

Roberto Clemente

An Expeditionary
Learning School



Roberto Clemente School 8

1180 St. Paul Street
Rochester, NY 14621
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Roberto Clemente

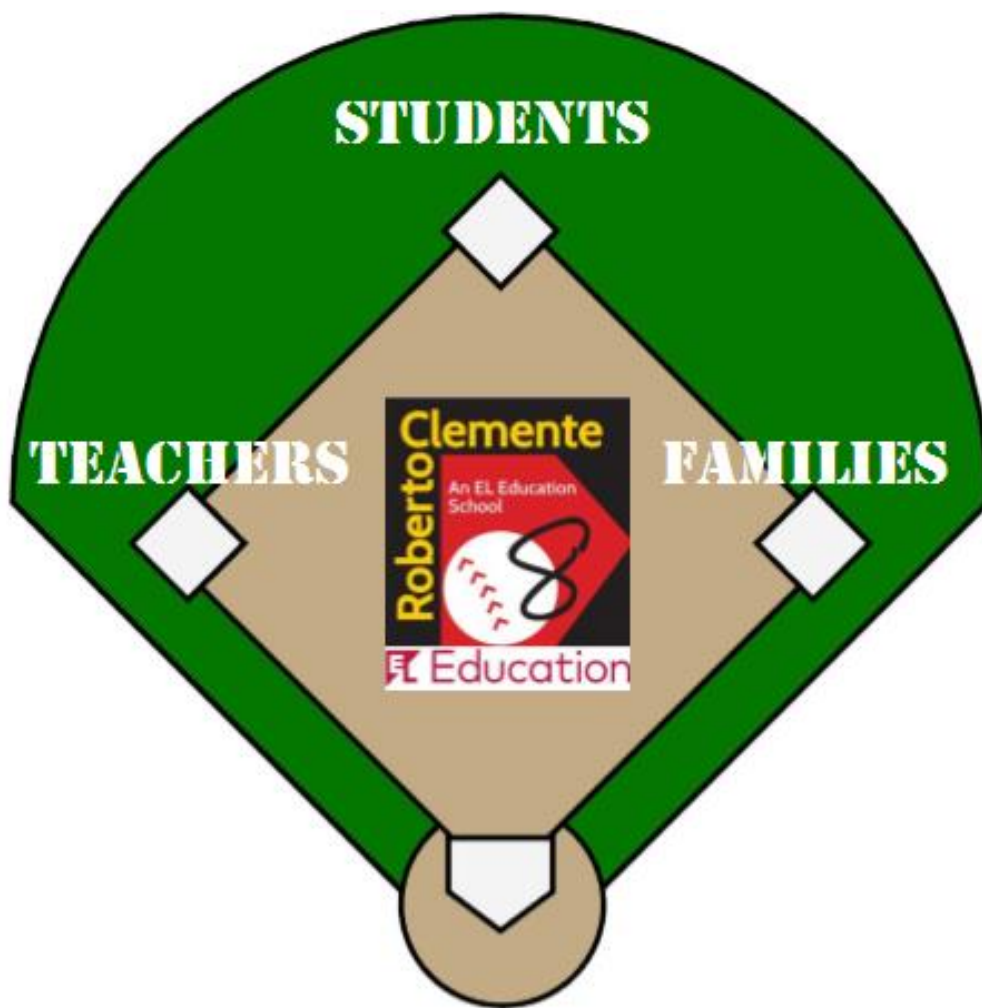
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Learning School



Parent/Student Handbook

2016-2017

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RC8

Mrs. Laurel Avery-DeToy, Principal
Mr. Andrew Grantham, Assistant Principal
Mr. Dominic Pickard, ELT Resource Coordinator

Ms. Leah Kedley, Assistant Principal
Mrs. Bonnie Ellis, CASE



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We are not Spectators. We are
members of a TEAM.

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September 2016

Dear Parents & Students:

Welcome to the 2016-2017 school year at Roberto Clemente School #8. This handbook that we have provided for you should answer your questions regarding school events, procedures, and expectations.

Please keep the handbook with you throughout the entire school year and refer to it often. Familiarizing yourself with the information will help you stay focused and provide you guidance as needed.

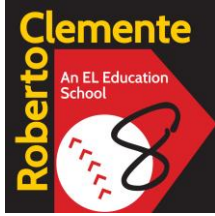
On behalf of all of the staff members, have a wonderful school year. We look forward to working with you to provide you a safe and productive learning environment.

Sincerely,

The Roberto Clemente School #8 Leadership Team

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Roberto Clemente School #8

WE ARE NOT SPECTATORS, WE ARE MEMBERS OF A TEAM!

Our Mission

Roberto Clemente School No. 8 is a school where we enjoy the adventure of learning and promote the highest levels of achievement for all.

We respect the school, the people in it and the work we create. We recognize that as a TEAM we are stronger together than we are apart.

Our Vision

Roberto Clemente School 8 strives to provide every student and adult the skills and resources necessary to become active, self-motivated, and lifelong learners. In doing so, we hope to create a culture of inquiry in which learning is cherished and continuous. In order to accomplish our goals, we will commit to the following:

- ✍ We will design and deliver engaging, exciting, and relevant instruction.*
- ✍ We will promote creativity, discovery, reflection, and balance.*
- ✍ We will foster internal motivation, perseverance, dignity, and integrity.*
- ✍ We will cultivate belonging through the development of meaningful and trusting relationships.*

Roberto Clemente School #8

Learner's Creed

As a proud member of the Roberto Clemente School TEAM,
I enjoy the adventure of learning.

I have wonderful ideas which I am not afraid to share.

I take responsibility for my learning, work hard, and respect the
rights of others to learn in a safe environment.

I care about those on my team.

I expect excellence from myself daily and learn from my mistakes.

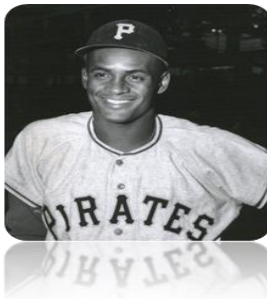
I understand that my team is stronger because each member has
different strengths.

I respect the world I live in, and take pride in my community.

Every day I reflect on the choices I have made.

I am not just a spectator.

I am a member of the TEAM.



"I want to be remembered as a ballplayer who gave all he had to give." –Roberto Clemente

EL Education Design Principles

EL Education is built on ten design principles that reflect the educational values and beliefs of Kurt Hahn, founder of Outward Bound. These principles also reflect the design's connection to other related thinking about teaching, learning, and the culture of schools.

September: *The Primacy of Self-Discovery*

Learning happens best with emotion, challenge, and the requisite support. People discover their abilities, values, passions, and responsibilities in situations that offer adventure and the unexpected. In EL Education schools, students undertake tasks that require perseverance, fitness, craftsmanship, imagination, self-discipline, and significant achievement. A teacher's primary task is to help students overcome their fears and discover they can do more than they think they can.

October: *Empathy and Caring*

Learning is fostered best in communities where students' and teachers' ideas are respected and where there is mutual trust. Learning groups are small in EL Education schools, with a caring adult looking after the progress and acting as an advocate for each child. Older students mentor younger ones, and students feel physically and emotionally safe.

November: *Success and Failure*

All students need to be successful if they are to build the confidence and capacity to take risks and meet increasingly difficult challenges. But it is also important for students to learn from their failures, to persevere when things are hard, and to learn to turn disabilities into opportunities.

December: *Service and Compassion*

We are crew, not passengers. Students and teachers are strengthened by acts of consequential service to others, and one of an EL Education school's primary functions is to prepare students with the attitudes and skills to learn from and be of service.

January: *Solitude and Reflection*

Students and teachers need time alone to explore their own thoughts, make their own connections, and create their own ideas. They also need to exchange their reflections with other students and with adults.

February: *Diversity and Inclusion*

Both diversity and inclusion increase the richness of ideas, creative power, problem-solving ability, and respect for others. In EL Education schools, students investigate and value their different histories and talents as well as those of other communities and cultures. Schools and learning groups are heterogeneous.

March: *Collaboration and Competition*

Individual development and group development are integrated so that the value of friendship, trust, and group action is clear. Students are encouraged to compete, not against each other, but with their own personal best and with rigorous standards of excellence.

April: *The Responsibility for Learning*

Learning is both a personal process of discovery and a social activity. Everyone learns both individually and as part of a group. Every aspect of an EL Education school encourages both children and adults to become increasingly responsible for directing their own personal and collective learning.

May: *The Natural World*

A direct and respectful relationship with the natural world refreshes the human spirit and teaches the important ideas of recurring cycles and cause and effect. Students learn to become stewards of the earth and of future generations.

June: *The Having of Wonderful Ideas*

Teaching in EL Education schools fosters curiosity about the world by creating learning situations that provide something important to think about, time to experiment, and time to make sense of what is observed.



Roberto Clemente School #8

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Habits of Work and Learning (HOWLs)

Habits of Work and Learning (referred to as HOWLs) are a set of **academic mindsets** and **character traits** on which life-long success is built. These mindsets will be specifically taught and emphasized throughout the school year as we work to develop a culture of inquiry where students and adults are active and engaged learners.

PERSEVERANCE	COMMITMENT TO QUALITY	HONOR/ INTEGRITY	COLLABORATION
Keeping at a task even if it is difficult.	Acknowledging That there is always room for improvement.	Doing the right thing independently.	Working together with others.



TEAM Matrix

	HOWLS (Habits of Work & Learning)	Cafeteria	Hallway	Playground	Arrival/Dismissal	Bus
T Take Responsibility	PERSEVERANCE	I can... <ul style="list-style-type: none"> keep my area clean. leave only if I have a pass. 	I can... <ul style="list-style-type: none"> stay in line. go directly to destination. always show a pass when traveling without an adult. 	I can... <ul style="list-style-type: none"> care for equipment and return it when directed. dress for the weather. use stop signals to solve problems peacefully. seek help from an adult when needed. 	I can... <ul style="list-style-type: none"> report directly to my classroom when I arrive at school. report directly to my bus or exit at dismissal. remove my hat, doo rag, or hood before entering my school. 	I can... <ul style="list-style-type: none"> be prepared to board my bus when it arrives at my stop. be prepared to exit my bus when it arrives at my stop.
E Expect Excellence	COMMITMENT TO QUALITY	I can... <ul style="list-style-type: none"> use voice level 0, 1, or 2. stay seated. 	I can... <ul style="list-style-type: none"> use voice level 0 or 1. stay with my crew/team. 	I can... <ul style="list-style-type: none"> share and take turns. line up immediately when signal is given. calmly re-enter school with voice level 0 or 1. 	I can... <ul style="list-style-type: none"> use voice level 0 or 1 when entering and exiting my school. arrive on time to school. wear my uniform every day. 	I can... <ul style="list-style-type: none"> keep my bus clean. follow my bus rules. use voice level 0, 1, or 2.
A Act Safely	HONOR & INTEGRITY	I can... <ul style="list-style-type: none"> keep my hands, feet, and objects to myself. walk. 	I can... <ul style="list-style-type: none"> keep my hands, feet, and objects to myself. walk to the right at all times. 	I can... <ul style="list-style-type: none"> keep my hands and feet to myself. use equipment appropriately. stay in designated areas. 	I can... <ul style="list-style-type: none"> keep hands, feet, and objects to myself. walk in line with an adult to my bus or exit. keep my teacher informed with notes from home. 	I can ... <ul style="list-style-type: none"> sit in my seat at all times. keep my hands, feet, and objects to myself. enter/exit my bus in a single file line.
M Model Respect	COLLABORATION	I can... <ul style="list-style-type: none"> follow adult directions and make good choices. be mindful of the feelings and personal space of others. 	I can... <ul style="list-style-type: none"> follow adult directions. take pride in my school displays. smile and/or wave to say hello. 	I can... <ul style="list-style-type: none"> follow adult directions. speak kindly. treat others fairly. 	I can... <ul style="list-style-type: none"> be mindful of the feelings and personal space of others. 	I can... <ul style="list-style-type: none"> keep conversations appropriate. follow adult directions. greet my bus driver when I enter/exit my bus.

POLICIES AND PROCEDURES

INSTRUCTIONAL PROGRAM

Learning happens best with emotion, challenge and the requisite support. People discover their abilities, values, passions, and responsibilities in situations that offer adventure and the unexpected. In EL Education schools, students undertake tasks that require perseverance, fitness, craftsmanship, imagination, self-discipline, and significant achievement. A teacher's primary task is to help students overcome their fears and discover they can do more than they think they can.

School Design

The Roberto Clemente School organizes teaching and learning to take advantage of its size and to support public products, field experiences, and sustained interdisciplinary learning. *These structures, the heart of the EL Education model, include:*

1. **Expeditions:** Expeditions are the core experience within the academic program. Expeditions typically explore content and skills within two major disciplines during an in-depth examination of a compelling topic. Often that topic will start with issues or events of local interest that relate to larger areas of study. Using case studies and investigations, expeditions immerse students in the relevance of material with which students all too often fail to connect. Expeditions include a student completed “product” that has value to an external audience, e.g. a research project on local water quality culminating in a presentation to the city council addressing implications for the community, and recommendations for resolving pressing issues.
2. **Schedules:** Our academic calendar and daily schedule are organized to promote and support deep, personal, and rigorous teaching and learning. Some specials are taught within a rotating ABCD schedule and the school calendar is organized by marking periods.
3. **TEAM: TEAM** is a course that creates teams of students and an adult advisor who meet daily to discuss academic issues, share accomplishments, problem-solve individual or school dilemmas, organize student work for exit portfolios or exhibitions, and prepare students for post-secondary education. Critical to the school’s goal of knowing all students well, team both cares for

students and holds them accountable while at the same time giving them an opportunity to know themselves and each other better.

4. **Community Town Hall Meetings:** One of the core community-building structures at Roberto Clemente School is our once a month community meeting. Please stay tuned for more information via our Parents Batter’s Box Newsletter. Community meetings are the only time in the month that all students and faculty members are together and it is an important opportunity for communication and celebration.

5. **Student-Led Conferences:** For the first time, we will hold two student-led conferences. The purpose of these is to increase student accountability and autonomy concerning academics and the habits of work and learning (HOWLS). Students will be able to articulate their academic progress with families.

HOMEWORK POLICY

Homework at RC8 will reflect the key principles and understandings of EL Education.

Homework is recognized and encouraged as an extremely valuable activity and as an extension of your child’s learning day. Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of students.

Homework at RC8 is...	Homework at RC8 isn’t...
<ul style="list-style-type: none"> • Connected and relevant to classroom learning or experiences • A tool to measure students taking responsibility for their own learning • Independent practice worthy of feedback from teachers, paraprofessionals, and classmates 	<ul style="list-style-type: none"> • Busy work • For parents, brothers, or sisters to complete • Always the same • A stack of multiple worksheets • Always the same amount of time per night • Meaningless • Disregarded upon return to school

Recommended minimum daily time guidelines for homework are:

Kindergarten	15 minutes	Grades 4, 5, 6	30-60 minutes
Grades 1, 2, 3	20-30 minutes	Grades 7, 8	60-90 minutes

ARRIVAL/DISMISSAL (Please Note)

- Students should not report to school before 7:30am.
- **Student day is from 7:30am to 3:00pm.**
- In order to have a smooth and safe dismissal, we are asking parents to follow these procedures.
 - If there is a change in your child's normal dismissal routine (i.e. not taking bus home) you must notify the main office by 11:45am.
 - Once dismissal begins, students will not be pulled off the buses.
- The YMCA is our partner and has an afterschool program you may want to consider until 6pm.

ATTENDANCE GUIDELINES

Returning to School after an Absence:

- A note from a parent/guardian which includes the following information must be provided to the main office on the first floor when returning to school following an absence:
 - Date(s) of absence
 - Reason
 - Parent/Guardian signature
 - Telephone number where parent/guardian may be reached

Late to School:

- The student must report directly to the main office and sign in.
- For an excused tardy, a note from a parent/guardian which includes the following information must be provided to the attendance office:
 - Date and Time of arrival
 - Date of tardiness
 - Reason for tardiness
 - Parent/Guardian signature
 - Telephone number where parent/guardian may be reached

Early Dismissals:

- Upon arrival to school, a student needing to leave school before the end of the regular school day should bring a note to the main office indicating the following:
 - Time of dismissal
 - Date of dismissal
 - Reason for dismissal
 - Parent/Guardian signature

- Telephone number where parent/guardian may be reached
- The student must receive an early dismissal pass and the early dismissal request will be verified by the school.

Tardiness:

A student is tardy when they enter after the official start time of 7:50 am. Tardy students are required to sign in at the Main Office upon arrival and cannot be admitted to class without a completed late slip.

If an excessive pattern of tardiness is identified by the principal or his/her designee, the school shall investigate the reasons for tardiness. If the tardiness is found to be unexcused, the student's attendance shall be marked accordingly and the parent/legal guardian shall be notified. The school staff designated will submit information in the comment field on the student attendance or student note page 3 in the PowerSchool SMS on-line system.

ANNOUNCEMENTS

The "salute to the flag" and announcements will be led by a student each morning from the main office. Daily announcements will begin at 7:35 am. Adults model appropriate attention to the announcements for students. Adults expect students to be quiet and attentive during this time. Maintain this expectation through classroom management systems. All students are encouraged to stand for the Pledge of Allegiance (students may abstain for religious reasons). All students are expected to recite our Roberto Clemente Mission each day to conclude the announcements.

ADDRESS CHANGES/TRANSPORTATION

All student (proof is required) change of addresses and phone numbers must be given to the office as soon as the change is known.

VISITOR POLICY

All visitors to RC8 must enter the building through exit 1 and 2 and sign-in at the main office immediately. The following procedures must be followed when visitors enter the building:

- All visitors to the building must be given a name tag to wear while in the building. The name tag must contain the name of the visitor, the date, and the time of entry, and the name of the person signing in the visitor.
- The visitor must be escorted to their final destination.
- All visitors must be escorted back to the main entrance to sign-out in the main office and to exit the building.

- When parents/guardians visit the school for a disciplinary conference or return from suspension conference, only the parent or guardian may enter the building.
- No one other than the parent or guardian is permitted in the building unless approved in advance by the Principal.
- Parents or guardians are always welcome, but unscheduled visits are not encouraged. All visits should be arranged in advance by calling the appropriate school administrator.
- Alumni or former students will not be permitted to visit during the school day. They must make prior arrangements to visit after hours.

VOLUNTEERS

Volunteers are welcome. Please contact our Parent Liaison, Ella Darrisaw @ 262-8888 ext. 1170 to review our volunteer policy and complete the necessary forms.

BUILDING SECURITY

Building doors are always locked. Students are not to open the doors during the school day for anyone.

BUILDING GROUNDS

It is our collective responsibility to make our campus beautiful and to keep it clean. We will continuously showcase student work, achievements, awards and important information.

RESPECT FOR OUR SCHOOL BUILDING

Hallways:

Students and staff are expected to “own” the hallways by keeping them clean, safe, and respectful of the learning environment. We are all responsible for the beautiful spaces at Roberto Clemente School #8. Teachers and staff will be out in the hallways during passing periods and students are expected to adhere to our standards of decorum (no yelling-refer to voice level chart, greeting one another and visitors, helping those who may need assistance, picking up litter and trash). Students and staff are to be quiet in the hallways. Students, teachers, and paraprofessionals have the right to teach, work, and learn without interruption from noise in the hallways. All foot traffic must stay to the right of each hallway’s center line.

No student is allowed out in the hall with a writing instrument, including students going to and from special subjects. Special subject teachers and service providers should provide the necessary materials needed for the students.

- Students going to the bathroom, special subjects, or lunchroom may not take any writing utensil with them when they leave the classroom.

Language:

All members of the school community are expected to adhere to the highest levels of respect for one another and to use language that reflects that level of respect. Language that demeans, insults, harasses, or humiliates another member of the community will not be tolerated. The following guidelines should be used in choosing the forms of communication that accurately capture our thoughts and feelings without violating another person's sense of identity or self:

- No swearing.
- Refer to body parts by their proper name.
- Do not refer to someone's race, gender, sexual orientation or religious beliefs with contempt or disapproval.
- Be aware that in public spaces (hallways, classrooms, etc...) your language affects more than just the people with whom you are talking.

Gum:

Children are not permitted to chew gum in school.

DRESS CODE

- Attire must be safe, appropriate and not disrupt or interfere with the educational process.
- Recognize that stocking caps, —doo rags, bandanas and hats (other than hats or scarves mandated by verifiable religious requirements or verifiable medical reasons); unbuttoned dress shirts or sport shirts; and extremely brief garments such as men's —muscle shirts, women's tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate and not permitted. For school purposes, 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 the wearing of hats in the classroom, study halls, assembly rooms, cafeterias, or internal hallways except for a medical or religious purpose.
- Not include items that are vulgar, obscene, libelous, 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.

CODE OF CONDUCT

Please refer to the TEAM Matrix for school-wide expectations (p. 8) Additional Details on the RCSD Website.

Students may be subject to disciplinary action for:

- Participation in behavior that is disorderly and/or disruptive
- Participation in behavior that is disobedient
- Participation in behavior that is violent
- Participation in behavior that endangers the safety, morals, health, or welfare of others

Vulgar, Profane Language:

- Vulgar and profane language will not be tolerated.
- Profanity especially directed to adults will result in disciplinary action.
- Multiple occurrences will result in progressive consequences as determined by administration. This may include suspension.

Weapons:

- Weapons (real or toy) are not permitted on school grounds. These items will be confiscated.
- Possession of or use of a firearm, knife, weapon, explosives (including fireworks) will result in a long-term suspension.

Fighting:

- Fighting will result in a removal from the classroom which could include suspension.
- Assault, multiple instances of fighting, or a fight involving serious injury, will result in a recommendation for long-term suspension as determined by administration.

Damaging School Property:

- Defacing school property (desks, chairs, doors, walls, lockers, bathrooms, etc.) is not permitted.
- Damaging or destroying school property is not permitted.
- Disciplinary action will be determined by administration.
- Students and parents/guardians will be asked to reimburse the district for expenses when appropriate.

Illegal Substances:

- Alcoholic beverages, drugs, or tobacco products or paraphernalia are not permitted on school grounds. These items will be confiscated.
- The penalty for possession or use of any of these substances will include parental notification, referral to a counselor, and further disciplinary action as determined by administration. This may include suspension.

Fire Devices:

- Do not touch fire alarm covers or boxes unless there is a real emergency.
- Do not touch or remove fire extinguishers unless there is a real emergency.
- Possession or use of matches, lighters, smoke bombs, stink bombs, etc. on school grounds is not permitted.
- The penalty for possession or use of any of these substances will include parental notification, referral to a counselor, and further disciplinary action as determined by administration. This may include suspension.
- Please be aware that intentionally engaging a fire alarm without cause is a felony offense and will result in a long-term suspension.

Leaving School:

- Students are not allowed to leave the school.
- Students may not leave the school at any time during the regular school day without permission from parents and school staff.
- A student needing to leave school before the end of the regular school day should report to the main office.
- Students who refuse to follow these instructions will receive consequences determined by administration. This may include suspension.

Not Reporting to Class:

- Being anywhere other than in the appropriate classroom without a pass will result in a consequence given by the teacher.
- Multiple occurrences will result in progressive consequences as determined by the teacher.
- Students who refuse to comply will receive consequences determined by administration.

Electronic Devices:

- Radios, walkmans, pagers, cell phones, i-pods, MP3's, and other electronic devices ARE NOT PERMITTED in school. They must be turned off upon arrival and will be collected and stored.
 - K-6 will be collected by the classroom teacher
 - 7-8 will be collected at scanning or upon entering the building
- If seen, they will be confiscated and returned only to the parent or legal guardian. Otherwise, students may pick them up at the end of the school year.
- Students who refuse to follow these instructions will receive consequences determined by administration. This may include suspension.

CELL PHONE AND ELECTRONIC DEVICE POLICY FOR STUDENTS

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, i-pods, mp3 players, and video games (*Code of Conduct - Section 5300.03*).

Kindergarten through 6th grade

First and foremost, we are asking that students leave these items at home.

In the event that a student brings one of these banned items to school,

- The items **must be turned in to the teacher** upon entering the classroom.
- The item will be locked away securely in the classroom.
- The item will be returned to the student at the end of the day.
- The student will be reminded to keep these items at home.

Grades 7 and 8

First and foremost, we are asking that students leave these items at home.

In the event that a student brings one of these banned items to school,

- The items **must be turned in during scanning** upon entering the building.
- The item will be locked away securely in the main office.
- The item will be returned to the student at the end of his or her day.
- The student will be reminded to keep these items at home.

If a student does not turn in their electronic device, the device will be confiscated and turned in to the appropriate administrator. The student will be sent home with a note informing parents that they must come in to the school to pick the device up. In addition students who refuse to follow these instructions will receive consequences determined by administration. This may include suspension.

DISCIPLINE POLICY AND NON-NEGOTIABLES

Procedures:

Disciplinary procedures will afford students with their appropriate due process rights. Students will have an opportunity to present their version of the relevant events to school personnel authorized to impose a disciplinary penalty.

All students will have the right (or option) to use Restorative Practices to right their wrongs, while still being held accountable for their behavioral choices; Documentation of student disciplinary incidents will be maintained by the school until the students' graduation.

Penalties:

The ranges of consequences that may be imposed for infractions to the code of conduct are:

- TEAM Intervention Meeting
- Visit to the Cool Down Zone
- Verbal Warning
- Written Warning
- Conference
- Parents are notified
- Home Visits
- Referral to Other Resources
- Behavioral Contract
- Mediation
- Detention
- Peer Jury
- Interruption from Transportation
- Interruption from Participation in Athletic Events
- Interruption from Social or Extracurricular Activities
- ATS-Alternative to Suspension
- Out of School Suspension
- Long-Term Out of School Suspension
- Expulsion from ALL RCSD Programs

Non-negotiable:

- I can attend school every day and arrive on time.
- I can dress appropriately every day. Leave all outer clothing in your locker/cubby and abide by the dress code at all times.
- I can be prepared for learning every day. I can bring my classroom supplies and all of my homework.

- I can do my homework each night that it is assigned, and make sure it is complete and ready for review at the next class.
- I can leave all electronics devices, cellular phones, and/or any other items not related to academic instruction out of all classrooms.
- I can be respectful of all school property and the property of others. I can keep all areas of the school clean.
- I can always behave in a manner that protects the rights, interests, and safety of all members of our school community. I can act responsibly; make correct choices and smart decisions.
- I can choose to NOT engage in physical violence, bullying, or verbal abuse. I can choose not to fight.
- I can always be respectful and courteous to any adult or visitor in the building.
- I can properly prepare for all assessments. Study for all of my tests and quizzes. I can work diligently to complete all projects.

EMERGENCY DRILLS

Fire Drills:

Fire Drills are scheduled at various times throughout the school year to help prepare for an actual emergency. Section 807 of the Education Law directs school officials to instruct and train students by means of drills so that they may, in a sudden emergency, be able to exit the school building in the shortest time possible without confusion and panic.

During an emergency evacuation all students must:

- Follow the directions posted on the Fire Alarm Card in their room.
- Not go to their lockers.
- Move in an orderly fashion as they follow their teacher out of the appropriate exit.
- Proceed out to the sidewalk along the perimeter of the school grounds.

- Remain with their teacher and stand quietly in an orderly fashion during the entire drill.
- Stay with their teacher and group as they return to the building.

Lockdown Drills:

In the event that an emergency occurs which places the students and staff in grave danger, the principal over safety & security will declare a Code 1. The principal or her designee will inform others of the Code 1 in one or more of the following ways:

- Broadcast over school radios.
- Broadcast over public address system.
- Written notice through fan-out system

Students must:

- Move away from all doors and windows.
- Not allow anyone in or out of the room, with the exception of the Principal/Principal Designee or a uniformed officer (no passes, no movement).
- Not use the telephone unless you need immediate medical assistance.
- Remain calm.
- Follow teachers' directions and be helpful.

CAFETERIA

While in the cafeteria each student is expected to:

- Remain seated
- Behave appropriately
- Throw away his/her trash
- Remain in the cafeteria until dismissed
- Leave all drinks and food items in the cafeteria

Students: If you are given a pass to leave the cafeteria, you are expected to finish eating beforehand or should be picked-up and escorted by a staff member.

Parents: You are welcome to have lunch with your child. Please sign in the main office prior to reporting to the cafeteria.

LUNCH SCHEDULE (30minutes)

Grades 8	10:05-10:30	Grades 6 & 7	11:20-11:45
Grades 3 & 7	10:30-10:55	Grades 5 & 7	11:45-12:10
Grades 4 & 7	10:55-11:20	Grades K & 1	12:10-12:35
	Grades 1 & 2	12:35-1:00	



PASSES

- Students should not be sent anywhere in school without a Standard PASS that is properly filled out and signed. Staff and faculty members are responsible for completing the pass with the following information clearly written in ink:
 - Student's name
 - Destination
 - The time
 - Teacher's signature

Given our commitment to creating a safe learning environment for all students it is essential that:

- Students who are creating a health or safety risk to the learning environment need to be addressed in a fashion that ensures 100% supervision.
- We have a responsibility to ensure the safe transition of students from one setting to another.
- Therefore, students will not be sent out of a classroom until a specific plan or connection with another adult (SSO, support staff, or administrator) has been established and CONFIRMED.

RECESS

All students, K-8 are scheduled for a recess period. **Students are expected to come to school with appropriate outdoor clothing to participate in recess, weather permitting (including during the winter).** Please talk to your students about acceptable, safe behavior on the playground daily. Please see the TEAM Matrix for guidance on these expectations.



PARENT TEACHER ORGANIZATION

Roberto Clemente is very fortunate to have an active Parent-Teacher Organization (PTO). All parents and staff are invited to join the PTO. You'll find that the parents that lead the PTO are friendly and very helpful so don't hesitate to reach out to them with any questions you have and remember that by getting involved in your child's school you help make it a wonderful place for them to be.

PTO meetings are held regularly. Everyone is invited to attend (you do not need to be a member to come to the meetings). Check the website calendar for upcoming PTO events and come be part of the fun!

Are you on the school's parent group e-mail distribution list? It's a great way to stay on top of what's happening at school. Sign up to receive occasional e-mails about school events or issues...you can also post comments or questions of your own. Please send e-mail inquiry to our parent liaison Ella Darrisaw, at Ella.Darisaw@rcsdk12.org.

2016-2017 Meeting Schedule

Time: TBD

Location Rm. 117

*Meetings dates and times are to be determined



Parent Connect

Please visit <http://www.rcsdk12.org/connectxp> to sign up for Parent Connect. A way to view your child's grades and other important school information.

Please visit TENTATIVE EVENTS CALENDAR (Dates subject to change)

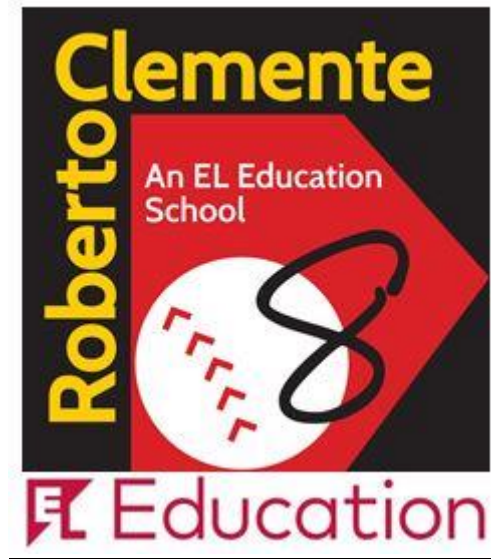
Event	Date
First Day of School For Students	Wednesday, September 7, 2016
Emergency Forms Due	Friday, September 16, 2016
Open House / Receivership Forum	<i>Saturday, September 24, 2016</i>
ELeducation Night	<i>Monday, October 17, 2016 4:00 – 5:30</i>
Student Led Conferences Fall	<i>October 17 – 28th (Specific dates are teacher based)</i>
Early Dismissal Dates: Students attend School from 7:30am-11:15am	<i>Monday, October 17, 2016 Monday, December 5, 2016 Tuesday, January 10, 2017 Monday, March 6, 2017 Monday, May 8, 2017</i>
Student-Led Conferences Spring	<i>May 22 – June 2nd (Specific dates are teacher based)</i>
Pre-K Moving Up Ceremony	<i>Monday, June 19, 2016</i>
8 th grade Moving On Ceremony	<i>Wednesday, June 21, 2016</i>
Kindergarten Moving Up Ceremony	<i>Tuesday, June 20, 2016</i>
Last Day for Students and Teachers	<i>Thursday, June 22, 2016</i>

REPORT CARDS

Report cards are sent home in November, January, April, and June- the last day of school.

SCHOOL CLOSING INFORMATION

If school must be closed because of weather conditions or other emergencies, the District will make the decision to close as early as possible. Local television and radio stations will be contacted to relay the information.



“Any time you have an opportunity to make a difference in this world, and you don't then you are wasting your time on Earth.”

-Roberto Clemente