

FLOWER CITY SCHOOL NO. 54

FAMILY HANDBOOK 2024-2025

We believe in respect and equality.

We believe in empowering all.

We believe in us and our future.

We can be anything we want to be.



The purpose of this handbook is to help families navigate the procedures of Flower City School #54. Please keep this handbook in an area that is readily and easily accessible.

This handbook is a living document and may be updated throughout the year. Please refer to the digital version to see the most current version of the handbook.

**36 Otis Street
Rochester, NY 14606
Telephone: 585-254-2080
Fax: 585-277-0105
www.rcsdk12.org/54**

**Demitria Lawton-Greggs, Principal
Stacey Sookram, Assistant Principal**

This Handbook belongs to:

Name
Address
City/State/ZIP
Phone Number
Student ID

The Flower City School #54

Parent Handbook

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 working 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.
- In the event that the student needs to be picked up due to an accident, ID must be shown.

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 main office of the change.
- Two requests for address confirmation will be sent home. (September and January)
- Proof of address is needed to complete the process. (Examples of proof of address are current
- bills with your name and address or leasing agreement.)
- Your student may be eligible for transportation if your new address is more than 1.5 miles from school.

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 at the moment, so please feel free to email, leave a voicemail or make an appointment.
- If you have a specific concern regarding your student, please set up an appointment to speak directly to the teacher.
- If you feel your concern has not been satisfactorily addressed or resolved in collaboration with the teacher and you would like to see an administrator it is always best to call the school and ask to set up an appointment with the administrator assigned to your student's grade level.
- Scheduling an appointment will minimize any delay in discussing your concern or issue.
- We are committed to working with students and families in the most effective way and this communication structure allows us to do that.
- We ask for parent support in working within this structure.

Allergies

- Some students have severe allergies to peanuts, other nuts or other foods.

- Every attempt will be made to make accommodations.
- Parents must inform the school nurse as soon as possible.
- The school nurse will inform the staff and classrooms will make accommodations as needed.

Arrival

School #54 Arrival/Dismissal Plan 24-25

Tentative

Arrival Plan K-6 Student Arrival Time: 8:55am	Dismissal Plan K-6 Dismissal Time: 3:30PM
<p><u>WALKERS:</u> All Walkers will go directly to Exit 1 Main Entrance (Front of the Building).</p> <p>Walkers should not arrive any earlier than 8:55am.</p> <p><u>RIDERS:</u> All riders will be dropped off, no earlier than 8:55am, to Exit 4 on CHACE Street (in the back of the building/cafe)</p> <p><i>The Bus Loop will not be available for parking.</i></p> <p>Please drive no more than 15 miles/hour. This is a must for the safety of all of our children and staff.</p> <p><u>BUSERS:</u> Only Buses will be entering in the bus loop for morning arrival</p>	<p><u>WALKERS:</u> All Walkers will go directly to Exit 1 Main Entrance (Front of the Building) for dismissal.</p> <p><u>PARENT PICK-UPS:</u> All parent pick-ups will be picked up at Exit 4 on CHACE Street (in the back of the building/cafe).</p> <p>All parents/guardians <u>must have NYS photo ID; and sign out their child(ren).</u></p> <p>Our staff members will be located along the sidewalk of Exit 4 on Chace Street. Parking is permitted on Sherman St. or in the Sherman St. Parking Lot.</p> <p><i>The Bus Loop will not be available for parking. Only buses will be entering the bus loop for afternoon dismissal.</i></p>
Arrival Plan PreK Student Arrival Time: 9:15 AM 	Dismissal Plan PreK Dismissal Time: 3:15PM 
<p><u>All Parents/Guardians:</u> Please park on Sherman Street; Otis Street, or on Cameron Street.</p> <p>All children will enter through Exit 9</p> <p>The Bus Loop will not be available for parking.</p>	<p><u>All Parents/Guardians:</u> Please park on Sherman Street; Otis Street, or on Cameron Street.</p> <p>Proceed to walk children to Exit 9 (same exit) for pick up. All parents/guardians must have NYS Photo ID and sign out your child.</p> <p>The Bus Loop will not be available for parking.</p>

- Students are not allowed in the building until **8:55 AM.**
 - Students who walk to school should plan to arrive as close to 9:00 a.m. as possible.
- **Please do not send your child to school before 8:55 AM as there will be no supervision.**
- Adults will be available to monitor students beginning at 9:00 AM.
- **Pre K begins at 9:15 AM each day.**

Alternative to Suspension (ATS)

- A location in the building for students to receive additional support for behavior management while remaining in a learning environment focused on academics.

Attendance

- It is very important that your child develop a habit of good attendance. It is also important that parents/guardians teach their children to develop the habit of being on time.
- Students between the ages of 6-17 are required by New York State law to attend school every day school is in session.
- **Kindergarten students are required by NYS law to attend school every day.**
- All parents are responsible for providing a written excuse for any tardiness or absence within five days of the occurrence.



B

Behavior

- It is our goal to provide students with a safe and secure, positive learning environment.
- In order to do that, we need to have expectations for all members of our community.
- Listed below you will find the School #54 Behavioral Expectations.

- Please review these with your child throughout the school year.

While in school, I will GLOW, GROW 
& Let GOOD CHARACTER show!



Respectful, Responsible, & Safe **YELLOW LEVEL 4**
 Cooperates with others
 Self-starter & problem solver, 0 reminders



Respectful, Responsible, & Safe **BLUE LEVEL 3**
 Productive, Cooperative



Needs reminders to work **GREEN LEVEL 2**
 Sometimes respectful & cooperative
 Needs reminders about safety rules



Little effort & incomplete work **RED LEVEL 1**
 Disruptive & needs many reminders
 Unsafe

Birthday Celebrations

- We ask that if you want to celebrate your child's birthday at school, it must be something SMALL and the teacher **must be notified prior**.
- If prior arrangements are not made, families may be turned away until arrangements are made with the teacher.
- We encourage something simple like cupcakes or cookies with a drink.
 - **Due to latex allergies, latex balloons are not permitted at school. If you choose to bring Mylar (shiny) balloons, please note that balloons are not allowed on the bus.**
- Any siblings or cousins that are students at our school whom you would like to have participate in the celebration must be signed out by the parent/guardian in the main office, then signed back in after the celebration.

Breakfast

- Breakfast at school begins at 9:00 AM and runs through 9:30 AM each day school is in session.
- Breakfast is FREE for all students.
- All students, per District, are eating breakfast in the classroom.
- We will have hot breakfast offered Tuesday/Wednesday/Thursdays, and grab and go breakfast (cold options) on Monday/Friday.

C

Cell Phones and other Electronic Devices:

- We encourage all children to keep cell phones at home. We, however, do understand the need for some children to have a phone in their possession at school to maintain contact with parents before and after school.
- If your child(ren) bring a cellphone to school, we ask that the phone remain in the off position inside of their bookbag. Arrangements can be made with your child's classroom teacher to properly store their cell phone for the full instructional day.
 - Cell phones cannot be used during the instructional school day including lunch and recess.
 - Cell phones must be turned off and stored away in a student's backpack or jacket/coat and not stored on a student's person (body).
 - Students are responsible for the location and usage of their own cell phones.
- If a cell phone or any other electronic device is visible during the instructional day that is disruptive and inappropriate, action will lead to disciplinary actions aligned to RCSD Code of Conduct:
 - *The Rochester City School District prohibits the use of electronic devices by students in our schools that violate the Code of Conduct. These devices include, but are not limited to: cell phones, smartphones, mp3 players, ipods, ipads, Kindles, Nooks, PDAs, laptops, pagers, recording devices, games and other mobile electronic (Code of Conduct - Section 5300.03).*
- If a device is used during the school day by your child(ren), actions will include a (1) verbal warning, (2) cell phone confiscation with parent notification, and (3) cell phone confiscation with the device returned at a parent meeting with administration.

Chromebooks

- Students are provided with a chromebook in their classrooms to complete assignments.
- Chromebooks should be used for instructional purposes only.
- Chromebooks no longer go home with students.

Code of Conduct:

- The purpose of the RCSD 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, but not limited to:
 - Verbal and written warning along with home contact
 - Time in Reflection Area – within classroom

- Removal from classroom for up to 20 minutes – Buddy Room
- Removal from classroom by an administrator / Restorative Discipline issued
- Out-of-school school suspension (short term 5 days or less)
- Out-of-school long-term suspension (more than 5 days)

Communication

- Home to school communication is an essential part of student success.
- A home-to-school communication notebook or folder will be provided and will come home daily with your student's homework and any other necessary communication between teachers and families
- Online learning platforms like Seesaw and Parent Connect will also be used for two-way communication between families and teachers.
- School #54's phone number is 585-262-2080.
 - All calls to teachers will go directly to voicemail during the instructional day
 - (9:00 AM - 3:30 PM)
 - Administrators are often in classrooms and unavailable to take phone calls.
 - Phone calls will be forwarded to teacher and administrator voicemails. Please know that you are important to us and we will return your call as soon as possible.

Conferences

- We highly encourage families to conference with school staff to discuss their students.
- Official parent-teacher conference nights will be scheduled each year in the fall and spring.
- Conferences with teachers should be scheduled in advance so that time is set aside for this purpose. Teachers are not able to confer 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.

D


Dental Exams

- Schools are recommended to request proof of a dental exam for students entering grades K, 1, 2, 4, 7 and 10.
- Please schedule a dental exam for your student two times a year.

Dismissal

School #54 Arrival/Dismissal Plan 24-25

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Dismissal Changes/Late Pick-Ups

- If you need to make a change to your child's normal dismissal plan, please send a note or call the office **prior to 3:00 PM.**
 - We require written or verbal consent from a parent/guardian in order to make changes to a student's arrival/dismissal routine.
- If the school does not receive a call by 3:00 PM to be notified about a change in your child's dismissal routine; for their safety they will be sent home on their assigned school bus.
- If in the rare chance that a child is still in school past 3:30 PM, the school will call the phone numbers listed to make arrangements for pick-up.
- Upon your arrival to the office, families will be required to show valid ID in order to sign out students in the Late Pick-Up Book in the Main Office.
- Make sure to contact the administrator in charge to verify your arrival.

- Our Parent Liaison or an Administrator will contact any family that demonstrates a pattern of frequent late pick-up behaviors to identify the cause and design a solution.

Dress Code

- Students and their parents have the primary responsibility for acceptable student dress and appearance. Administrators and teachers model and reinforce acceptable student dress.
- Based on the RCSD Code of Conduct, a student's clothing shall:
 - Be safe, appropriate and not disrupt or interfere with the educational process.
 - Stocking caps, "doo rags," bandanas and hats (other than hats or scarves mandated by verifiable religious requirements or verifiable medical reasons); extremely brief garments such as men's "muscle shirts," tube or crop tops, net tops, halter tops, spaghetti straps, plunging necklines and see-through garments are not appropriate and not permitted.
 - Exposure of male or female navels or gluteal areas; bare chests; or cleavage are not appropriate and not permitted.
 - Ensure that underwear is completely covered with outer clothing, and that pants or slacks are cinched with a belt of appropriate size for the student's waist.
 - Include footwear at all times. Footwear that is a safety hazard will not be allowed.
 - Not include items that are vulgar & obscene, or denigrate others on account of race, color, religion, creed, national origin, gender, disability, or sexual orientation.
 - Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

E

Emergency Forms

- Each year families 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 over the age of 18 listed on this form with a valid ID.**
- Please notify the main office if you need to update this list during the year.

Early Pick-Ups:

- We DO NOT encourage parents/guardians to pick up students early from school as they will be missing valuable instruction. 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, we require written or verbal consent from a parent/guardian in order to make changes to a student's arrival/dismissal routine.
- Students will not be called to the main office until you arrive.
- Parents should go to the main office when coming to pick up their children during the day.
- **Students will ONLY be released to their parents, legal guardians, and other adults whose names are registered with the school office. Parents, guardians (or other authorized adults over the age of 18 listed in PowerSchool) must**

show Photo ID & sign a child out in the main office before they can leave the school building, and be on the approved list for pick-up.

- If you have not called the office by 3:00pm to pick up your child that normally rides the bus, we will place your child on the bus.

Emergency Forms (Student Information Sheet):

Each year families are asked to complete an Information Sheet 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 students can only be released to the designated persons listed on this form.
 - Please do not send anyone under the age of 18 to pick up your students.
 - Please notify the school office if you need to update this list during the year.
- Persons picking students up will be required to show ID, including parents/guardians.

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.
 - Without this information, students will be marked Absent - Unexcused.
- Transportation issues or family vacation travel are not legal absences.
- **Attendance information is reported directly to NYS.**

F

Field Trips:

- Please complete the field trip packet sent home the first week of school and be sure to have your child return it.
- All students are expected to attend educational field trips.

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.
- Families will receive notification of all drills

Food (Breakfast/Lunch):

- Breakfast and lunch will be provided at no charge to students
- Glass containers of any kind are not permitted in school.
- Students are discouraged from bringing soda pop or sunflower seeds to school.
- Food is expected to be consumed in the cafeteria and with teacher permission in the classroom.
- The only beverage allowed to be consumed in the classroom is water.
- Snacks are allowed with teacher permission; please consult your child's teacher.
- Families may choose to pack their child a lunch
- There are no refrigeration or heating sources available for student use, so please plan accordingly if you choose to send lunch to school with your student.

H

Home Baked Goods:

- It is the policy of the district 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.

I

Integrated Co-Teacher Classroom:

- A classroom with both students receiving special education services and students who do not receive special education services (general education students).
- These classrooms have two teachers: a special education teacher and a general education teacher.

Immunizations:

- In addition to the usual new entrance requirements, please note:
- All new entering students to the District will need proof of varicella (chicken pox) vaccine or a doctor's proof of the disease on file.
- All students entering sixth grade who are age 11 and entering seventh and eighth grades in September will need proof of TDaP (Tetanus, Diphtheria, Pertussis) vaccine as a booster to their early five shot series.
- Failure to have adequate immunizations will result in your student being excluded from school until properly immunized.
- Please respond to the nurse or Parent Liaison if we contact you about this matter.

Public Health Law §2164, as amended by Chapter 35 of the Laws of 2019 prohibits a school from permitting any student to be admitted to such school, or to attend such school, in excess of 14 days without sufficient evidence that the student has received all age appropriate required vaccinations. The 14 days may be extended where the student is transferring from out of state or from another county and can show a good faith effort to get the necessary evidence or where the parent, guardian or any other person in parental relationship can demonstrate that a student has received the first age-appropriate dose in each immunization series and that they have age appropriate scheduled appointments for follow-up doses to complete the immunization services in accordance with the CDC's Advisory Committee on Immunization Practices Recommended Immunization Schedules for Persons Aged 0 through 18.

Injury/Illness:

- If a child needs medical attention beyond what can be provided at school, or if they need to be sent home, the school nurse or aide will call the parent or guardian.
- Parents should provide the school with their home, work and cell 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 until well to avoid the spreading of the illness to other children.

Internet Access at School:

- A permission slip will be sent home each year regarding Internet access in school.
- Please return this permission slip to your child’s teacher if you want them to be able to use the Internet.
- The following is a list of Internet sites that offer extensive information about education:
 - **Rochester City School District:** www.rcsdk12.org
 - **New York State Education Department:** www.nysed.gov
 - **US Dept. of Education:** www.ed.gov
 - **Engage NY Common Standard Resources:** www.engageny.org

K

Keys

- Students are not permitted to wear a house key around their neck during the school day.
 - Key chains around the neck pose a safety issue to all students.
- If your student needs to carry a house key to school please teach your student to leave it in a pocket or backpack during the day.

L

Legal Notification:

- If you have a custody order please give a copy to the main office to be placed in your child’s records.
- Legal documentation is required in order to make changes to the parents/guardians listed for any student.
 - Please note that the school can only honor legal documents of which we are in possession.
- A note stating a parent cannot have contact is not sufficient.

Library:

- Families 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.
- Students must also return any books borrowed from the school library before the end of the school year.

Lockdowns:

- Our school has an organized, systematic emergency operations plan in place to reduce risks or prevent, prepare for, respond to and recover from a crisis situation
- These situations include, but are not limited to:
 - Fire
 - Lockdown
 - Lockout
 - Medical Emergencies
 - Weather-related emergencies
- All staff will ensure students are familiar with the emergency plan.
- Drills will occur throughout the year to practice these emergency plans

M

Medication:

- RCSD regulations require that all medication be given only by doctor's written order and dispensed from a pharmacy-labeled container by a certified health office professional.
- Our health office cannot dispense over-the-counter medication to students (i.e. - Tylenol, Advil, Benadryl).
- If medication cannot be given at home and your child must take medication in school, please follow this procedure:
 - Have your doctor write orders for the school to dispense medication, giving the following information:
 - Diagnosis
 - Name of drug to be given
 - Dosage and dosage schedule
 - Side effects
 - Duration for which the medication is to be given.
 - Sign and return to school the written parental permission form.
 - 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.
- All leftover medications must be picked up prior to the last day of school or they will be disposed of properly.

Money:

- We ask that students not carry money to school unless it will be needed for a special occasion (i.e. - fundraiser, field trip).
 - If families do need to bring/send money to school for these reasons, it should be in a sealed envelope labeled with the child's full name and teacher.
- Large sums of money should never be sent to school with a child.

N

NYS Next Generation Learning Standard for Students:

- The Board of Regents adopted the newly revised English Language Arts and Mathematics Learning Standards on September 11, 2017.
- Please see this link for more information:
<http://www.nysed.gov/next-generation-learning-standards>.

O

Open House:

- Families are always welcome at our school! Open House is an opportunity for parents to come into school to meet their student's teachers and other staff, see their classroom and learn about the curricula/grade level expectations.
 - This is not a night for parent conferences. Please see the Parent/Teacher Conference" section for more information.

P

Parent Liaison:

- Our parent liaison serves as a connection between home and school

- They assist in communicating directly with families, help families navigate the school system, and support family involvement in school activities.
- They can also connect families to needed resources inside and outside the school district at the family's request.
- To contact the Parent Liaison, **Tynisha Bradwell**, call the school at 254-2080 x1270.

Parent/Guardian Visitation:

- We value the important role you play in your student's education as well as the school community and we welcome your presence in the building.
- Parents and other visitors are expected to follow the code of conduct followed by all students and staff in the RSCD, and to conduct themselves with civility towards others.
- This contributes to a safe and orderly school environment that is conducive to learning by all.
- Please be familiar with and abide by school policies and rules for building visitation, these are posted at the main office reception counter.

Photo Release:

- Our school loves to capture moments of our students engaged in learning and enrichment activities.
- The district may use photos or video images of students for publicity purposes.
- This may include stories published or broadcast by news media or district communications.
- A District photograph usage Opt Out form will come home with your student.
 - To prevent photos or videos from being shared, check "no" and return the form.
 - If no form is on file, it is assumed that permission is granted for the release of photos or video images.
- This form must be completed yearly.
- Forms from prior years are purged annually.

Physical Education:

- All children will engage in physical education classes each week
- On a scheduled physical education day, please ensure your child comes to school with sneakers to ensure full and safe participation.

Physical Examination for Students:

- Education Law, Section 903 and the Regulations of the NYS Commissioner of Education require physical examinations of all students when they:
 - Enter the school district for the first time
 - Are in grades K or 1, 2, 4, 7, and 10
 - Participate in interscholastic sports
 - Are referred to/by the Committee on Special Education
 - Are deemed necessary by the school authorities to determine a student's educational program.
- These examinations must have been given within the last 12 months of the first day of school.

Parent Teacher Student Organization (P.T.S.O)

- The Flower City PTSO connects parents, students, and teachers through meetings, events, and communications to help build a sense of community.
- For any parents interested in joining the PTSO, please contact Parent Liaison Tynisha Bradwell at 254-2080 x1270.

R

Recess:

- School #54 will honor the Rochester City School District Policy, (5405.40 Physical Education and Physical Activity) regarding K-6 students as follows:
 - *Daily Recess:*
 - *Given the strong connection between physical exercise and academic achievement, in addition to physical education classroom time, the District requires that all elementary school principals provide students with at least 20 minutes a day of supervised recess during which staff should promote moderate to vigorous physical exercise as appropriate to individual student needs.*
- Outdoor play is encouraged when weather conditions are appropriate.

Registration:

- Our student registration takes place at
 - **Student Placement, 131 W. Broad St. (585-262-8241).**
- Evidence of age 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.
 - In addition to proof of birth, an up to date record of immunizations must be provided. Parents are also required to submit proof of address (recent bills, lease agreement).
- To enter kindergarten a child must be five years old no later than December 1st.
- Please call **585-262-8241** if you have any questions about what paperwork to bring for student registration.

Report Cards:

- Report cards are sent home four times during the year. (November, February, April & June).
- They may also be accessed any time via the ParentConnect app
- The report cards vary by grade level.
- We require teachers to meet with all parents prior to the first report card distribution; please respond and make your appointment when contacted.

S

Schedules:

- Your child will come home with a notice during the first week of school indicating when they will have Physical Education.
- Please remember to make sure your child is prepared with shorts and sneakers on days that they have physical education.

School Based Planning Team (SBPT):

- 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, non-teaching staff and administrators.
- Current representatives will be listed on each set of minutes.
 - The minutes will also be posted on the school website: www.rcsdk12.org/54
- If you are interested in serving on this committee, please contact our Parent Liaison, Tynisha Bradwell.

School Newsletter:

- The school newsletter includes important information and highlights that will be shared monthly.
- Be on the lookout for more information about this in the first weeks of school!

Social Media:

- Flower City School utilizes social media to communicate highlights, updates, and important information.
- Students are not permitted to use social media at school.
- Photos/videos will NOT be posted for those students whose families have opted out of the photo release. This form is sent home each fall at the beginning of the school year and must be re-submitted each year.
- Follow us on Facebook, Twitter, and Instagram!

Stolen Property:

- School No. 54 is **NOT** responsible for articles of personal property brought by students from home.
- Students are requested to keep all personal items (i.e. - cell phones, iPads, laptops, sports equipment or toys of any kind) and only bring items to school that are necessary for schoolwork.

Student Cumulative Records:

- Each student has a student cumulative record at School No. 54.
- This cumulative record is considered confidential, but parents/guardians have the right to review it with an administrator.
- The types of information included in this record include:
 - 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.

Student Led Conferences:

- Research shows that students learn best when they take responsibility for their own learning and progress.
- Student-led conferences are a component of this at our school.
- Students evaluate their own progress, sharing their goals and work.

- As one of our goals, we are hoping to bring this process throughout the year during our parent teacher conferences. More information on this process will be provided as the year goes on!

T

Tardiness:

- K-6 grade students are considered tardy at School No. 54 if they are not in their class by **9:00 AM** 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!

Textbooks:

- Students are responsible for all textbooks, library books and educational materials, musical instruments, etc. that are loaned to them during the school year.
- A record of textbooks and library books borrowed is maintained.

Transportation:

- Students in grades K-6 who live more than 1.5 miles from school qualify for transportation.
- If you have questions about transportation to School No. 54, please call the school office at **585-254-2080** and ask to speak to someone regarding transportation.
- Changes in transportation requests must be made to the school with supporting documentation (i.e. - proof of new address)
 - Changes may take up to 5 days to go into effect. (In September this may take 10-15 school days).
 - Families are responsible for transportation of students during this interim period.
- If your student takes a bus to and from school they will always be put on the bus at the end of the day unless a written note or an adult-to-adult phone conversation has taken place prior to **3:00 pm**.
- **Any calls after 3:00 pm cannot be honored as there is no way to contact teachers during the dismissal process. Your child's safety is important to us.**

Transportation - Bus Suspensions:

- If your student is suspended from a bus and a conference is requested, transportation will not be reinstated until the school is notified that the meeting was held.
- Families are responsible to transport their student during bus suspension and students must be picked up at the regular dismissal time.
- **All absences that are bus related due to bus suspensions or bus changes are considered unexcused.**

V

Visitors Policy:

- To ensure student safety, parents and other visitors enter through the main door and go directly to the main office when visiting School No. 54 for any reason.
- The protocol for all visitors is as follows:
 1. All visitors must sign the visitor's book and show ID

- a. **Visitors without ID will NOT be permitted to enter the building and/or pick up students**
 2. Visitors are requested to speak with office staff to identify the person(s) you wish to visit.
 3. You will receive a visitor's pass for any mutually arranged visits.
 - a. RCSD policy states that a teacher must have 24 hours notice for any classroom visit.
 - b. Please limit the number of guests to two adults during your visit.
 - c. In order to limit distractions to instruction, small children should not accompany adults on classroom visits.
 4. During the visit to the classroom, the teacher must continue to deliver instruction.
 - a. If you need to conference with your students' teacher, please contact the teacher by email or phone to schedule a conference.
 5. Visitors will be escorted to and from their meeting location by school staff.
 6. At the end of each visit, visitors will be escorted back to the main office to return their badge and sign out.
- Classroom visits are limited to 30 minutes and no classroom visits will be scheduled after 2:30 pm
 - All visitors without visible passes will be stopped and asked to report to the office to get a pass.
 - If at any time a visitor becomes a distraction to the educational process, they may be asked to leave the building.
 - Former students cannot visit during the school day and are encouraged to email or send a voicemail to the teacher to set up a time to meet after school has dismissed.

Volunteers:

- School #54 welcomes volunteers in our building!
- If you are interested in volunteering in a certain capacity, please reach out to Tynisha Bradwell, Parent Liaison at 254-2080 to discuss the opportunity and to request a volunteer form.
 - All volunteers are required to fill out this form prior to beginning to volunteer as well as undergoing any mandatory training as required by the RCSD's current policies
- Volunteers are needed in a variety of places that may not include your child's classroom!
- The use of volunteers in the classroom is left to teacher discretion.

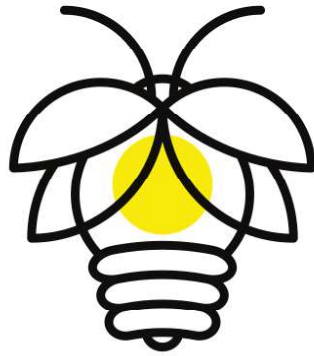
W

Weapons:

- Weapons (real or toy) are never allowed in school and will be immediately confiscated by staff.
 - Weapons can include anything that could cause an injury, including toy guns, cap guns, or anything that resembles a knife or a gun.
- Bringing unsafe objects to school may additionally result in disciplinary action as determined by the RCSD Code of Conduct and building administration

Website:

- School #54 has an active website that can be reached using the following link:
 - <https://www.rcsdk12.org/54>
- Enter this link in your internet browser for school and district information including contact information, the school calendar, school forms, lunch menus, photos and much more.



FLOWER CITY SCHOOL 54

IGNITING MINDS, LIGHTING PATHS!