or Alien Registration Card.

Report Cards

Report cards are sent home four times during the year. Your child's teacher will review the format of the report card with you at Curriculum Night in fall (look for a flyer to be sent home). We encourage parents to access the online grading program called ParentConnect. Visit the RCSD website www.rcsdk12.org to sign up. Report Cards are mailed from Central Office.

S

Schedules

Your child will come home with a notice during the first week of school indicating when they will have Physical Education. This is the class that is important to remember as it involves some preparation from home (remembering shorts and sneakers). Generally, the students that do not change for Physical Education class will not have a passing grade.

School Based Planning Team

Each school has a planning team that is responsible for reviewing student performance, setting goals for improvement, and designing a program to enable the school to advance toward its goals. This planning

team includes teachers, parents, paraprofessionals, and administrators. Feel free to contact your parent representative if you should have an instructional concern.

Stolen Property

IATHS is not responsible for articles of personal property stolen from students. Students should **keep valuables at home** and only bring items to school that are necessary for schoolwork. Students should not bring any type of electronic item such as radios, discmen, walkmen, iPods, MP3 players, games, etc... Other items that should not be brought are sports equipment or toys of any kind.

Student Records

Each student has a student record at IATHS. This record is considered confidential but as a parent you have the right to review it with an administrator. The types of information included in this record are report cards, attendance, test results, and health and immunization records. If you would like to review your child's cumulative record, you should call an administrator to make an appointment and it will be arranged.

Student Parking

There is no student parking on campus. Students who drive need to find parking spots on the streets in the surrounding neighborhood. Students who park on campus illegally are subject to tickets and/or towing.

Suspensions

This year our school will have an in-school suspension room for minor infractions. Suspension is used as a last measure to resolve a discipline issue. Suspension from school will be used when a student's actions have endangered his/her own health, safety, welfare, and morals, or those of others, in which case an immediate suspension may be necessary. When a student's conduct has violated the rules of IATHS, an administrator is permitted to assign the student to the ISS Room.

Parents will always be notified of the placement. Every effort will be made to contact the parent by phone. In addition to the phone contact, a written letter will be sent with the student or mailed to the home depending on the circumstances of the infraction.

ISS is for 1-5 days for minor infractions.

Out-of-school Suspensions (1-5 days) are for physical altercations or more major infractions.

Long-term Suspensions (5 or more days) for severe infractions.

Students receiving in-school suspension (ISS) will be scheduled in one of two time slots.

- 8:30am-10:30am
 - Your child will be dismissed at 10:30am and will be required to leave the school grounds.
- 12:00pm-2:00pm
 - Your child will not be allowed on school grounds until 12:00pm and will be dismissed at 2:00pm and will be required to leave the school grounds.
- Students receiving out-of-school suspension (OSS) will report from 3:00pm-4:30pm.
 - Your child will not be allowed on school grounds until 2:45pm and will be dismissed at 4:30pm and will be required to leave the school grounds.
- Saturday Work detail
 - 8:30am-11:30am

T

Tardiness

Students are considered Tardy at IATHS if they are not in their class at 8:30 a.m. each morning school is in session. Every instance of tardiness requires a written excuse from the parent stating the reason. We encourage students to be **ON TIME** for school daily. Students late to school must enter the main door (Exit 20) and obtain a late pass at Exit 20 or in the Main Office (Room 349).

Technology

All pieces of technology that are provided by IATHS must be cared for as outlined in the Student Pledge for iPad/laptop/Chromebook Use.

Technology that travels with students from class to class **MUST** be returned at the end of the school day.

Toys

Toys are not allowed in school. They will be confiscated and a parent will be called to come and retrieve the item or it will be discarded on July 1.

Transportation

Children who live more than 1.5 miles from school qualify for transportation. If you have questions about transportation to IATHS you should call the transportation office at 336-4000. Student's IDs are their bus passes. Students are required to carry their IDs at all times. Only students who have to change buses due to their home address are permitted to go downtown to switch buses. If a student has a non-IATHS after-school activity which requires a bus pass, it is the parent's responsibility to provide it. If a parent or guardian is planning on picking up your child early from school, it is our school policy to have the parent or guardian come into the school to sign your child out at the main office located on the 3rd floor of IATHS. Bus passes are issued by the Transportation Department. If your child loses their bus pass, notify the Main Office immediately. Students will be issued one free replacement per year. Any additional pass that is lost will require parents to call the Transportation Department at 336-4000 to request a replacement pass and then go to the Service Center, Building 1, 835 Hudson Avenue, to pick it up. There is a \$2.00 replacement fee for this service.

U

Uniforms

Uniforms are encouraged to be worn. Shirts are available for purchase from the Home School Assistant.

- School shirt (with logo) on the top with the option of wearing a shirt underneath the shirt –underneath shirt has to be one of the three school colors (red/yellow/black) or a white shirt.
- Wearing khaki or black pants, skirt, or shorts
- Skirts must be knee length or longer, leggings-black or white
- No sagging pants - pull pants up; a rope will be provided to use as a belt
- No half shirts, exposed bellies, and shirts with less than a 3 inch strap.

V

Visitors

- All staff will wear their staff identification badges at all times.
- Any visitor who enters the building is required to sign our guest book at the main entrance (Exit 20) and will receive a Visitor's Pass.

- Visitors will wait in the security desk area until there is a staff member available to escort them to their appointment site. Visitors should be escorted to the main office by a member of the IATHS/Franklin SSO staff.
- All visits to a teacher should be arranged at least 24 hours in advance. If you make an unscheduled visit to the school, teachers will not be available to meet with you at that time. Conferences will not take place during instruction.
- During instruction, all incoming phone calls will be forwarded to the teachers' voice mail unless the teacher notifies the office they are waiting for a call.

Volunteers

Volunteers are needed at IATHS. If you are interested, call the school office 324-3750 and leave your name and the times that you would be available to volunteer. Our Home School Assistant will return your call.

W Weapons Weapons (real or toy) are never allowed in school and may result in a long-term suspension out of school.

acceptable item. Students who refuse to do so will be subject to discipline, up to and including suspension, and their parents will be notified.

When can a teacher remove a student from the classroom?

When other reasonable methods fail to restore order, the Code of Conduct and State law allow teachers to remove persistently disruptive students from the classroom for up to two classes or 1-1/2 hours if the students are with the same teacher for the majority of the day. The goal is to ensure that classrooms remain focused on teaching and learning.

Can a student's locker be searched by school officials?

The Code of Conduct states that student lockers, desks, and other storage areas at school, as well as computers and software, may be searched at any time by school officials. Students are responsible for what is kept in their lockers.

The District also has the right to monitor e-mail, websites, and Internet access of students while at school.

In addition, the District has the right to search anyone on school property and any items they may be carrying, as authorized by state and federal law for persons entering public buildings. Anyone entering District property is deemed to have consented to such search. No one refusing such search will be permitted to remain on District property.

What are the consequences for violating the Code of Conduct?

The rules in the Code focus on safety and respect for others. Students who violate the rules,

including the dress code, will face disciplinary consequences. These can include:

- Oral or written warnings to the student and his/her parent.
- Removal from the classroom.
- In-school suspension or after-school detention.
- Revocation of District computer and Internet privileges.
- Short-term suspension from school (five days or less).
- Long-term suspension from school (more than five days).
- Removal from the regular school program.

What role do students play in enforcing the Code of Conduct?

Students play an important role in maintaining safety and order in school and in enforcing the Code of Conduct. The school is your place of learning, and your help is needed to keep it a safe and productive place.

Students are expected to promptly report violations of the Code of Conduct to a teacher, principal, or other school staff member. This includes students who observe others possessing weapons, alcohol, or illegal substances on school property (including school buses) or at school functions.

Students are encouraged to use the District's Safe School Hotline, **1-800-41-VOICE (418-6423 ext. 359)**, to report information that may help prevent danger or injury to others. Callers may remain anonymous.

The Board of Education knows that the majority of Rochester students conduct themselves in a respectful, civil manner and are committed to maintaining the safety and order of their schools. That commitment is the key to the success of the Code of Conduct and to the success of our students themselves.

Rev. 9/06

Code of Conduct



in the
Rochester City School District



STUDENT GUIDE

As a student, you deserve a safe, orderly school environment in which you can do your very best!

That's why the Rochester Board of Education sets and enforces high standards of conduct for everyone in Rochester's schools.

In 2001, the Board adopted a Code of Conduct describing the responsible behavior expected of students, teachers, administrators, other school staff, parents, and visitors to schools. By following these expectations, we ensure that all students can receive the quality education they are entitled to without disruption.

This brochure provides answers to some commonly asked questions about the Code of Conduct, which is reviewed and updated annually. A copy of the entire Code of Conduct is available in your school office and on the district's website: www.rcsdk12.org

STUDENT RIGHTS

The Code of Conduct states that all students have the right to:

- Have a safe, orderly, and courteous school environment.
- Take part in all District activities on an equal basis.
- Access school rules and, when necessary, receive an explanation of those rules from school personnel.
- Present their side of the story to school personnel when involved in disciplinary matters.

Why have a Code of Conduct?

The purpose of the Code of Conduct is to set clear expectations for behavior that will promote safety and order on school property. This is necessary so that students can have the best learning environment possible.

What are the expectations for students?

All students are expected to conduct themselves in an appropriate and civil manner, with proper regard for the safety and welfare of others. According to the Code of Conduct, as a student you are expected to:

- ★ Work to the best of your ability and strive toward the highest levels of achievement.
 - ★ Attend school every day and be in class on time and prepared to learn.
 - ★ Contribute to a safe and orderly school environment and show respect toward others.
 - ★ Follow the rules for appropriate student conduct, including the student dress code.
 - ★ Seek help from school staff in solving problems that might lead to disciplinary action.
 - ★ Treat teachers, administrators and other school personnel in a respectful, positive manner.
 - ★ Accept responsibility for your actions.
 - ★ Report to school officials any information that may help prevent danger or injury to others. Tell a teacher, principal, or other staff member, or use the District's Safety Hotline: 1-800-41-VOICE (86423), ext. 359.
- Expectations for teachers, administrators, other school staff, parents, and visitors to schools are also contained in the Code of Conduct.

What types of behavior are not allowed under the Code of Conduct?

The Code of Conduct prohibits student behavior that is:

- Violent—including assault, possession of weapons, bullying, use of threatening actions or words in person or by computer, and destruction of property.
- Disorderly—actions which disrupt the normal operation of the school or endanger the health, safety, welfare, or morals of others.
- Disruptive—actions which interfere with the education of other students or the ability of the teacher to teach.
- Insubordinate—failure to comply with school or District rules or the reasonable directions of school personnel.
- Dishonest—including cheating and plagiarism.

In addition, for academic and other reasons, students cannot bring cell phones or devices with camera capacity to school.

What is the dress code for students?

All students are expected to dress appropriately for school and school functions and to give proper attention to personal cleanliness, grooming, and appearance. Inappropriate dress and appearance can be distracting and interfere with student learning.

Specifically:

- All aspects of a student's appearance (including hair style, hair color, jewelry, make-up, and nails) should be safe, appropriate, and not disrupt or interfere with the educational process.

- The following are not appropriate on school property:

- ✗ Stocking caps, "do rags," and bandanas
- ✗ Hats (except for medical or religious purposes)
- ✗ Revealing clothing such as men's muscle shirts, women's tube tops, net tops, halter tops, spaghetti straps, plunging necklines, and see-through clothing.
- ✗ Clothing that exposes a student's navel, buttocks, bare chest, or cleavage.
- ✗ Clothing that includes words or images that are vulgar, obscene, or disrespectful of others.
- ✗ Clothing that promotes the use of alcohol, tobacco, or illegal drugs or that encourages illegal or violent activities.
- ✗ Clothing that reveals underwear. Pants should be held up with a belt of appropriate size for the student's waist.

Students and their parents have the primary responsibility for ensuring that students are dressed and groomed in a manner consistent with the dress code. Teachers and other school personnel are expected to model and reinforce appropriate dress at school and to help students understand its importance. Visitors to schools, including parents, are also expected to dress appropriately while on school property or attending school functions.

Students who violate the dress code will be required to cover or remove the inappropriate item and, if practical, to replace it with an

Integrated Arts and Technology High School Compact

It is important that families and schools work together to help students achieve high academic standards through a process that includes teachers, families, students and community representatives, the following are agreed-upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

STAFF PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Have high expectations, and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families and that help each student achieve the school's high academic standards.
- Respect the school, students, staff, and families.

STUDENT PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments, and homework.
- Know and follow school and classroom rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching and, instead, study or read every day after school.
- Respect the school, classmates, staff, and families.

PARENT PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework, and monitor TV viewing.
- Discuss your child's homework and reading assignments every day. Ask your child meaningful questions about his/her school day and assignments.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as school decision making, volunteering, and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

Student _____ Parent/Guardian _____

Teacher _____ CREW # _____



FIELD AND WALKING TRIP MEDICAL CONSENT FORM FOR _____ SCHOOL YEAR

Parents/guardians must complete and return this form to the school nurse at least 7 days before the first field trip or walking trip of each school year and update this form if their child's medical condition changes

Student Name	Date of Birth
Street Address with Zip Code	Doctor's Name
Home Telephone	Doctor's Telephone Number
Insurance Carrier's Name	Insurance Identification Number

STUDENT'S HEALTH STATUS

Does your child have any **current** health problems? (Please check all that apply and tell us about them):

- | | |
|--|--|
| <input type="checkbox"/> Allergies (that requires emergency medicine) | <input type="checkbox"/> Asthma/Breathing problems |
| <input type="checkbox"/> Cardiac (Heart) problems | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Seizure Disorder | <input type="checkbox"/> Bones or Joints |
| <input type="checkbox"/> Bee sting (that requires emergency medicine) | <input type="checkbox"/> Other problems? _____ |

Please tell us more about the problem(s) _____

MEDICINES

****The school nurse must have a *current* doctor's order for medicine on file in order for your child to take medicine on the trip. Please contact your child's school nurse to make sure all medical forms are completed.**

Medication that needs to be taken on the Field Trip: _____

_____ (initials) My child doesn't need any medication on field trips for this school year.

I give permission to a physician or hospital to secure proper treatment including (but not limited to) medications, injections, anesthesia or surgery for my child as named above.

This health information is accurate and correct insofar as I know. My child has permission to engage in all activities except as noted above. In the event that I cannot be reached in an emergency, I authorize the school and/or its agents to authorize the treatment recommended by the health care provider available to render treatment. This authorization shall also extend to and include hospitalization for first aid where/when necessary. I understand that I will be responsible for the cost of all medical treatment render in connection with the trip.

Parent / Guardian Signature Date

For School Nurse Use Only

No Concerns _____ Needs nurse to attend _____ No doctor orders/note _____ See nurse 24/48hrs before trip _____
Students Ability to Administer Medication: _____ Self-administration _____ Non-Self administration _____
Medical/Emergency Care Plan: _____ Yes (if so please provide plan) _____ No

Parent input: _____

Nurse signature Date

This form is the property of the Rochester City School District ("RCSD") and should not be used if the school field trip is not authorized and approved by the RCSD. It may not be modified and must be completed in full to be processed and approved.

This form is available on the WEB at <http://www.rcsdk12.org> on the "Health Services Forms for Parents" link.
SNS/Field Trip - Emergency Medical Info

ROCHESTER CITY SCHOOL DISTRICT
INTERNET ACCEPTABLE USE AGREEMENT FORM
(Rochester City School District Policy # 4526)

All Rochester City School District Internet users are required to complete and sign an Internet Use Agreement Form, and to abide by its terms and conditions and those in District Policy 4526. The District does not authorize any use or access to the Internet not conducted strictly in compliance with its policy.

Term of Agreement: Once signed by a User, or in the case of a student under the age of eighteen (18) signed by a parent or guardian, this form will remain in effect as long as the user is assigned to the same school or building, or until the User (or for student under 18, the parent or guardian) revokes the agreement by giving notice, in writing, to the Principal of the school, or Department Head in any District building other than a school. Prior versions of this Consent remain valid.

I. User's Agreement.

I have read and understand the District's Internet Acceptable Use Policy and will abide by its terms and conditions. I further understand that any violation of the rules is unethical, and that any use of the Internet which violates federal or state laws may constitute a punishable criminal or civil offense. Should I commit any violation of policy or of law, my access privilege may be revoked and disciplinary action and/or appropriate legal action may be taken.

USER'S SIGNATURE: _____ DATE: _____

SCHOOL OR BUILDING OFFICIAL: _____ DATE: _____

II. Parent/Guardian Consent (For Student under Eighteen)

As Parent/Guardian of the student named above, I have read and understand the terms and conditions for Internet access, and give my child permission to participate. I understand and agree that my child and I may be responsible for any violations of federal or state law, and that the District does not warrant or represent that the student can or will be completely protected from access to Internet sites I may find objectionable. In consideration of the privilege of using the District's network and having access to the public networks available through the Internet, I release the District, its officers, employees and operators, and any institutions with which they are affiliated from any and all claims and damages of any nature whatsoever arising from my, or my child's use, access, or inability to use the system, including without limitation the types of damages identified in the District's policy and regulations. I understand that this consent will remain in force unless and until I give written notice of revocation to the School, or until my child registers in a different school.

_____ I give my permission to issue Internet access for my child, and certify that the information contained on this form is correct.

_____ I do not give my permission for my child to access the Internet through the District's network.

Parent/Guardian (Signature): _____

(Print Name): _____

Date: _____

H:\Board of Education\EXHIBIT 4526 Internet Consent form.doc



STUDENT OPT-OUT FORM FOR 2014-15 SCHOOL YEAR ONLY

To Parents, Guardians, and Students 18 or Older:

Some student information, including images of your child, can be shared without your consent. If you are concerned about protecting the privacy of your Rochester City School District student, please read this letter carefully. **You must complete a new form for the 2014-2015 school year.**

U.S. military recruiters, colleges, and outside agencies that work with our schools may request directory information on students. Information that the District may share with these groups include the student's name, address, phone number, date and place of birth; major field of study; height and weight of members of athletic teams; dates of attendance; degrees and awards received; photographs; and the name of the previous school the student attended.

The law allows parents or guardians, or high school students over 18, to say no to disclosing this information. **If you do not want information shared with any or all of the organizations below, please check the age-appropriate boxes and sign the form below.** Each section is labeled with the appropriate grade level.

You must check "no" in the appropriate box and return this signed form to the main office of your child's school no later than September 5, 2014, if you do not want information disclosed. If no documentation is on file, we will assume that you are granting permission to release directory information and/or photo or video images.

Please complete a separate form for each child

Student Name _____

School _____

Home Address _____

Phone _____

Date of Birth _____ Student ID# _____

DO NOT RELEASE DIRECTORY INFORMATION TO: (check all that apply)

K-12th Graders: **Outside Agencies** **11th & 12th Graders:** **Colleges** **Military Recruiters**

DO NOT RELEASE PHOTOS OR VIDEOS OF MY CHILD:

In addition, the District may use names, photographs, and/or video images of students for publicity purposes. This may include stories published or broadcast by news media, or District communications. Separate photo release forms are not required. You must check the box below to prevent photos/videos from being shared.

K-12th Graders: **Do not release photographs or video images**

By completing, signing and returning this form to the school of the student named, I am directing the Rochester City School District as to my wishes regarding disclosure of directory information and photographs or video image.

(PRINT) Parent or Guardian Name* (SIGNATURE) of Parent or Guardian Date

**Students who are 18 years old must sign their own form.*



Student Pledge for the use of a District Mobile Computing Device

The Rochester City School District employs the use of several different Mobile Computing Devices such as iPads, laptops, and Chromebooks. A student may be issued any one of these devices. This pledge is intended to apply to all such computing devices assigned to a student.

- I will take good care of my personal computing device and know that I will be issued the same one each year.
- I will be the sole user of my personal computing device.
- I will know where my personal computing device is at all times.
- I will charge my personal computing device's battery daily.
- I will engage in responsible communication with fellow students, teachers and others while using this device.
- I will use my personal computing device in ways that are appropriate and educational.
- I will keep food and beverages away from my personal computing device since they may damage it.
- I will notify my teacher(s) or helpdesk of the need to repair my personal computing device.
- I will keep my personal computing device free of decorations and markings.
- I will keep the serial number on my personal computing device clear for helpdesk service and reference.
- I will follow the policies outlined the RCSD Internet Use Policy.
- I will immediately tell my CREW teacher if my device is damaged, lost, or stolen.
- I understand that a police report will be filed in case of theft, vandalism, and other acts.
- I understand that I may be responsible for all damage or loss caused by neglect or abuse.
- I agree to return my personal computing device, sleeve and power cords in good working condition at the end of the school year or if I transfer to another school.
- I understand that my personal computing device is subject to inspection at any time without notice and remains the property of the Rochester City School District.

I agree to the stipulations set forth above, the Acceptable Use Policy, and the Personal Computing Device Handbook.

RCSD device assigned to me:

____ iPad ____ Laptop ____ Chromebook ____ Other: _____

Serial Number: _____

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

I understand my personal computing device and accessories must be returned at the end of each school day. Students who leave early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their individual personal computing device to the main office immediately.