

Parent Handbook

2018 - 2019



Anna Murray Douglass Academy No. 12
Vicki Gouveia, Principal
Joyce Dunn, Assistant Principal
Sandra Galbato Kunsman, Assistant Principal
Faith Hart, Assistant Principal
Phone: 585-461-3280
Fax: 585-935-7412
www.rcsdk12.org/12

OUR VISION

*At Anna Murray Douglass Academy #12 children, parents, staff and community members promise to engage our minds, develop our bodies and lead with our hearts in order to be academically ready, socially mature, responsible citizens...
to prepare for the 21st Century.*

SCHOOL #12 POLICIES AND PROCEDURES

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.
- Please keep the school informed of changes in your telephone number and the number of someone else who may be called in an emergency.
- In the event a parent cannot be reached by phone, a note of treatment will be sent home with the child.

Allergies

- Some children have severe allergies to peanuts and other nuts.
- Every attempt will be made to make accommodations.
- Parents must inform the school as soon as possible.
- The school nurse will inform the staff and class room will make accommodations as needed.

Injury/Illness

- If your child is treated for minor injuries or illness at school, the nurse 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 spread of the illness to other children.

ADDRESS CHANGE

- It is important that the school always has the most current address and phone number for each student.
- If you move during the school year be sure to notify the office of the change.
- Your child may be eligible for transportation if your new address is more than 1.5 miles from school.
- Proof of address is needed to complete the process.

ADMINISTRATORS

School #12 has four 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 with the grade level administrator.
- This will avoid any delay in discussing your concern or issue.
- We highly recommend that you speak directly to the teacher prior to contacting the administration.
- Parents should contact the school principal if they have first met with their student's grade-level Assistant Principal but were unable to resolve the problem.
- We ask parent support working with this structure.
- We are committed to working with students and families in the most effective way. This administrative structure allows us to do that.

ARRIVAL

The doors open to students at 7:30 a.m. daily.

-
- The start of the instructional school day begins at 7:45 a.m. each day.
- Buses arrive at the South Ave bus loop and students get off the buses and enter the building at Exit 13 (grade K-5) and Exit 11 (Grade 6-8).

- The bus drivers wait until they make visual contact with a staff member before dismissing students.
 - K-5 Students will enter Exit 13 and proceed to classrooms via Stairwell 1. All students are to report directly to their classrooms to eat breakfast. Students arriving by car should report directly to their classrooms
 - 6-8 Students will enter Exit 11 and proceed to scanning via Stairwell 4. Then students will proceed to classrooms for breakfast.
- All children are eligible to eat breakfast free of charge.
- There will be staff posted throughout the hallways to greet and direct children.
- At 7:45 am the second bell rings and the instructional school day begins.
- Students who arrive by car will enter through the breezeway (Exit 3).
- Students arriving after 7:45 must be escorted by an adult who brings them to school to the main office for a late pass.

ATTENDANCE

- It is very important that your child develop a habit of good attendance.
- Students between the ages of 5-17 are required by New York State law to attend school every day school is in session.
- Please provide a written excuse for any tardiness or absence within 5 days of the occurrence. If you receive an Attendance Letter or a Home Visit by a staff member during the school year, please respond to the letter or contact.

BODY MASS INDEX:

Since 2008, a law requires schools to collect information about your child's Weight Status, as measured by height and weight known as BMI (Body Mass Index)

- The BMI information is required for students in grades K or 1, 2, 4, 7, and 10.
- This measurement determines whether the student is overweight or underweight and should be included by your health care provider on the physical examination form.
- This information might be reported as group data to New York State Health Department along with the student's gender (female or male) and age.
- No names or any other confidential information are provided on the State reports.

CANDY AND GUM

School 12 continues to follow the School Health Index goal of creating a healthier learning environment for all. In keeping with that goal:

- Candy and gum are not allowed during school hours.
- Please do not send gum and candy with your child to share with the class.

CELL PHONES

We encourage all children to keep cell phones at home.

We understand the need for some children to have a phone in their possession at school in order to maintain contact with parents before and after school. 6TH,

- upon entering the building
- They will be stored in a secure location and returned at the end of the day

iPiP

- If a cell phone is found on a child, rings, or is found to be on during the school day, the following procedures apply:
 - First Offense- Teacher will ask the child to put the phone away and bring it home and not to bring it again.

- Second Offense- Administration will be called and confiscate the phone. The parent will be contacted and must come in to conference and pick up the phone.

CODE OF CONDUCT

The purpose of the RCSD REGULATIONS OF INTERVENTION AND DISCIPLINE is to set standards for student, parents and community members' behaviors that promote an environment conducive to learning, safety and order in school. It is our goal to provide students with a safe and secure learning environment at School #12. In order to do that, we need to have rules for all members of our community. Your cooperation and support is greatly appreciated.

CONDUCT RULES

All District students have the responsibility to:

1. Work to the best of their own ability in all academic and extracurricular pursuits and strive toward their highest personal level of achievement.
2. Attend school every day unless they are legally excused, and be in class on time and prepared to learn.
3. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
4. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
5. Be familiar with and abide by all District policies, rules and regulations dealing with student conduct.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.

Dress appropriately for school and school functions and whenever on any school district property or at a school function wherever located; obey the District Dress Code and any additional dress standards adopted for particular schools (see "Student Dress Code," §5300.25).

Accept responsibility for their actions.

1. Report to school officials any information which may help to prevent danger or injury to others in the school community.
2. Conduct themselves as representatives of the District when participating in or attending school functions and hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

Conduct themselves with civility towards other students, faculty, staff, administrators, parents/guardians and visitors. Report to school officials any information which may help to prevent danger or injury to others in the school community.

12. Conduct themselves as representatives of the District when participating in or attending school functions and hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
13. Conduct themselves with civility towards other students, faculty, staff, administrators, parents/guardians and visitors.

Students who violate these areas or procedures will be given consequences. Students who violate these areas or procedures will be given consequences. Please support the school by meeting with administrators/teachers when asked to resolve discipline issues.

- The rules of the Code of Conduct focus on areas of safety and respect.
- Students who are found to be in violation of the Code of Conduct could face any of the following consequences:
 - Verbal and written warning along with home contact
 - Removal from classroom for up to 1.5 hours
 - After School Detention
 - In school suspension
 - Out of school suspension (short term 5 days or less)
 - Out of school long-term suspension (more than 5 days)
 - Alternative to Suspension Room (for up to 5 days)
- If you would like further details please see the RCSD Code of Conduct see the link to the full policy on our School Website or speak to an administrator or the Parent Liaison about this.
- School #12 also has an In School Suspension (ISS) Room that serves in place of a short term out of school suspension. This is a partnership between the RCSD and the Center for Youth. This is a partnership between the RCSD and the Center for Youth. They facilitate anti-bullying, anger management and other strategies to help students to make better choices.
- Administration will place students in their program for up to 5 days. Parent permission is necessary for room usage.
- Without parent permission the student may be suspended out of school

CODE OF CONDUCT:

Dress Code - *School #12 is committed to provide a learning environment that is safe and focused on learning. Students' appearance is an important part of this goal. Students' dress, grooming and appearance shall be safe, appropriate and should not disrupt or interfere with the educational process. Please support and help us to maintain an environment that is safe and conducive to learning. Please keep this in mind when selecting your child's clothing and footwear.*

- All students must

****No labels, designs, letters or numbers on any clothing****

- No open back sandals/shoes, flip-flop sandals, Adidas/Jordan slides.
- No exposed layering under shirts, except turtlenecks and long sleeves in winter.
- Length should be no more than 4 inches above the knee.
- ****Pants must fit properly at the waist. Tops must fit properly (not too big or too small)**

****No exposed layering under shirts, except turtlenecks and long sleeves in winter****

****No open back sandals/shoes, flip-flop sandals, Adidas/Jordan slides****

***Length should be no more than 4 inches above the knee**

- All underwear must be completely covered by outer clothing and pants should be held up with a belt of appropriate size for the student waist.

discipline.

COMMON CORE

New York State has adopted the rigorous common core standards for all K-7 students for ELA and Math.

- We have also adopted the curriculum NYS provides.
- Please look for opportunities to learn move offered throughout the year.

COMMUNICATION

- Home to school communication is an essential part of student success.
 - A home-to-school communication folder will be provided and will come home daily with your child's homework and any other necessary information.
 - A Home School Notebook will also be provided for written communication between parent and teacher.
- School #12's phone number is **461-3280**.
 - Please remember that teachers cannot take phone calls during instructional time.
 - You will be forwarded to their voicemail and they will return your call as soon as they are able.

CONFERENCES

Parent Conferences are scheduled two times during the school year.

- Watch for information sent home from your child's teacher and check the City School District calendar.
- If at any time during the school year you would like to have a teacher-parent conference please send a note to your child's teacher or write in the Home School Notebook, with days and times that are convenient for you so that a special time is set aside for this purpose.

DISMISSAL

Student dismissal begins (including Kindergarten students) at 1:45 daily.

- Please make sure you have made arrangements for your child's pick-up.
- Please wait outside of the building for students.
- K-8 Students riding busses dismiss to the front of the building
- Students being picked up will exit through the *Breezeway (EXIT 3)*
- It is expected that all students will be picked up on time each day that school is in session.
- If your child 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 has been brought in to the teacher.
- We cannot guarantee that phone calls will reach the teacher in time for a change in that day's dismissal plan.
- Calls received **after** 1:30 cannot be honored as there is no way to contact teachers during the dismissal process. The office staff stops calls to the classrooms at **1:30**.

We ask all parents who need to pick up their children for early dismissal to be here at school for pick up BEFORE 1:30pm.

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

Dress Code – See Code of Conduct.

Driving students to school

If you plan to drive your child to school or pick them up from school we ask that you follow the procedure listed below:

- Do not drop students off in the bus lane in front of the school.

- This area is for buses only.
- Do not drop children off on the street in front of the bus lane.
 - Children are at risk as they cross the bus lane when buses are entering and exiting the loop.
- Do drive into the parking lot, drive to EXIT 3 by the REC center.
- Exit 3 is also where you will pick up your student
- Please do not park along the sides or block in other cars in the parking lot when you drop off children.
 - This has caused traffic jams and small buses are unable to get out.

The parking lot can become a very busy place at the beginning and end of each day.

- Parents are asked to drive carefully.
- DO NOT let children walk through the parking lot unattended.
- The safety of your child is our primary concern.
- Please respond politely to the directions of the staff assigned to monitor the safety of the parking lot.

Late Pick-Ups

- If your children are transported to school by car, and the teachers are unable to make contact with parents during the dismissal process, students will be brought to the office after their classmates are loaded onto the buses.
- Teachers will make all attempts to contact the parent and get an arrival time.
- Upon your arrival in the office, please sign out children in the Late Pick-Up Book
- Make sure to contact the administrator in charge to verify your arrival.
- Make sure the school has current contact information and a completed Emergency Contact Sheet in order to facilitate this process.
 - *We will contact the authorities for any children left after 3:30 when we have been unable to make family contact.*
 - 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.

LEGAL NOTIFICATION

- If you have a custody order please give the school a copy, we will inform the teacher, administration and office staff.
- If you have an order of protection involving your child, please give the school a copy and we will inform the teacher, administration and office staff.
- A note stating a parent can not have contact is not sufficient.

EARLY PICK-UP

If you need to pick up a student from school prior to dismissal time, please notify the teacher by writing a note and sending it to school with your child that morning.

- Students will only be sent to the office for early pick-up after the parent arrives at the school.
- Please remember: your child can only be released to the designated persons listed on the Student Information Sheet.
- Please do not send anyone under the age of 18 to pick up your child.

EMERGENCY FORMS (Student Information Sheet)

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 the designated persons listed on this form.
- Please do not send anyone under the age of 18 to pick up your child.
- Please notify the school office if you need to update this list during the year.
- Persons (other than parents) picking students up will be required to show ID.

ENTRANCE PROCEDURE FOR LATE ARRIVALS (7:45am or later)

- Children must be escorted to the building by an adult.
- Enter at EXIT 1-parking lot
- Check in at the main office for a tardy pass
- Those arriving after 7:45 must report to the main office for a late pass. Those arriving between 7:45 and 8:15 may go to the cafeteria to pick up a breakfast and take it to eat in the classroom.
- Breakfast will not be served after 8:15.

EXCUSES

- When your child is absent from school it is required that you send in a written notice stating why he or she was not in school.
- This note must be brought in upon their return. Otherwise, they will be marked illegally absent.
- Missing the bus or family vacation travel are **not** legal absences.

FIRE DRILLS

- Twelve practice fire drills and two emergency 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.

3. HALLOWEEN

School #12 continues to strive to reach academic and social excellence for our students. We also continue to follow the School Health Index goals of creating a healthier learning environment for all.

4. We ask that all students and parents follow the following policies for Halloween:

-
- 5. Costumes or Halloween **related items remain at home.**
 - If you inadvertently missed some items- teachers will take and label any items removed from students for parental pick-up.
-
- 6. Teachers may choose to have a fall/ tea / storybook celebration but will not be having Halloween parties.
 - **Please do not send in candy or chewing gum for the class as a snack.**
 - Please check that all individual Halloween candy remains at home.
 - Any candy that is found on students will be thrown away by staff.

Thanks for your help in supporting a healthy life style for our school community

HOLA

This is a dual language program.

- Students in the HOLA program receive daily instruction in English and Spanish.
- Entry level for HOLA is kindergarten.

HOME-BAKED GOODS

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

HOMEWORK

It is expected that students will have 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.
- Homework is daily reading.
- 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.

Grade	Literacy Component	Other Homework
K	20 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	30 – 45 minutes
7-8	30 minutes reading	1 – 1 ½ hours

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.

Homework Hotline

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

IMMUNIZATIONS

In addition to usual new entrance requirements, please note:

- All new entering students to the District and students entering grades K through 10 in September 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 born on or after 1/1/94 as well as all students entering seventh and eighth grades in September will need proof of TDaP (Tetanus, Diphtheria, Pertussis) vaccine as a booster to their early five shot childhood series. (If your child satisfied this requirement last year, it is not necessary to re-do this immunization).
- Failure to have adequate immunizations will result in your child being excluded from school until properly immunized.
- Please respond to the nurse or Parent Liaison if we contact you about this matter.

INCLUSION CLASSES

- A number of students with special education needs are included in our general education classrooms.

- These students receive services both in and out of the classroom from various support personnel.

INTERNET SITES

A permission slip will be sent home regarding accessing Internet sites in school.

- You must return this permission slip to your child's teacher if you want him\her to use the Internet.
- The following is a list of Internet sites that offer extensive information about education:
 - www.rcsdk12.org - Rochester City School District
 - www.rcsdk12.org/12 - School 12
 - www.nysed.gov - New York State Education Department
 - www.ed.gov - US Department of Education
 - <http://www.engageny.org/> NY State Department of Education- CCSS

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 child needs to carry a house key to school they need to leave it in a pocket or backpack during the day.

KINDERGARTEN SCREENING

- Upon entering kindergarten all students go through a screening process that is required by New York State law.
- Screening activities help us to learn more about your child's development in speech, hearing and language, coordination, health, and learning abilities.
- Parents will receive a copy of the screening report and any recommendation when the process has been completed.

LIBRARY

- Parents are encouraged to visit the public library with their children on a regular basis.
- Students will also visit the school library with their class.
- Students should be reminded to take good care of all books, but especially books on loan from the library.
- There will be a charge to families for any lost materials from the library.

LOCKERS

- 7th & 8th grades students will be assigned lockers to use to store their coats and other personal items during the day.
- Students will receive combinations for attached locks and classroom teachers will have the combinations on file in case of emergency.

LUNCH

- Lunch will provided to those students that choose not to bring a lunch with no charge, as part of the Community Eligibility Option.
- If they bring a drink to school it may not be in a glass container.
- Students are not allowed to bring soda pop or sunflower seeds to school.

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
 - ▶ the lengths of time for which the medication is to be given.
 2. Sign the school's written parental permission form.
 3. An adult must bring the medication to the Nurse's Office in a pharmacy-labeled bottle.
 4. Medication must be left in school.
 - ▶ It cannot be taken home every day.
 5. All leftover medications should be picked up prior to the last day of school or they will be disposed of properly.

Children may never carry medication to take at school.

MONEY

- We ask that students not carry money to school.
- Large sums of money should never be sent to school with a child.

OPEN HOUSE

- The tentative date for Open House this year will be *Thursday, September 20th*.
- This is an opportunity for parents to come into school to meet their child's teacher, see the classroom and learn about the curricula/grade level expectations.
- This is not a night for parent conferences.
 - Conferences will be scheduled at a later time in the school year.
- We hope to see you at this important event.

PARENT TEACHER ASSOCIATION

- School #12 has a formal PTA.
- All parents are invited to join the PTA.
- The PTA news is sent home monthly.
- Meetings are held once a month.
- Everyone is invited to attend.
 - Child care is provided.
- Check the website for current contact information.
- Watch for flyers with more information.

PARENT VISITATION

- Parents and other visitors are to follow code of conduct followed by all students and staff in the RSCD, to conduct themselves with civility towards students, faculty, staff administrators, parents/guardians and other visitors.

- This contributes to maintaining a safe and orderly school environment that is conducive to learning for all.
- We value the important role you play in your child's education, the school community and welcome your presence in the building.
- Please be familiar with and abide by school policies and rules for building visitation, which are posted at the main office reception counter.
- If you have any concerns please see administration.

PARKING

It is necessary for everyone to cooperate in order to accommodate everybody in our parking lot. Here are a few guidelines that we hope you will follow when using our parking lot.

- Upon arrival to the school, sign in at the Main Office and list your plate number in the book.
- Follow posted signs in the parking lot.
- The bus loop in the front is for buses only.
- If the adult dropping off the student is walking into the building, the car must be parked in one of the lots.
- Do not park in double spaces.
- If everyone follows these guidelines there will be plenty of spaces for visiting parents to park their car in single spaces.

PHOTOS USE:

- 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 child.
- You must check "no" and return the form to prevent photos or videos from being shared.
- If no form is on file it is assumed that you are granting permission for the release of photos or video images.
- This form must be completed yearly.
- Forms from prior years are purged.

PHYSICAL EDUCATION

- Your child will come home with a notice of when they will have physical education.
- Students are expected to bring shorts and sneakers to fully participate in PE activities.
- We also encourage teachers to promote physical activity within their normal instructional day.
- Please make sure that children come in comfortable clothing with appropriate footwear each day.

PHYSICAL EXAMINATION & DENTAL EXAMS

Education Law, Section 903 and the Regulations of the NYS Commissioner of Education require physical examinations of all children 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 child's educational program.

These examinations must have been given within the last 12 months of the first day of school.

Dental Exams

- Schools are recommended to request proof of a dental exam for students entering grades K or 1, 2, 4, 7, 10.

- Please schedule a dental exam for your child before entering school in September.

RECESS

- School 12 will honor the Rochester City School District Policy, (5405.40 Physical Education and Physical Activity) that states:

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

- All student registration takes place at The Parent Center located **131 W. Broad St.**
- The phone number there is **262-8241**.
- Evidence of age and place of birth must be submitted when a child enters the Rochester City School District.
- Any one of the following forms will be accepted as proof of age: birth certificate, baptismal record, passport (showing date of birth) or Alien Registration Card.
- To enter kindergarten a child must be five years old no later than December 1.
- In addition to proof of birth, an up-to-date record of immunizations and proof of address must be provided.

REPORT CARDS

- Report cards are sent home four times during the year in:
 - November, February, April, June
- 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.

SCHOOL BASED PLANNING TEAM

- Each school has a planning team that is responsible for reviewing student performance, setting goals for improvement, and designing a program to enable the school to advance toward its goals.
- This planning team includes teachers, parents, non-teaching employees and administrators.
- Representatives will be listed on each set of minutes.
- The minutes will also be posted on the school website.
- Feel free to contact your parent representative if you have an instructional concern (this information will go home in the PTA newsletter).

SCHOOL COMPREHENSIVE EDUCATIONAL PLAN (SCEP)

- This is the school improvement planning guide.
- It was developed throughout the previous school year by staff and parents.
- A full copy is available on our school website.

SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORTS (SW-PBS)

- The goal of this initiative is to improve social competence, develop environments that support academic success and contribute to an increase in our school's capacity to address the behavioral support needs of all students and staff effectively and efficiently.

- Students are expected to be respectful, responsible, safe and ready to learn.
- Regular, predictable, positive learning and teaching environments have been established; adults and peers have been trained to serve as positive role models, teaching and modeling behavioral expectations; and a system has been developed for providing regular positive feedback and recognition.

SCHOOL 12 BEHAVIOR EXPECTATIONS				
What does this behavior look like?				
	All the Time	In the Bathroom	In the Hallway	In the Cafeteria
Voice Level		Silent or Whisper	Silent or Whisper	Whisper or Indoor
Be Respectful	<ul style="list-style-type: none"> • Treat others as you would like to be treated • Use polite words with students and teachers • Listen to each other 	<ul style="list-style-type: none"> • Be considerate of others' privacy • Wait your turn 	<ul style="list-style-type: none"> • Maintain personal space • Hold door for person behind you • Keep hands by your side 	<ul style="list-style-type: none"> • Use table manners • Follow directions given by cafeteria staff • Raise your hand if you need help
Be Responsible	<ul style="list-style-type: none"> • Follow directions • Show self-control • Keep school clean inside and out 	<ul style="list-style-type: none"> • Use toilet and sink correctly • Wash hands with water and one pump of soap • Turn off faucet and clean up after yourself 	<ul style="list-style-type: none"> • Walk on the right hand side • Keep hallway clean 	<ul style="list-style-type: none"> • Eat before playing • Keep personal space clean and gather your garbage • All food stays in cafeteria
Be Safe	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Walk • Show patience 	<ul style="list-style-type: none"> • Wash hands • Keep floor dry • Report any problems to teacher 	<ul style="list-style-type: none"> • Walk one step at a time when on the stairs • Watch where you are walking • Have a pass 	<ul style="list-style-type: none"> • Eat only your <u>own</u> food • Keep an orderly line • Stay seated until excused
Be Ready To Learn	<ul style="list-style-type: none"> • Be prepared and organized • Always try your best • Actively participate 	<ul style="list-style-type: none"> • Walk to and from class quickly and quietly 	<ul style="list-style-type: none"> • Keep up in line • Go directly to your destination 	<ul style="list-style-type: none"> • Know your student number • Be prepared to leave with teacher • Face forward

STOLEN PROPERTY

- School #12 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 **cell phones, electronic devices (such as CD/MP-3 players/electronic games), sports equipment or toys** of any kind to school.
- Administration does not have time to investigate these losses.

STUDENT RECORDS

- Each student has a student record at School #12.
- 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 your child's grade level administrator to make an appointment and it will be arranged.

TARDINESS

- Students are considered tardy at School #12 if they are not in their seats at 7:45 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.

TEXTBOOKS

- Students are responsible for all textbooks, library books and educational materials, musical instruments, etc. that are loaned to them for the school year.
- A record of textbooks and library books borrowed is maintained.
- If any materials are lost, the student is expected to reimburse the RCSD.
- The cost will be one-half of the lost item's cost.

TOYS

- Toys are not allowed in school.
- They will be taken by the teachers for first offense.
- For any further offense they may be stored in the administrator's office for parent pick up at the end of the school year.

TRANSPORTATION

- Children who live more than 1.5 miles from school qualify for transportation.
- If you have questions about transportation to School #12 you should call school (461-3280) and ask to speak with someone about transportation.
- You may also contact the Transportation department at 336-4000.
- Change in transportation requests must be made to the school with supporting documentation.
- Changes may take up to 5 days to go into effect.
- Parents are responsible to transport children during this time period.
- If your child 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** has been given to the teacher prior to the end of the school day.
- We cannot guarantee that phone calls will reach the teacher in time.
- **Any calls after 1:30pm cannot be honored as there is no way to contact teachers during the dismissal process.**

Bus Suspension

- If your child 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.
- Parents are responsible to transport their children during bus suspension and child must be picked up at the regular dismissal time.
- All absences that are bus related due to suspensions or bus changes are considered unexcused.

VISITORS

- Parents and other visitors must **report directly** to the Main Office when visiting School #12 for any reason.
- All visitors to the building must use EXIT 1 (front) entrance and go directly to the main office.
- You will be given a Visitors Pass to wear while you are in the building.

- This policy is enforced to ensure the safety of your children.

VOLUNTEERS

- Adult volunteers are welcomed and needed at School #12.
- If you are interested call the Parent Liaison (461-3280x1120) 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.

WEAPONS

- Weapons (real or toy) are never allowed in school and may result in a long-term suspension out of school.
- Weapons can include anything that could cause an injury, including toy guns, cap guns, oyster shuckers, or anything that resembles a knife or a gun.

WEBSITE

- School #12 now has an active website that can be reached using the following link:
- www.rcsdk12.org/12.
- Enter this link in your internet browser for School 12 and RCSD information including contact information, the school calendar, school forms, lunch menus, photos and much more.