

Student & Caregiver Handbook 2024-2025



301 Seneca Avenue
Rochester, New York 14621
Main Office: (585) 266-0331
Fax Number: (585) 324-6105
Website: www.rcsdk12.org/Domain/3078

School Mascot: Eagle
School Colors: Red, Black & White

Principal	Mrs. Lakisha Taylor	
Assistant Principal	Ms. Felecia Drysdale	PreK - 2nd Grade
Assistant Principal	Mrs. Lynda Mortis	3rd Grade - 6th Grade
Associate Director of Special Education	Mrs. Melody Bishop	Kindergarten - Grade 6

Vision
Embracing uniqueness and fostering growth.

Mission
We are committed to cultivating a safe and inclusive environment where students can inquire about, demonstrate, and articulate their learning.

Regular School Hours

Grade	Arrival	Dismissal
Pre - K	7:45 am	1:45 am
Kindergarten - 6th Grade	7:30 am	2:00 pm

½ Day Dismissal School Hours

Grade	Dismissal
Pre - K	10:00 am
Kindergarten - 6th Grade	11:00 am

1. Attendance

- Children are expected to arrive on time daily.
- **Children are not allowed to be dropped off before 7:30 am.** Students **WILL NOT** be allowed in the building before 7:30 am. Staff is not available to supervise students earlier than the scheduled time.

Category	Information
Absences	<ul style="list-style-type: none">• Whenever a child is absent, a written excuse or a phone call must be completed by the parent/guardian to the teacher when the child returns to school.• Parents should call the school office when their child is absent.
Late Arrivals/ Tardiness	<ul style="list-style-type: none">• School begins at 7:30 am. for grades K-6 and 7:45am for PreK.• Children are considered tardy after 7:30 am.• Students arriving late must report to the main office and provide a tardy excuse before reporting to class.
Dismissal	<ul style="list-style-type: none">• Children are expected to be picked up promptly at dismissal.

	<ul style="list-style-type: none"> • Walkers & Parent/Family pick-ups are dismissed at 2:00 pm at Exit 11 • Identification must be provided to pick up a child • Students will only be released to those authorized in the system • Bus students are dismissed between 1:55 -2:00 p.m. • Although every effort will be made there is NO GUARANTEE teachers/administrators will receive messages for any calls received during dismissal time.
Early Dismissal	<p>We request all appointments be scheduled after school hours. However, if you need an early dismissal follow these procedures:</p> <ul style="list-style-type: none"> • Call the Main Office, not the child's teacher, as early as possible • Sign your child out at the main office and wait inside the Main Office, not in the foyer. • A staff member will have your child sent to the office with his/her belongings.

- **Parents are NOT allowed in the bus loop or the classroom during dismissal.** In an emergency, parents should report to the main office and the office staff will assist you.
- Parents must complete a form if they want their child to be released to walk home on their own.

2. Behavior Expectations

- We hold our students and ourselves as adults to the same standards. **The HBM EAGLE CORE VALUES** are expressed through our SWBS (School Wide Behavior Supports). Our EAGLE CORE VALUES are S.O.A.R.

<u>S</u> elf-Control
<u>O</u> utstanding teamwork
<u>A</u> ccountability
<u>R</u> espect

3. Cafeteria

Breakfast	Lunch
Once a student enters the building, they are not allowed to go back outside	Sit in assigned seat
Grab & Go Breakfast: Students grab their breakfast choice and proceed to their classroom to eat.	Raise your hand for assistance
	Use polite manners- 'Please' 'Thank you' 'May I?'
	No shouting or screaming
	Keep the table and floor area clean
	Do not get up without permission
	Follow all adult directions the first time
	Line up one table at a time as directed and walk quietly out of the lunchroom
	No sharing of food

- If there are any questions, or dietary concerns contact the Café Manager, Tenisha Raby at 585-266-0331 ext: 1711
- Parents are welcome to eat breakfast or lunch with their child. All arrangements must be made 24 hours in advance. Per district policy, we cannot accommodate parents dining with their child in our school cafeteria.

4. Caregiver/Teacher Conferences:

Conferences for the 24-25 school year will be held on the following dates:

Tuesday, October 15, 2024
TBD
TBD
TBD
Tuesday, March 4, 2025

Thursday, March 7, 2024
Tuesday, May 21, 2024
Thursday, May 23, 2024

Conferences can be requested with any staff member at any time of the year. They must be scheduled ahead of time so that a special time is set aside for this purpose. Teachers are not able to conference with parents while teaching a class of children.

- Send a note to the staff member to request a conference, email the staff member or call the school to contact the staff member for an appointment.
- If you are unable to keep an appointment, please call the school so the teacher can reschedule the appointment.

5. Cell Phone Policy

- Cell phone use is prohibited in classrooms, restrooms, and school offices, unless otherwise stated by a teacher.
- Each classroom teacher will store phones in a locked case during the instructional day. All cell phones must remain in silent mode.
- Unless they are part of the daily lesson plan, headphones and other listening devices may not be used in the classroom.
- If students need to place an emergency phone call during the day, they should request to visit the Assistant Principal's or Main Office to use the phone.
- Parents may contact their child if needed by calling the main office. A message will be delivered to the student so they may call home from an office phone.
- Phones may be taken away from students and stored until a family member may retrieve them from the appropriate school administrator. Students may be subject to disciplinary action if the use of their cell phone disrupts the school's educational environment or testing and/or they continue to break the school rule.

6. Change of Address/Information

- It is imperative that the school have up to date information in case of an emergency. If you move or change phone numbers, please notify the school office as soon as possible. Proof of home address is needed before any bus changes are made. If your family is transferring to a new school district, please notify school clerical in the Main Office for withdrawal information.

7. Code of Conduct

- The purpose of the Code of Conduct is to set standards for student behaviors that promote safety and order in school. The rules of the Code of Conduct focus on areas of safety and respect. Part of the Code of Conduct outlines the student dress code. Listed below are **some** of the clothing articles which are not allowed: You may access the code of conduct by going to the RCSD website.
- Each parent should have received a copy of the RCSD Code of Conduct. It outlines student, parent and school expectations, rights and consequences. If you did not get a copy, you may contact our Parent Liaison, Jewell Brown or go to the schools website.

8. Communication

The school will communicate with families in several ways. To make sure you receive the communication please do not block the school number or messaging system number. **If you do not receive messages, please call the main office to make them aware.**

Monthly Principal's Update:

- Emailed to caregiver addresses on file
- Texted to caregiver cell phone numbers on file

Robocalls:

- Reminders for events
- Important information that has to be shared ASAP

Social Media:

- Facebook: @RCSDHBM / Helen Barrett Montgomery School
- Instagram: @RCSDHBM
- Twitter: @RCSDHBM
- Helen Barrett Montgomery Website: <https://www.rcsdk12.org/50>

Parent Portal:

- A system for caregivers to monitor their student's grades and attendance
- The Parent Liaison, Jewell Brown, can assist with caregivers setting up Parent Portal
- The main office can reset Parent Portal passwords

Teachers have the option of communicating with parents/families in multiple ways. Some communication forms that your student's teacher may use are:

- Text Messaging
- Class Dojo
- Seesaw
- Email
- Phone
- Written letters
- Red Communication Folder

9. Dignity for All Students ACT (DASA)

DASA Coordinators: Felecia Drysdale (PreK-2) Lynda Mortis (3-6)

- Dignity for All Students. The Dignity Act also amended Section 801-a of New York State Education Law regarding instruction in civility, citizenship, and character education by expanding the concepts of tolerance, respect for others and dignity to include: an awareness and sensitivity in the relations of people, including but not limited to, different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender identity, and sexes.
- If you feel that your student's DASA right's have been violated, please contact the DASA Coordinator.

10. Dress Code Expectations

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

The school has a clothing pantry that students can access to get donated clothing and toiletry items.

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

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Recognize that stocking caps, hats, caps, bandanas, headbands, hoods or scarves (excluding religious/medical headwear) are not to be worn in school.

- Recognize that extremely brief garments such as tube tops, net tops, spaghetti straps, halter tops, tank tops, plunging necklines (front and/or back) and see-through tops are unacceptable.
- Pants, skirts, shorts & capris: Length for all items is to be no higher than approximately 2 inches above the knee or longer than tips of finger when arms are fully extended down along the sides of your body.
- Ensure that underwear is completely covered and not worn as an outer garment and no jeans with holes in them.
- Accept that all outer garments, such as coats and jackets are to be placed in their locker (grades 6-8). This includes most items that include hoods.
- Wear footwear at all times. Footwear that is a safety hazard will not be allowed.
- Slides, open toed sandals without a back strap, slippers or slipper like shoes are not appropriate for P.E. Class
- Not include items that have vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, and disability.
- Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- Leave all valuable jewelry at home due to the possibility of theft. Jewelry promoting drugs, alcohol, sex, violence and/or profanity is not allowed.
- Do not wear dark tinted glasses or sunglasses(transition lenses are acceptable).

11. Electronics Policy

Electronic devices should not be brought to school and should be left at home.

- Electronic Devices include *devices* used to communicate, receive, send, store, record to listen to voice, text, digital, audio, video, photo, electronic, or internet/cyberspace data, images, and/or information which shall include but not be limited to pagers, cellular phones, iPods, Personal Digital Assistants, MP3 Players, portable music players, laptops, CD players, game players, smartwatches, cameras, video cameras, GPS, etc. The school is not responsible for lost or stolen electronic-devices, its programs or its contents.
- If students in grades Pre-k to 6th bring in a personal electronic device(s) the teacher will secure the device for the day and return it to the student at the end of the day. If a student does not turn in a device to the teacher consequences may be issued.
- The school is not responsible for lost or stolen devices.

12. Emergency Forms

- Each year parents are asked to complete an emergency form and return it to school. **It is critical that this form always has the most current address and phone numbers where a parent or guardian can be reached in case of emergency.** Your child can only be released to designated persons listed on this form. Please notify the school office if you need to update this list during the year.

13. Emergency Procedure Drills

- Twelve practice drills are required to be held each year.
- Eight evacuation drills and 4 lock down drills.

14. Family/Parent Center

Parent and family centers are a critical and essential resource in schools to engage parents as partners in their children's education. Our room is a clean, inviting, and comfortable space. There are resources and a computer station for families who lack technology at home. Please stop at the main office and you will be directed to the family/parent center.

15. Family/School Compact

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

16. Field Trips

- The educational experience for your child is extended outside the building through field trips. The disciplinary rules pertaining to students on school grounds also pertain to students during field trips. Students who engage in inappropriate behavior on field trips may be required to be escorted by parent /guardian for future field trips or may be subject to loss of field trip privileges both determined by school administration. Ongoing documented classroom behavior in advance of a field trip that gives rise to concern for appropriate behavior outside of the classroom can be a legitimate reason for a child to be excluded from a field trip. School administration will determine whether or not a student will participate. Parents will be notified prior to any trip if their child is excluded by the classroom teacher.

- All field trips forms must be signed by parents/families and the nurse must clear every student

17. Friends and Family of School #50 (PTO)

The Friends and Family of School #50 is designed to provide an opportunity for teachers and families to work together to supplement and enrich the educational experience. The Friends and Family of School #50 also raises money to send our children on field trips and also sponsor events for families – some social and some academic.

The best way to ensure student success is through strong parent, family, and community involvement. Together we can be a powerful voice for our children.

Please watch for our notices and join us in supporting our kids.

18. Homework

- It is expected that students will get homework 3-5 days a week 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.) Special assignments such as long-term projects and reports may result in more homework for limited periods of time.

19. Information Requests

- If you need information from the school (such as attendance verification) contact the main office at 585-266-0331. The office staff will process the request and have the information available for pick-up within 24 to 48 hours. We do not mail or fax letters. There may be a charge for copies.
- Each student has a student record at HBM. This record is considered confidential but as a parent you have the right to review it with an administrator. The types of information included in this record include report cards, attendance, test results, and health and immunization records. If you would like to review your child's cumulative record you should call the grade level administrator to make an appointment.

20. Injury/Illness

Children may become ill or injured at school. If a child needs medical attention beyond what can be provided at school, or if he/she needs to be sent home, the school nurse or aide will call

the parent or guardian. Parents should provide the school with their home and work phone numbers and the name and number of someone else who can be called in an emergency. If your child is treated for minor injuries or illness at school, the nurse or aide will send a note home advising you of what to do. If your child is ill at home, he or she should remain at home to avoid the spreading of the illness to other children.

21. Library

- Students are encouraged to visit the school library on a regular basis.
- Students should be reminded to take good care of all books but especially books on loan from the library.
- There will be a fee for books that are not returned.

22. Medication

City School District regulations require that all medication be given only by doctor's written order and dispensed from a pharmacy-labeled container. Medication should be given in school only if times cannot be arranged for all doses to be given outside of school hours. If medication cannot be given at home and your child must take medication in school, please follow this procedure:

1. Have your doctor write orders for the school to dispense medication, giving the following information: diagnosis, name of drug to be given, dosage, any side effects of which the staff should be aware and the lengths of time for which the medication is to be given.
2. Sign the school's written parental permission form.
3. Bring the medication to the Health Office in a pharmacy-labeled bottle. Medication must be left in school. It cannot be taken home every day.

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

23. Parking

- There are designated parking spots for caregivers in the parking lot on Rau Street.
- Do not park in any of the numbered permitted parking spots.
- Tickets will be issued to anyone parked in a permitted parking space.
- After 2 warnings, a violation sticker will be placed on the window of the car and the car may be towed.

24. Personal Property

- The school will not be responsible for lost or stolen items.

25. Physical Education

- On PE days please follow these rules for choosing safe and appropriate clothing and footwear for PE class. Sneakers are to be worn, suggestion to wear sweatpants and comfortable shirts for PE class.

26. Report Cards

- Report cards are issued four times a year (November, February, April, and June)
Caregivers can access report cards online through **PARENT Portal**, please register at <http://www.rcsdk12.org/RCSDlink>

27. Restorative Practices

HBM is a restorative practice school. Restorative practices help nurture positive relationships amongst students and staff.

For more information go to: [RocRestorative](#)

28. School Based Planning Team (SBPT)

Each school has a planning team that is responsible for reviewing student performance, setting goals for improvement, and designing a program to enable the school to advance toward its goals. This planning team includes teachers, parents, non-teaching employees and administrators. Feel free to contact your representative if you should have an instructional concern.

- **If you are interested in becoming a part of the SBPT – please notify Ms. Jewell Brown, Parent Liaison.**

29. School Closings

The RCSD uses local radio and television stations to announce school closings as well as the RCSDK12.Org website. Parents should monitor the weather conditions and tune in to one of the following stations for school closings:

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

It is important that all families have alternative plans in case of an early dismissal due to emergency conditions or extreme weather conditions.

30. Social Media

Occasionally students report to school administration that they have received inappropriate, intimidating, threatening and/or unwanted communication from a fellow student outside of school through social media. When this activity takes place off-campus, school sanctions do not apply. For this reason, parents are encouraged to closely monitor or curtail their students' use of social media. In serious situations, **parents may need to contact the police directly** and follow up with an informational call to the school.

31. Textbooks

- Textbooks are those non-consumable materials that must be returned to school
- Teachers may send home textbooks for homework
- Textbooks must be cared for responsibly
- Parents are held liable for the replacement cost for lost or damaged textbooks.

A parent may request his/her child bring home a textbook for additional review, by contacting the teacher, signing it out, and signing a contract

32. Transportation

If you need assistance with a bus issue call 336-4000. The school bus is considered to be an extension of the classroom in terms of expected behaviors. Transportation of students is a significant element of day to day operations. Recognizing it responsibility to provide safe and efficient transportation for students, RCSD has set transportation safety and discipline as a high priority- see RCSD website under transportation for more information:

<https://www.rcsdk12.org/Domain/85>

33. Visitor's Policy

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

Scheduling a visit or meeting prior to arriving at school:

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

Upon arrival at school:

- Report to the main office before the start of the visit and sign-in using the Raptor system.
- Give your name, the student's name, the teacher's name, present your New York State Issued ID and include the reason for the visit
- Please wait while a member of the office staff calls the teacher to confirm your visit or meeting
- Upon confirmation by teacher, all visitors must wear a Raptor System Badge provided by the office staff
- There may be times when it is necessary to have an escort accompany you in the building

During the Visit:

- Visit only the classroom(s) designated on your Raptor System Badge
- Visit the class during the designated time. If needed, schedule a future meeting with the teacher

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

Thank You for Your Support!

