

Anna Murray-Douglass Academy

School No. 12



Parent & Scholar Handbook 2021-2022

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@RCSDAMDA

Dear Parents,

Always remember:

1. You and your scholar are **important to us**.
2. You and your scholar are **unique**.
3. We **believe** in you and your scholar.
4. We **trust** you.
5. We **listen** to you and hear you.
6. Your **opinion matters**.
7. We **care** about you and your scholar.
8. We **respect** you and your scholar.
9. You and your scholar are **winners**.
10. We will **achieve greatness together!**

Yours truly,

Anna Murray-Douglass Academy, School 12

ACCIDENTS

- Initial treatment is given to scholars 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 main office 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 scholar.

ALLERGIES

- Some scholars have severe allergies to peanuts, other nuts or other foods.
- Every attempt will be made to make accommodations.
- Parents must inform the school nurse as soon as possible.
- The school nurse will inform the staff and classrooms will make accommodations as needed.

INJURY/ILLNESS

- If your scholar is treated for minor injuries or illness at school, the nurse will call and send a note home advising you of what to do.
- If your scholar is ill at home, he or she should remain at home to avoid the spread of the illness to others. Scholars with a cold or sniffles should attend school while scholars with a fever should stay home until the scholar is free of fever for 24 hours without medication.

ADDRESS CHANGE

- It is important that the school always has the most current address and phone number for each scholar.
- If you move during the school year, be sure to notify the main office of the change.
- Two requests for address confirmation will be sent home. (September and January)
- Your scholar 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. (Examples of proof of address are current bills with your name and address or leasing agreement.)
- Proof of address can be emailed to 12info@rcsdk12.org
- Addresses cannot be changed without the proper documentation listed above.

ADMINISTRATORS

- If you have a specific concern, please set up an appointment to speak directly to the teacher. Please see contact info on the cover page.
- If you feel your concern has not been satisfactorily addressed or resolved in collaboration with the teacher and you would like to see an administrator it is always best to call the school and ask to set up an appointment with the grade level administrator. (Anna Murray-Douglass Academy, AMDA12 has four administrators.)
- Scheduling an appointment will minimize any delay in discussing your concern or issue.
- We are committed to working with scholars and families in the most effective way and this communication structure allows us to do that.
- We ask for parent support in working within this structure.

ARRIVAL

- The school doors open to scholars at 7:30 a.m. daily.
- There is no available supervision for scholars arriving prior to 7:30am.

- The start of the instructional school day begins at 7:45 a.m. each day.
- Buses arrive at the bus loop and scholars get off the buses and enter the building at grade level designated doors.
- The bus drivers wait until they make visual contact with a staff member before dismissing scholars off the bus.

All scholars are eligible to eat breakfast free of charge.

- There will be staff posted throughout the hallways to greet and direct scholars.
- At 7:45 am the second bell rings and the instructional school day begins.
- Scholars who arrive by car will enter through the breezeway (Exit 3).
 - Please do not park in the library parking lot. Do not stop or park in front of the school building. Do not pull into the bus loop. Do not stop on the other side of the street in front of the hospital.
- Scholars arriving after 7:45am must be escorted into the building through Exit 1 by the adult who brought them to school. The scholar will receive a late pass in the Main Office after being screened.

ATTENDANCE

- It is very important that your scholar develop a habit of good attendance.
- Scholars 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.

CANDY AND GUM

AMDA12 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 discouraged during school hours.
- Please do not send gum or candy with your scholar to share with the class.

CELL PHONES

We encourage all scholars to keep cell phones at home.

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

7TH & 8TH GRADE CELL PHONE POLICY:

- Electronic devices brought to school will be collected upon entering the building.
- They will be stored in a secure location and returned to the scholar at the end of the school day.
- If the scholar chooses to not turn their phone in...
 - First Offense- The phone will be collected by an adult and returned to the scholar at the end of the school day.
 - Second Offense- The phone will be collected by an adult. The parent will be contacted and must come into the conference and pick up the phone.

Page 45 of the District's scholar Code of Conduct says:

Students' Electronic Devices A student's electronic device may be confiscated by District personnel pursuant to a school building's procedures if the principal determines that the possession of such a device is disruptive or distracting to the school environment or educational process. For purposes of this policy, electronic devices include, but are not limited to: cell phones, smartphones, mp3

players, iPods, iPads, Kindles, Nooks, PDAs, laptops, pagers, recording devices, games and other mobile electronic devices. The confiscated electronic device must be properly identified and placed and stored in a locked container or room. Each school shall create storage and return procedures consistent with this policy. Claims related to the loss of a student's electronic device that result from a school's failure to abide by this policy shall be paid through the school's discretionary fund.

K-6th GRADE ELECTRONICS POLICY:

- Any scholar who brings a cell phone to school is responsible for that cell phone. It is expected that cell phones are turned off and stored in their backpack.
- If a cell phone is found on a scholar the following procedures will apply:
 - First Offense- Teacher will ask the scholar to put the phone away and bring it home and not to bring it again.
 - Second Offense- The phone will be collected by an adult and returned to the scholar at the end of the school day.
 - Third Offense- The phone will be collected by an adult. The parent will be contacted and must come in for a conference and pick up the phone.

CODE OF CONDUCT

The purpose of the RCSD REGULATIONS OF INTERVENTION AND DISCIPLINE is to set standards for employee, student, parents and community members' behaviors that promote an environment conducive to learning, safety and order in school. It is our goal to provide scholars with a safe and secure learning environment at AMDA12. 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 scholars have the responsibility to:

1. To attend school daily, regularly and on time, perform assignments, strive to do the highest quality work possible, be prepared to learn, and be granted the opportunity to receive a good education.
2. To be aware of all rules and expectations regulating scholars' behavior and conducting themselves in accordance with these guidelines.
3. To respect everyone in the school community and to treat others courteously, fairly and
4. respectfully.
5. To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict the rights or privileges of others.
6. Dress appropriately for school, school functions and whenever on any school district property or at a school function regardless of location; obey the District Dress Code and any additional dress standards adopted for particular schools (see "scholar Dress Code," §5300.25).
7. To be aware of available educational programs in order to use and develop one's capabilities to their maximum.
8. To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others.
9. To be aware of the information and services and to seek assistance in dealing with personal problems, when appropriate.
10. To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct oneself in a manner that fosters an environment that is free from intimidation, harassment or discrimination. To report and encourage others to report any incidents of intimidation, harassment or discrimination.
11. To work together with classmates and school staff to maintain a positive school climate.

12. To complete school work abiding by school rules on academic honesty.
13. Report to school officials any information which may help to prevent danger or injury to others in the school community.
14. Conduct themselves as representatives of the District and school when participating in or attending school functions and hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
15. Conduct themselves with civility towards other scholars, faculty, staff, administrators, parents/guardians, community members and visitors

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.
- Scholars 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 the classroom for up to 1.5 hours for an opportunity to reset.
 - After School Detention (parents responsible for pickup)
 - 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 RSCD 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.
- AMDA12 also has a Reset Room. A Reset Room is a place where scholars will be supported in reflecting and resolving problems that may occur during the school day in an effort to quickly return scholars to their learning.
- Proactive, trained staff facilitate anti-bullying, anger management and other strategies to help scholars make better choices.
- Administration may place scholars in the program for up to 5 days. Parent permission is necessary for room usage.
- Suspension is a last resort, parents will be contacted if this is a consequence.

CODE OF CONDUCT:

Dress Code -

Dress Code Philosophy

Anna Murray-Douglass Academy's scholar dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

We at Anna Murray-Douglass Academy believe that:

All scholars should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.

All scholars and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual scholars' clothing/self-expression. Scholar dress code enforcement should not result in unnecessary barriers to school attendance.

- *We should be trained and able to use scholar/body-positive language to explain the dress code and to address dress code violations.*
- *We should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.*
- *Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.*

Our scholar dress code is designed to accomplish several goals:

- *Allow scholars to wear clothing of their choice that is comfortable.*
- *Allow scholars to wear clothing that expresses their self-identified gender.*
- *Allow scholars to wear religious attire without fear of discipline or discrimination.*
- *Prevent scholars from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.*
- *Prevent scholars from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.*
- *Prevent scholars from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.*
- *Prevent scholars from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.*
- *Ensure that all scholars are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.*

All scholars must adhere to the following guidelines:

- ****No inappropriate labels, designs, letters or numbers on any clothing****
- ****No exposed buttocks, stomach/midriff and chest****
- ****No clothing, headgear or jewelry that is associated with or identifiable as a symbol of gang membership****
- ****No abusive, suggestive or profane language; symbols of illegal substances; or any other words, symbols or slogans that disrupt the learning environment or deny dignity or respect to others.**
- ****Shoes must be worn at all times for health and safety reasons.**
 - No open back sandals/shoes, flip-flop sandals, Adidas/Jordan slides.
- No exposed layering undershirts, except turtlenecks and long sleeves in winter.
- All underwear must be completely covered by outer clothing and pants should be held up with a belt of appropriate size for scholars' waists.
- Scholars who violate the dress code, including school-level standards, will be required to modify their appearance by covering or removing the offending item, and if necessary and/or practicable, replacing it with an acceptable item.
- Any scholar who refuses to do so shall be subject to discipline.
- Hoodies can be worn in school with the following guidelines
 - Hoods cannot be worn in public spaces, i.e. hallways, cafeteria, gym, ...,
 - Hoods can be worn in the classroom,
 - If an adult requests for a hood to be removed, the scholar must comply with that request.
- Hats are not allowed to be worn in the school building.

COMMUNICATION

- Home to school communication is an essential part of scholar success.
 - A home-to-school communication notebook/folder will be provided and will come home daily with your scholar's homework and any other necessary information.
 - A Home School Notebook/Folder will also be provided for written communication between parent and teacher.
 - Learning platforms like Seesaw will also be used for two-way communication between parents and teachers.
- AMDA12's phone number is **461-3280**.
 - All calls to teachers will go directly to voicemail during the instructional day (7:30am-2pm)
 - Administrators are often in classrooms and unavailable to take phone calls.
 - Phone calls will be forwarded to teacher and administrator voicemails. Please know that you are important to us and we will return your call as soon as practicable.

CONFERENCES

Parent Conferences weeks are scheduled for the school twice during the school year.

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

DENTAL EXAMS

- Schools are recommended to request proof of a dental exam for scholars entering grades K, 1, 2, 4, 7 and 10.
- Please schedule a dental exam for your scholar two times a year.
- SmileMobile will be present at AMDA12 in September.
 - Applications will go home with students the first week of school.
 - The application needs to be filled out and sent back to school during the first week of school.

DISMISSAL

Scholar dismissal begins (including Kindergarten scholars) at 1:50 daily.

- Please make sure you have made arrangements if your scholar is being picked-up.
- **All early pick-ups must occur prior to 1:15pm.**
- If a parent is picking up a scholar after 1:30, please proceed to Exit 3 and wait until dismissal begins at 1:50pm.
- Please do not send anyone under the age of 18 to pick up your scholar; this person must be listed in PowerSchool and have legal identification with them.
- K-8 scholars riding busses dismiss to the front of the building to board the bus.
- Scholars being picked up, going to City Rec and walkers will exit through the *Breezeway (EXIT 3)*
- It is expected that all scholars will be picked up on time each day that school is in session.
- If your scholar takes a bus to and from school they will always be put on the bus at the end of the day unless a **written** note or an adult to adult phone call has occurred prior to **1:15 pm**.
- Calls received **after 1:15 cannot be honored** as there is no way to contact teachers during the dismissal process. The office staff stops calls to the classrooms regarding early dismissal at **1:15**.
- 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 scholar has an appointment and must be released from school early, please send a note indicating the time you will pick him/her up.
- Scholars who are leaving school prior to **1:15pm** will be called down to the office upon your arrival.
- Scholars who are leaving school will not be sent to the office to wait for parents; they will remain in class until you arrive at the school building.

DRIVING SCHOLARS TO SCHOOL

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

- 7:30-7:45 Scholars should be dropped off at Exit 3, the breezeway.
- 7:45 and after, scholars should be escorted to Exit 1.
- Do not drop scholars off in the bus lane in front of the school.
 - This area is for buses only.
- Do not drop scholars off on the street in front of the bus lane.
 - Scholars are at risk as they cross the bus lane when buses are entering and exiting the loop.
- Exit 3 is also where you will pick up your scholars after school starting at 1:50pm.
- Please do not park along the sides or block in other cars in the parking lot when you drop off scholars.
 - This has caused traffic jams in the parking lot..

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

- Parents are asked to drive slowly and carefully.
- DO NOT let scholars walk through the parking lot without an adult.
- The safety of your scholar is our primary concern.
- Please respond politely to the directions of the staff assigned to maintain the safety of the parking lot.

EMERGENCY FORMS (Student Information Sheet)

Each year parents are asked to complete an Information Sheet and return it to school.

- It is critical that this form always has the most current address and phone numbers where a parent or guardian can be reached in case of emergency.
- Your scholar 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 scholar.
- Please notify the school office if you need to update this list during the year.
- Persons picking scholars up will be required to show ID, including parents.

EXCUSES (ABSENCES)

- If your scholar is absent from school, please send a written notice stating why he or she was not in school. Absence notes are required.
- If there are any concerns, please see our parent liaison.
- This note must be brought in upon their return. Otherwise, they will be marked illegally absent.
- Transportation issues 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 scholars to go outside without a coat.

FOOD (BREAKFAST/LUNCH)

- Breakfast and lunch will be provided at no charge to scholars; this is part of the Community Eligibility Option.
- Glass containers of any kind are not permitted in school.
- Scholars are discouraged from bringing soda pop or sunflower seeds to school.
- Food is expected to be consumed in the cafeteria and with teacher permission in the classroom.
- The only beverage allowed to be consumed in the classroom is water.
- Snacks are allowed with teacher permission; please consult your child's teacher.

HOLISTIC ORAL LANGUAGE ACQUISITION (HOLA)

This is a dual language program.

- Scholars in the HOLA program receive daily instruction in both English and Spanish.
- Entry level for HOLA is kindergarten for English dominant students.
- Entry into HOLA occurs after testing with Student Placement (Central Office)

HOME-BAKED GOODS

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

HOMEWORK

It is expected that scholars 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.
 - scholars would not be expected to do many days of homework over a vacation.
- Every scholar has daily reading homework.
- On occasion, teachers will encourage scholars with particular interests to do optional assignments in addition to the regular daily homework.
- Teachers will make it clear to scholars 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 scholar is bringing home PLEASE TALK TO YOUR scholar'S TEACHER.

IMMUNIZATIONS

In addition to the usual new entrance requirements, please note:

- All new entering scholars to the District and scholars 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 scholars entering sixth grade who are age 11 and entering seventh and eighth grades in September will need proof of TDaP (Tetanus, Diphtheria, Pertussis) vaccine as a booster to

their early five shot scholarship series. (If your scholar satisfied this requirement last year, it is not necessary to re-do this immunization).

- Failure to have adequate immunizations will result in your scholar being excluded from school until properly immunized.
- Please respond to the nurse or Parent Liaison if we contact you about this matter.

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

INTERNET SITES

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

- The permission slip needs to be completed and returned to your scholar's teacher for your scholar to be able to use the Internet during school.
- 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 - ADMA12 (Event Calendar)
 - Facebook - @RCSDAMDA
 - Facebook (PTA) - Anna Murray-Douglass Academy - School 12 PTA
 - Twitter - @RCSDAMDA
 - 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

- Scholars 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 scholars.
- If your scholar needs to carry a house key to school please teach your scholar to leave it in a pocket or backpack during the day.

LATE PICK-UPS

- If there is any change to your child's dismissal routine the **parent must call the Main Office (585-461-3280) prior to 1:15pm and make person to person contact** about the change in plans.
- **If the school does not receive a call by 1:15pm to be notified about a change in your child's dismissal routine; for their safety they will be sent home on their assigned school bus.**
- If in the rare chance that a child is still in school past 2:10pm, the school will call the phone numbers listed to make arrangements for pick-up.
- Upon your arrival to the office, please sign out scholars in the Late Pick-Up Book.
- Make sure to contact the administrator in charge to verify your arrival.
- Make sure the main office staff has current contact information and a completed Student Information Sheet in order to facilitate this process.

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

LOCKERS

- 7th & 8th grade scholars will be assigned lockers to use to store their coats and other personal items during the day.
- Scholars will receive combinations for attached locks and classroom teachers will have the combinations on file in case of emergency.
- Lockers are school property and subject to search.
- Lockers will be accessed throughout the school day at specific designated times.

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 scholar 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 length 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 with the school nurse.
 - 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.

Scholars may never carry medication to take at school.

MONEY

- We ask that scholars not carry money to school.
- If parents bring/send money to school it should be in a sealed envelope labeled with the child's full name and teacher.
- Large sums of money should never be sent to school with a scholar.

OPEN HOUSE (IN-PERSON OR VIRTUAL)

- Open House is an opportunity for parents to come into school to meet their scholar's teacher, see the classroom and learn about the curricula/grade level expectations.

- This is not a night for parent conferences. Please see “Conference” section for more information.
- We hope to see you at all of these important events.

PARENT TEACHER ASSOCIATION

- AMDA12 has a formal PTA.
- All parents are invited and encouraged to join the PTA.
- The PTA news is sent home monthly.
- Meetings are held once a month.
- Everyone is invited to attend.
 - Childcare is provided.
- Check the website for current contact information www.rcsdk12.org/12
- Watch for flyers with more information.

PARENT VISITATION

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

PARKING

It is necessary for everyone to cooperate in order to maintain safety and order 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 license plate number in the book.
- Follow posted signs in the parking lot.
- The bus loop in the front is for buses only.
- Please do not park in double spaces. (Two people are assigned to the double spaces in an effort to maximize our parking spaces. We do not want you to get blocked in or another person to be blocked out. Thank you.)
- If everyone follows these guidelines there will be plenty of spaces for visiting parents to park their car in single spaces.

PHOTO USE:

- The district may use photos or video images of scholars 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 scholar.
- To prevent photos or videos from being shared, check “no” and return the form.
- If no form is on file, it is assumed that permission is granted for the release of photos or video images.
- This form must be completed yearly.
- Forms from prior years are purged annually.

PHYSICAL EDUCATION

- Your scholar will come home with a notice of when physical education (PE) is scheduled.
- Scholars are expected to bring sneakers to fully participate in PE activities.
- We also encourage teachers to promote physical activity within their normal instructional day.

- Please make sure that scholars come in comfortable clothing with appropriate footwear each day.

PHYSICAL EXAMINATION

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

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

RECESS

- AMDA12 will honor the Rochester City School District Policy, (5405.40 Physical Education and Physical Activity) that states K-6 scholars:
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 scholars with at least 20 minutes a day of supervised recess during which staff should promote moderate to vigorous physical exercise as appropriate to individual scholar needs.
- Outdoor play is encouraged when weather conditions are appropriate.

REGISTRATION

- All scholar registration takes place at The Parent Center located **131 W. Broad St.**
- The phone number there is **585-262-8241**.
- Evidence of age must be submitted when a scholar 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 scholar 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 (recent bills, lease agreement) must be provided.
- Please call 585-262-8241 if you have any questions about what paperwork to bring for scholar registration.

REPORT CARDS

- Report cards are sent home four times during the year:
 - 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 school-wide data and setting goals for school improvement (School Comprehensive Education Plan-can be found on our website).
- 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 www.rcsdk12.org/12.

SCHOOL COMPREHENSIVE EDUCATIONAL PLAN (SCEP)

- This is the school improvement planning guide.
- The SCEP was developed throughout the previous school year by staff and parents.
- A full copy is available on our school website www.rcsdk12.org/12.

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 scholars and staff effectively and efficiently.
- Scholars are expected and encouraged 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.

The following Behavioral Expectations were from 2018-2019. These may be updated during the 2019-2020 school year. All updates will be shared.

Expectation Location: General	Examples	Non-examples	Expectation Location: General
Act Safe	<ul style="list-style-type: none"> • Keep hands to self • Walk when needed • Use materials appropriately • Demonstrate self-control 	<ul style="list-style-type: none"> • Hitting, kicking, pushing • Running, jumping in hall/class • Throwing or breaking materials • Tantrums, screaming, aggressive 	Act Safe
Make Responsible Choices	<ul style="list-style-type: none"> • Follow the rules • Complete classwork • Ask for help when needed • Stop and think about actions 	<ul style="list-style-type: none"> • Does the opposite of what is being asked. • Incomplete assignments • Confused or upset and you don't tell anyone 	Make Responsible Choices
Do Not Give Up	<ul style="list-style-type: none"> • Keep Trying • Persevere • Reflect and adjust • Positive Self-Talk /Growth Mindset 	<ul style="list-style-type: none"> • Unfinished assignments • Rips up work • "I can't do this" • "This is too hard" 	Do Not Give Up
Always Respectful	<ul style="list-style-type: none"> • Live the Golden Rule: <i>Treat Others the Way you Want to Be Treated</i> • Use Manners 	<ul style="list-style-type: none"> • Bullying, teasing • Talking back, cursing, eye-rolling • Interrupting, repeatedly calling out 	<ul style="list-style-type: none"> • Always Respectful

STOLEN PROPERTY

- AMDA12 staff are not responsible for articles of personal property stolen from scholars.

- Scholars should **keep valuables at home** and only bring items to school that are necessary for schoolwork.
- Scholars should **not** bring **cell phones, electronic devices (such as CD/MP-3 players/electronic games), sports equipment or toys** of any kind to school.

SCHOLAR RECORDS (CUMULATIVE RECORD)

- Each scholar has a cumulative record at AMDA12.
- This record is considered confidential however parents/guardians have the right to review it with an administrator and/or a copy of the documents in the record.
- The types of information included in this record include report cards, attendance, test results, and health and immunization records.
- If a parent/guardian would like to review their scholar's cumulative record please call your scholar's grade level administrator to make an appointment and it will be arranged.

TARDINESS

- Scholars are considered tardy at AMDA12 if they are not in their seats at 7:45 am each morning school is in session.
- A written excuse from the parent stating the reason is recommended.
- A physician's note is encouraged when a student is tardy.
- We encourage punctuality, scholars to be **ON TIME FOR SCHOOL**.

TEXTBOOKS

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

TRANSPORTATION

- Scholars who live more than 1.5 miles from school qualify for transportation.
- If you have questions about transportation to AMDA12 you should call school (585-461-3280) and ask to speak with someone about transportation.
- Changes in transportation requests must be made to the school with supporting documentation.
- Changes may take up to 5 days to go into effect. (In September this may take 10-15 school days).
- Parents are responsible for transportation of scholars during this interim period.
- If your scholar takes a bus to and from school they will always be put on the bus at the end of the day unless a **written note or an adult to adult phone conversation** has taken place prior to 1:15 pm.
- **Any calls after 1:15 pm cannot be honored as there is no way to contact teachers during the dismissal process. Your child's safety is important to us.**

BUS SUSPENSIONS

- If your scholar 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 scholars during bus suspension and scholar must be picked up at the regular dismissal time.
- **All absences that are bus related due to bus suspensions or bus changes are considered unexcused.**

VISITORS

***DURING COVID19, VISITORS TO THE SCHOOL BUILDING ARE NOT PERMITTED. PLEASE CONTACT YOUR CHILD’S TEACHER OR SUPERVISING ADMINISTRATOR TO MAKE ALTERNATE ARRANGEMENTS.**

Parent participation supports scholar success. We encourage and welcome adults to volunteer in classrooms and to participate in scholar learning. Below are a few guidelines for classroom visits during the school day.

- Classroom visits are encouraged. Please contact your scholar’s teacher to make an appointment prior to visiting.
- Visitors must **report directly** to the Main Office via Exit 1 when visiting AMDA12 for any reason.
- Visitors will be given and must wear a Visitor’s Pass while in the building. This policy is enforced to ensure the safety of our scholars.
- Office staff will notify the teacher once you arrive.
- Please limit the number of guests to two adults during your visit.
- In order to limit distractions to instruction, small children should not accompany adults on classroom visits.
- During the visit to the classroom, the teacher must continue to deliver instruction. If you need to conference with your scholar’s teacher, please contact the teacher by email or phone to schedule a conference.
- Classroom visits are limited to 30 minutes.
- No classroom visits will be scheduled after 1:00 pm.
- Former scholars cannot visit during the school day. Former scholars are encouraged to email or voicemail the teacher to set up a time to meet after school has dismissed.

VOLUNTEERS

***DURING COVID19, VOLUNTEERS IN THE SCHOOL BUILDING ARE NOT PERMITTED. PLEASE CONTACT THE SCHOOL’S PARENT LIAISON FOR MORE INFORMATION.**

- Adult volunteers are welcomed and needed at AMDA12.
- If you are interested, call the Parent Liaison (461-3280x1120) and leave your name and the times that you would be available to volunteer.
- All volunteer candidates will need to participate in volunteer training through the Office of Strategic Partnerships.
- Volunteers are needed in a variety of places that may not include your scholar’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, or anything that resembles a knife or a gun.

WEBSITE

- AMDA12 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 and district information including contact information, the school calendar, school forms, lunch menus, photos and much more.

We look forward to working and collaborating with parents/guardians and our community to make it a fabulous year of learning, growing and **Achieving Greatness Together!**