

# Helen Barrett Montgomery

School No. 50  
301 Seneca Avenue  
Rochester, New York 14621  
266-0331

Website: [www.rcsdk12.org/Domain /3078](http://www.rcsdk12.org/Domain/3078)

## Parent/Student 2016—2017 Handbook

Principal: Ms. Wehner  
Assistant Principal: Ms. Mortis- 7-8  
Assistant Principal: Ms. Drysdale- 4-6  
Assistant Principal: Ms. Mykins- k-3

School Mascot: Eagle  
School Colors: Red and White



### School Vision

Academic EXCELLENCE: Every Minute Counts!

### School Mission

To ensure that every child is college & career ready; failure is NOT an option.

# EAGLE PRIDE!

### K- 8

Arrival 7:30 a.m.  
Dismissal 2:00 p.m.

### Pre-K

Arrival 8:20 a.m. - 8:30 a.m.  
Dismissal- 2:20 p.m. - 2:30 p.m.

**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 Changes:** 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 (585-266-0331) of the change. Your child may be eligible for transportation if your new address is more than 1.5 miles from school. We will ask for proof of address when needed.

### **Attendance:**

Children are expected to arrive on time daily.

Do **NOT** drop off children before 7:30 A.M. Staff is not available to supervise students earlier than the scheduled time.

Absences: Whenever a child is absent, a written excuse or a phone call must be completed by the parent/guardian to the teacher when the child returns to school. Parents can call the school office (266-0331) when their child is absent.

Late Arrivals/Tardiness: School begins at **7:30 A.M.** Children are considered tardy after **7:45 A.M.**

Students arriving late must report to the main office and provide a tardy excuse before reporting to class.

Dismissal: Children are expected to be picked up promptly at dismissal.

Walkers & Parent pick-ups are dismissed at 2:00 p.m.

Bus students are dismissed between 1:55 -2:00 p.m.

SPECIAL NOTE: Parents are not allowed in the bus loop or the classroom during dismissal. In an emergency, parents should report to the main office and the office staff will assist you.

Early Dismissal: We request all appointments be scheduled after school hours. However, if you need an early dismissal follow these procedures:

- Send in a note to your child's teacher as early as possible
- Sign your child out at the main office, DO NOT go to the classroom
- A staff member will have your child sent to the office with his/her belongings.

Last minute dismissal requests can be made by calling the main office before 1:00 p.m.

Although every effort will be made there is NO GUARANTEE teachers will receive messages for any calls received after 1:00 p.m. in time for dismissal.

**Behavior Expectations:** Generally we hold our students and ourselves as adults to the same standards. The HBM EAGLE CORE VALUES are expressed through our SWPBS (School Wide Behavior Supports). Our EAGLE CORE VALUES are:

Self-Control                      Accountability  
Teamwork                         Respect

We also teach children the expected behavior in different parts of the school at the beginning of each school year.

In addition, we honor two (2) students from each classroom who have exemplified the CORE VALUE of the month are selected.

## **Cafeteria:**

### Breakfast and Lunch Rules:

- Sit in assigned seat.
- Raise your hand for assistance.
- Use polite manners- 'Please' 'Thank you' 'May I ....?'
- Speak in quiet voices.
- Keep the table and floor area clean.
- Follow all adult directions the first time.
- Line up one table at a time as directed and walk quietly out of the lunchroom.
- No sharing of food.

### Breakfast Procedures:

- Serving starts at 7:30 A.M. and ends at 7:45 A.M. in the classroom
- Once your child enters the building, they are not allowed to go back outside

### Breakfast/Lunch Information:

- Breakfast and lunch is provided free to all students.
- Each parent is responsible for completing a lunch application.

The lunch menu is sent each month. If you have any questions, you may contact the Café Manager at 266-0331 (listen for prompt)

**Change of Address/Information:** It is imperative that the school have up to date information in case of an emergency. If you move or change phone numbers, please notify the school office as soon as possible. Proof of home address is needed before any bus changes are made.

If your family is transferring to a new school district, please notify the attendance clerk of your new address, your child's new school and schedule a meeting to complete a withdrawal form.

**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.

Part of the Code of Conduct outlines the student dress code. Listed below are **some** of the clothing articles which are not allowed:

- ⓧ Stocking caps, 'doo-rags' and bandanas
- ⓧ Hats (except for religious/medical purpose)
- ⓧ Revealing clothing- tube tops, halter tops, see-through, spaghetti straps, muscle shirts, etc.
- ⓧ Clothing that promotes the use of alcohol, tobacco, drugs, sex, etc.
- ⓧ Pants, skirts, shorts & capris: Length for all items is to be no higher than approximately 2 inches above the knee or longer than tips of finger when arms are fully extended down along the sides of your body.
- ⓧ Underwear is to be completely covered with outer clothing
- ⓧ Clothing that exposes navel, buttocks, bare chest, cleavage
- ⓧ Flip-flops, shoes without backs, slides, etc.
- ⓧ You may access the code of conduct by going to  
<http://www.rcsdk12.org//Domain/110>

Each parent should have received a copy of the RCSD Code of Conduct. It outlines student, parent and school expectations, rights and consequences. If you did not get a copy, you may contact our Parent Liaison, Jewell Brown or go to the schools website.

**HBM Eagle Expectation:**

Students are expected to give proper attention to personal cleanliness and to dress appropriately for school, school functions and in the workplace. Students, their parents and/or guardians have responsibility for acceptable dress and appearance.

A student's dress, grooming and appearance, including hair style/color, jewelry, makeup and nails shall:

- ⓧ Be safe, appropriate and not disrupt or interfere with the educational process.
- ⓧ Recognize that stocking caps, hats, caps, bandanas, headbands or scarves (excluding religious/medical headwear) are not to be worn in school.
- ⓧ Recognize that extremely brief garments such as tube tops, net tops, spaghetti straps, halter tops, tank tops, plunging necklines (front and/or back) and see-through tops are unacceptable.
- ⓧ Ensure that underwear is completely covered and not worn as an outer garment.
- ⓧ Accept that all outer garments, such as coats and jackets are to be placed in their locker. This includes most items that include hoods.
- ⓧ Wear footwear at all times. Footwear that is a safety hazard will not be allowed.

- Ⓞ Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, and disability.
- Ⓞ Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- Ⓞ Leave all jewelry at home due to possibility of theft. Jewelry promoting drugs, alcohol, sex, violence and/or profanity is not allowed. Large or heavy rings should not be worn.
- Ⓞ Not wear dark tinted glasses or sunglasses.

**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.

**Field Trips:** The educational experience for your child is extended outside the building through field trips. However, a child may be removed from a field trip if they are a danger to themselves or others or lack self-control to behave appropriately. Classroom behavior in advance of a field trip that gives rise to concern for appropriate behavior outside of the classroom can be a legitimate reason for a child to be excluded from such an experience. Parents will be notified prior to any trip if their child is excluded.

**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.

**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.) The table below gives guidelines for the average amount of homework that most students will be doing each day. Variability is to be expected from day to day and from student to student. Special assignments such as long-term projects and reports may result in more homework for limited periods of time.

<u>Grade</u>	<u>Reading Daily At Home</u>	<u>Homework (besides reading time)</u>
K	30 minutes reading	10 – 15 minutes
1-2	30 minutes reading	15 – 30 minutes
3	30 minutes reading	20 – 40 minutes
4-6	30 minutes reading	45 – 60 minutes
7-8	30 minutes reading	1 ½- 2 hours

On occasion, teachers will encourage students with particular interests to do optional assignments in addition to the regular daily homework. Teachers will make it clear to students and parents when assignments are optional. If you have any questions or concerns about the amount or nature of homework that your child is bringing home PLEASE TALK TO YOUR CHILD'S TEACHER.

**Information Requests:** If you need information from the school (such as attendance verification) send a note with your child or contact the main office at 585-266-0331. The office staff will process the request and have the information available for pick-up within 24 to 48 hours. We do not mail or fax letters.

**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.

**INTERSCHOLASTIC SPORTS for 7<sup>th</sup> and 8<sup>th</sup> Graders**

**FALL**

Soccer  
Boys Volleyball  
Girls Volleyball  
Co-ed Cross Country

**WINTER**

Girls Basketball  
Boys Basketball  
Bowling  
Co-ed Swimming-7 & 8  
Wrestling

**SPRING**

Girls Softball  
Boys Baseball  
Co-ed Tennis  
Co-ed Track

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

**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 schools 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.

Children may never carry medication to take at school without a doctor's written permission.

**Parent/School Compact:** Helen Barrett Montgomery School has developed a Parent Compact to follow Title I guidelines and to ask every parent to commit to ensuring that school and home stay connected and work cooperatively to help all of our students succeed. See compact on website, or see the Parent Liaison (Jewell Brown).

**Parent/Teacher Conferences:** Conferences with teachers and principal are to be scheduled ahead of time so that a special time is set aside for this purpose. Teachers are not able to conference with parents while teaching a class of children.

- Send a note to the teacher to request a conference or telephone the school for an appointment.
- If you are unable to keep an appointment, please call the school so the teacher can reschedule the appointment.
- Teachers will invite parents to conference at least once in the fall and once in the spring to insure sharing information between school and home.

**Parent/Teacher Association:** The overall purpose of PTA is “To make every child’s potential a reality.” As you might guess, we believe that can best be done by having parents help each other and also help our school. PTA raises money to send our children on field trips and we sponsor events for families – some social (like movie nights) and some academic (like Raising Readers Night).

The best way to ensure student success is through strong parent, family, and community involvement. We invite the stranger and welcome the newcomer. Our diversity is our strength. We seek as wide a spectrum of viewpoints and experiences as possible.

Together we can be a powerful voice for children. We’d love to have every parent and every teacher join the PTA (only \$8.00). We meet monthly. Please watch for our notices and join us in supporting our kids.

**Personal Property:** Items such as iPods, Game Boys, pagers, cell phones, and toys of kind are not to be brought to school. Students in grades K – 6 should never bring personal property to school. Students in 7<sup>th</sup> and 8<sup>th</sup> grade will be scanned daily. All electronic devices are to be submitted to the scanning personnel upon arrival to school. All property turned in during scanning will be returned to the student at the end of the school day. Any items not turned in at scanning will be taken and will have to be picked up by a parent/guardian. The school will not be responsible for lost or stolen items that are not turned in.

**Report Cards:** Report cards are issued four times a year (November, February, April, and June). Parents can access report cards on line through PARENT CONNECT.

**Schedules:** Your child will come home with a notice during the first week of school indicating their schedule. If you have any question regarding a schedule please call Mr. Ruekberg, School Counselor.

**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 employees and administrators. Feel free to contact your representative if you should have an instructional concern. If you are interested in becoming a part of the SBPT – please notify Ms. Jewell Brown, Parent Liaison.



**School Closings:** The RCSD uses local radio and television stations to announce school closings. Parents should monitor the weather conditions and tune in to one of the following stations for school closings:

Television		Radio		
TV 8	TV 13	96.5 FM	91.5 FM	100.5 FM
TV 9	TV 21	101.3 FM	1370 AM	97.9 FM
TV 10		1180 AM		

It is important that all families have alternative plans in case of an early dismissal due to emergency conditions or extreme weather conditions. Children should know where to go if there is no parent at home. All bus and walking students will be dismissed when schools are closed early.

**Stolen Property:** HBM 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 MP3's, pads, cell phones, sports equipment or toys, etc. of any kind to school. The school cannot assume responsibility for items (i.e.: money, electronics, etc.) that are lost, damaged or stolen.

**Student Records:** Each student has a student record at HBM. 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 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 the grade level administrator to arrange make an appointment.

**Textbooks:**

- Textbooks are those non-consumable materials that must be returned to school.
- Teachers may send home textbooks for homework.
- Textbooks are to be returned the next day.
- Textbooks must be cared for responsibly.
- Parents are held liable for the replacement cost for lost or damaged textbooks. No further textbooks will be sent home.
- Student report cards may be withheld until the book is found undamaged or the replacement cost has been paid.
- A parent may request his/her child bring home a textbook for additional review, by contacting the teacher, signing it out, and signing a contract.

**Visitor's Policy:** Helen Barrett Montgomery invites parents to visit or meet with our staff. The following adopted policy will ensure that classes are not unduly interrupted because a stable environment for learning is most important to our students. We want each visit or meeting to be a positive and safe experience for everyone concerned. **Please arrange for a classroom visit with the teacher of the class at least 24 hours in advance.** If 24 hour notice was not given, and the classroom and/or teacher are unavailable for visits, leave a message on the teacher's voicemail for future visit.

**Scheduling a visit or meeting prior to arriving at school:**

- Arrange for a classroom visit or meeting with the staff member in advance by phone, email or through written correspondence.
- Meetings should be scheduled before or after school unless arranged by the teacher.
- Persons other than parents, guardians, students or staff, who desire to visit, must have appropriate permission from an administrative staff member.
- Student visitors from other schools, unless they have specific reason and prior approval from the Superintendent of Schools, may not be given permission to enter school buildings.

**Upon arrival at school:**

- Report to the main office before the start of the visit and sign-in. Give your name, the student's name, the teacher's name, present your ID and include the reason for the visit.
- Please wait while a member of the office staff calls the teacher to confirm your visit or meeting.
- Upon confirmation by teacher, all visitors must wear a Helen Barrett Montgomery visitor's identification tag provided by the office staff.
- There may be times when it is necessary to have an escort accompany you in the building.

**During the Visit:**

- Visit only the classroom(s) designated on your Helen Barrett Montgomery visitor's identification tag.
- Visit the class during the designated time. If needed, schedule a future meeting with the teacher.
- No visitors will be allowed to leave the Main Office from 2:00-2:20.

Thank you for following these guidelines and helping this to be a positive experience for everyone in our learning community.

Anyone who would like to volunteer in our school must complete a Volunteer Application. These are available in the Main Office. This is required by the RCSD and is for the safety of the children.

We are always in need of help! We have a wide range of jobs! Please contact our Parent Liaison (Jewell Brown) for information!

**Volunteers:** Volunteers are needed at NRCS. If you are interested call the Parent Liaison- Jewell Brown and leave your name and the times that you would be available to volunteer. Parents and family members are needed to volunteer in a variety of places that may not include your child's classroom. The use of volunteers in the classroom is left to the judgment of the teacher.

*Thank You for Your Support!*

*Helen Barrett Montgomery School Community*

