

The East Rochester Parent & Student Handbook is a supplement to the Rochester School District's Handbook. Please refer to both if you have any questions about school. Each week, the school sends home important information to families. Please be sure to check with your child for any notices. If you have any questions at any time about our school, please call the office at 332-2146.

Arrival and Dismissal

Students being delivered or walking to school must arrive after 8:00 am. We do not have coverage to safely monitor these students prior to 8:00 am. At the 8:00 am bell, students will enter the school through the front door and proceed to the playground. During inclement weather, students will remain in the gym until the 8:15 am bell. Students need to be in their classrooms and ready for the start of the day at 8:30 am.

Any student who wants to eat breakfast will be allowed to stay at the breakfast tables in the gym until 8:20 am. Appropriate behavior is expected in the cafeteria.

If your child must be picked up earlier than the regular dismissal time please send a note to his/her teacher. This note will be sent to the office. In your note, include the name of the person who will be picking up your child, especially if that person is not authorized to do so on your emergency form. If you call in to change the dismissal plans for your child, please let us know before 2:15 p.m. All students dismissed early must be signed out and picked up in the office. Do not go to your child's classroom.

End of the day dismissal procedures are as follows:

If you are picking up your child by car or by walking at the end of the day, please follow these procedures:

- All students will exit through the front entrances of the school.
- Display your child's name on the front windshield of your car.
- Pull into one of three lanes.
- Never leave your car unattended.
- Parents picking up walking students need to wait outside the exit door near the upper field.

Bicycles

East Rochester School is not responsible for bicycles. Bicycles must be properly parked and locked in the school bike rack. Bicycles are not to be ridden on the sidewalk in the front of the school or on the grass. Students must walk their bicycles off of school grounds. By law, helmets are mandatory for children ages 16 and younger.

Computer Lab

The computers are available to all students. Classroom teachers are assigned a weekly computer time. NWEA Testing is done in the fall and spring with students in grades 2-5. NWEA testing is done in the spring with students in grade 1. Results will be used to plan individual and group instruction.

Confidentiality

As a staff, we are aware that we have access to sensitive information, and are committed to acting in a professional manner in handling information. Confidentiality is a priority for all of us. We are not permitted to discuss students or their families with anyone other than the families involved. If you have a concern about a breach of confidentiality, you should call the Principal immediately so that it may be dealt with.

Cougar Patrol

Fifth grade students who model exemplary behavior and citizenship will have the privilege/responsibility to be part of our ERS Cougar Patrol. Duties might include monitoring hallways, reporting bus arrivals, helping to pass out flyers for school programs, greeting guests at school programs, raising and lowering the flag, etc.

The Cougar's Cage: Our School Store

The Cougar's Cage is open one day each week. It is operated by parent volunteers. A variety of interesting school supplies are offered: school t-shirts, water bottles, pencils, erasers etc.

If you are interested in volunteering please call the main office at 332-2146.

Dress Code

Students are expected to dress in an appropriate manner. Excessively tight, revealing or tattered clothing and clothing with offensive and/or controversial subject matter are not allowed in school. No bare feet, stocking feet or slippers.

The following apparel is inappropriate to wear to school:

- **Apparel related to illegal drugs, alcoholic beverages, or tobacco products**
- **Inappropriate slogans that are suggestive or depict violence**
- **Midriffs, halters, or tank tops with spaghetti straps under 1" in width**
- **Pants, shorts, or skirts with writing on the back**
- **Pajama bottoms**
- **High heels, heeled shoes and flip flops for safety purposes**
- **Bandanas, hats, caps or hoods**

Shorts and skirts must be at a length that is fingertip length and not shorter. Appropriate covering of the body is expected. As a matter of courtesy, hats are not to be worn in the building, unless it is hat day.

The first time a student is spoken to for inappropriate clothing or footwear a reminder will be given supported by the handbook. If the offense continues or if the administration determines that the student's clothing is inappropriate parents will be contacted.

Field Trips:

Field trips are considered enrichment to the curriculum and must correlate with the classroom. A decision to take a field trip is up to the teacher or team of teachers. Final approval is given by the Superintendent.

Parents are often asked to chaperone field trips and school activities. Many of these functions would not be possible without the assistance of parents. As a chaperone, parents assume the responsibility of supervising groups of school children, with this to consider **we do not allow siblings to attend field trips**. This includes “on campus” field trips, such as fun day.

No student can participate in a field trip without a signed permission slip. The student will not be allowed to attend the field trip and will remain at school for the day.

Emergency Drills

Fire drills are held on a regular basis. During a fire drill students will leave their classrooms quickly and quietly through the nearest exit and proceed to their designated areas. For the safety of all, students who violate these rules will be subject to disciplinary action. We will also practice reverse evacuation drills and lock down drills following the procedures outlined in our East Rochester School Emergency Response and Crisis Management Plan.

Guidance Services

Guidance counseling services are available and are provided at school on an as needed basis. We provide individual and group activities. Our goal is to help children develop self-confidence, self-esteem, identify their feelings, and build character.

In addition to individual and group counseling, our guidance counselor periodically conducts activities and presentations with each classroom. These classroom presentations include topics such as personal safety, conflict resolution, bullying, anger management and peer pressure. Social skill classes will be available for those students requiring assistance in making positive choices and choosing positive peer and adult relationships. If you have any questions or concerns regarding your child’s participation in our guidance program, please contact our school guidance counselor at 332-2146.

Homework Guidelines

At East Rochester School, we believe that homework is an important part of a child’s educational program.

The Rochester School Board’s guidelines for homework times are 10 minutes per grade. For example a 3rd grader should expect 30 minutes of homework each night. Reports or projects may take additional time.

If your child has been absent from school, he/she should confer with his/her teacher(s) concerning make-up work. Obtaining make-up work is the responsibility of the student.

Failure to complete and hand in make-up work could affect a student's grade for a grading period.

All teachers will inform parents of their classroom homework policy in writing at the beginning of the school year.

Lost and Found

Lost items of clothing are here for students to reclaim. Jewelry and small items are placed in the office. Please check the Lost & Found periodically. **LABEL ALL ITEMS STUDENTS BRING TO SCHOOL.** At the end of the school year, all unclaimed clothing goes to the Salvation Army.

Pets

Pets and animals are prohibited in school or on the school property.

ANIMAL CONTROL AT SCHOOL FACILITIES

Animals are prohibited in school buildings and at school functions on school properties (e.g. at athletic events) except when they are used in conjunction with the curriculum (e.g. for use in biology classes) or as part of an approved demonstration (e.g. an assembly presented by an animal trainer).

An exception to this policy shall be made for working dogs such as Seeing Eye dogs and police dogs.

ECAD

Adoption Date: January 14, 1997

Recess

All students who come to school are expected to participate in outdoor recess. It is the parents'/guardians' responsibility to see that their child is properly dressed for the weather. The principal and duty personnel may call for an inside or shortened recess if the weather is bad or the temperature is too extreme. We do have outdoor recess whenever possible. Students in grades K-3 have a recess/snack break. Grades 4-5 have a morning snack break.

RULES: Bus

Students are assigned, by the Assistant Superintendent, to specific buses in August. They are not allowed to ride on any other bus as this could create dangerous overcrowding.

The school cannot give permission for students to ride on other buses.

1. Please remain seated at all times.
2. Food and drinks will remain in backpacks on the bus.
3. Please use quiet voices on the bus.
4. Keep the buses clean.
5. Cooperate with the driver.
6. Be respectful with your language.
7. Respect the property of the bus.
8. Please keep your hands, feet and belongings to yourself and in the bus at all times.

RULES: General

For the safety and well being of everyone at East Rochester School, all students are expected to follow these rules:

1. Leave gum and soda at home.
2. Cell phones, CD players, hand held video games, game boys, radios, remote controlled toys, skateboards, roller blades, large sums of money, stuffed animals, or trading cards of any kind are for home use. We cannot be responsible for expensive personal equipment.
3. Please walk on the hot top.
4. Snow and ice are to be left on the ground.
5. Sliding on the ice is dangerous and is not allowed.
6. Wear clothing that is appropriate for the weather.
7. Structures and other equipment will be used only when weather allows.

RULES: Specific Equipment**Slide**

1. Go down feet first, in a sitting position.
2. One person at a time on the slide.
3. Climbing up the slide is unsafe.
4. Pebbles or stones will remain on the ground.
5. Wait until the person before you has moved away from the bottom before you take your turn.

Playground Balls

1. Basketballs are allowed in the basketball area only.
2. Ask permission to get the ball if it goes off of the playground.
3. The school has its own balls; all personal balls will remain at home.
4. Footballs and Frisbees will remain at home (including Nerf).

Swings

1. One person at a time on the swings.
2. Students waiting their turn should wait a safe distance from the swings.
3. Standing on the swings is unsafe.
4. Students will pump and use swings on their own.

Funnel Ball

1. One player throws the ball up into the center funnel and earns points marked on the exit hole.
2. Any player may catch the ball and throw it next.
3. The first player to reach 15 points wins.
4. Variations on these rules are possible (for example, the player who catches the ball receives the points).

Basketball Hoops

1. Play one game at each hoop.
2. Use a basketball
3. Basketball rules apply. Agree on teams and rules before the game starts.

Geodome

- Follow the rules for this piece of equipment as given by your teacher.

Monkey Bars

- Follow the rules for this piece of equipment as given by your teacher.

School Colors and Mascot

Our school colors are blue and white and our mascot is a cougar.

School Supplies

Many school supplies are available to students through the school year at no charge. However, classroom teachers may require items beyond what our school provides. Please ensure that your child is successful by providing and monitoring these materials.

Student Agenda Books

Student Agenda Books are distributed at the beginning of the school year to students in the 3rd, 4th and 5th grades. There are 2 major purposes for the Agenda Books:

1. Helping students to keep track of homework assignments, long-term projects and important school dates.
2. Communication between parents and teachers.

Your child's teacher checks Agenda Books on a regular basis. The completion of homework in a timely fashion becomes increasingly important as your child prepares for Middle School. The Student Agenda Book is a valuable and helpful tool in this process. Please help your child by looking at it on a daily basis.

Telephone Use

The school phone is available only on a limited basis for students. We encourage students to be responsible for themselves and their learning by being prepared for their school day when they arrive in the morning.

If you find it necessary to telephone your child at school, the message will be relayed as soon as possible. Please call before 2:15 pm, as the office is extremely busy at dismissal time. We prefer not to interrupt classrooms during instruction time unless there is an emergency.

Videos and Educational Television

The East Rochester School Staff recognizes our responsibility to select videos and programs that relate to the curriculum and reinforce content material. Occasionally, an appropriate video will be shown around a holiday or as a class reward. Staff will notify

parents of the name and nature of these videos, allowing students' alternative activities if it is desired. We ask parents and students not to send in or bring videos to school expecting them to be shown.

Visitors

For the safety of all our children, **all visitors must enter by the front door to obtain a visitor's badge before going into the school.** Please sign in and out of the school. If you bring a lunch or instrument to a student, you will need to leave it at the office for someone to bring to your child.

Staff members are instructed to stop and question any adult without a visitor's badge or Staff Identification Card. They are also instructed to stop and question any adult exhibiting questionable behavior.

If you wish to speak with a teacher, we request that you call first to set up an appointment. The teachers' day begins at 8:15 am and ends at 3:30 pm. Your understanding of their schedule is greatly appreciated.

Wellness – Mission Statement

The staff at the East Rochester School is committed to promote student and staff health, nutrition and fitness. We believe healthier bodies make healthier minds and result in increased school attendance and academic achievement.

We encourage parents to provide nutritious snacks and drinks for their children. (Energy drinks and soda are not allowed.)

We look forward to a great school year! If you have any questions, please feel free to call us at 332-2146.

EAST ROCHESTER SCHOOL
PBIS:
Positive Behavioral Interventions and Supports

MISSION STATEMENT

It is the mission of the East Rochester School Staff to create a school-wide system of effective supports that will increase the frequency of positive social and academic behavior and decrease the frequency of problem behavior.

WHAT IS PBIS?

PBIS is a school-based, three-tiered model of positive behavioral support that addresses negative student actions through positive responses and recognition of appropriate conduct.

PBIS teaches appropriate expected behaviors and works to prevent the occurrence of problem behaviors through behavioral interventions

Universal Supports:

We teach expected behaviors to all students and reward positive behaviors with recognition. You may see “Gotcha” tickets or passports as part of this acknowledgement of good behavior.

Targeted Supports:

We have a wide range of informal and formal supports available to all students as deemed beneficiary. Teacher Check Connect and Expect (TCCE) is one way we provide targeted support. We may also use specific Behavior Support Plans.

EAST ROCHESTER SCHOOL BEHAVIOR MATRIX

“Paws” To Be...

	Respectful	Responsible	Safe
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Hallway	<ul style="list-style-type: none"> ❖ Quiet in Line ❖ Paws for passers ❖ Keep your place in line 	<ul style="list-style-type: none"> ❖ Keep hands and body off walls/doors ❖ Keep hallways clean ❖ Walk directly to your destination 	<ul style="list-style-type: none"> ❖ Keep hands and feet to self ❖ Keep to the right ❖ Always look ahead ❖ Hold doors for others
Bathroom	<ul style="list-style-type: none"> ❖ Give others privacy ❖ Use quiet voices 	<ul style="list-style-type: none"> ❖ Keep bathroom clean ❖ Use time wisely ❖ Flush and wash ❖ Report problems 	<ul style="list-style-type: none"> ❖ Walk ❖ Use equipment/supplies properly ❖ Sign in and out of classroom
Cafeteria	<ul style="list-style-type: none"> ❖ Raise hands for help ❖ Use quiet voices ❖ Use table manners ❖ Use kind words to others 	<ul style="list-style-type: none"> ❖ Come prepared for lunch and recess ❖ Keep cafeteria clean ❖ Listen to and follow adult directions 	<ul style="list-style-type: none"> ❖ Always walk ❖ Ask permission to leave ❖ Keep hands and feet to self ❖ Use hand sanitizer – one push then rub
Playground	<ul style="list-style-type: none"> ❖ Share equipment ❖ Include everyone ❖ Use kind words to others 	<ul style="list-style-type: none"> ❖ Follow rules of the game ❖ Return equipment ❖ Listen to and follow adult directions ❖ Follow whistle procedures 	<ul style="list-style-type: none"> ❖ Keep hands and feet to self ❖ Use equipment properly ❖ Ask permission before leaving playground ❖ Be aware of your surroundings
Assembly	<ul style="list-style-type: none"> ❖ Enter and sit quietly with legs crossed ❖ Look and listen to speaker/presenter ❖ Use appropriate applause 	<ul style="list-style-type: none"> ❖ Listen to and follow directions ❖ Show appreciation 	<ul style="list-style-type: none"> ❖ Stay in assigned areas ❖ Keep hands and feet to self ❖ Dismiss in an orderly manner
Classrooms/ Instructional Areas	<ul style="list-style-type: none"> ❖ Listen to the speaker ❖ Raise hands/take turns ❖ Use quiet voices ❖ Use kind words 	<ul style="list-style-type: none"> ❖ Be prepared and ready to learn ❖ Do your best ❖ Keep classroom clean and organized 	<ul style="list-style-type: none"> ❖ Walk ❖ Sit appropriately ❖ Use equipment appropriately ❖ Keep belongings, hands and feet to self
Arrival/ Dismissal	<ul style="list-style-type: none"> ❖ Use quiet voices ❖ Respond to greeting ❖ Remove hats 	<ul style="list-style-type: none"> ❖ Listen to and follow adult directions ❖ Help younger students 	<ul style="list-style-type: none"> ❖ Form a single, orderly line ❖ Walk to destination ❖ Use crosswalk/stay on sidewalk ❖ Keep pathways clear ❖ Hold the door for others
Bus Room	<ul style="list-style-type: none"> ❖ Use quiet voices ❖ Allow your neighbors to read ❖ Maintain personal space 	<ul style="list-style-type: none"> ❖ Bring a book ❖ Listen to and follow directions ❖ Raise hand for help 	<ul style="list-style-type: none"> ❖ Sit at assigned bus table ❖ Ask for pass to use bathroom

EAST ROCHESTER SCHOOL DISCIPLINE REFERRAL DEFINITIONS

Behavior	Minor	Major
Inappropriate Language	Unintentional profanity used as an exclamation and not directed toward an individual.	Swears, racial slurs, near swears, offensive gestures, or sexually oriented comments directed at a person.

Disrespect/Defiance	Non-compliance, refusal to follow directions, talking back, inappropriate body language, socially rude interaction, or ignoring adults.	Three incidents in a day of non-compliance, refusal to follow directions, talking back, inappropriate body language, socially rude interaction, or ignoring adults.
Inappropriate Physical Contact/ Rough Housing	Unnecessary contact with another person such as kicking, hitting, pushing, kissing or play fighting that leaves no visible sign of contact.	Unnecessary contact with another person that is disruptive and/or delivered with the intent to harm that may or may not leave marks.
Disruption	Any low intensity activity that momentarily interrupts the educational process.	Any activity of such intensity that it interrupts the educational process, is persistent, purposefully intended to draw attention, and requires administrative attention.
Misuse /Destruction of Property	Not using materials/items for its intended use or causing harm to materials/items.	Repetitious misuse or destruction of materials/items of high personal or monetary value that could result in impairment or injury of materials/items including graffiti.
Cheating/Lying	Passing off someone else's work or ideas (intellectual property) as your own. Student receives a failing grade.	Repeatedly passing off someone else's work or ideas (intellectual property) as your own and/or sharing it with others. Involved students receive a failing grade.
Teasing/Taunting/Name Calling	Negative or unkind comments, written messages, or actions directed at another person that hurts feelings.	Repeated minor offenses
Harassment/Bullying/Threatening	No minor offense level	Disrespectful, hurtful messages, delivered through verbal, sexual, written or physical means or by gesture, to another person that results in that person feeling threatened or intimidated.
Stealing/Theft	The unintentional taking or borrowing of another's property without permission.	The deliberate or purposeful taking of another's property without permission.
Out of Area	Being anywhere inside or outside the building other than your scheduled place including leaving the classroom without permission.	Three repeated minor offenses.
Bringing Illegal or Disruptive Items onto School Property	Bringing any item to school that causes a disruption to the educational process but does not rise to the level of a Major in this category.	Possession of illegal substances, combustibles, or materials that may be used to harm self or others.
Other	Any other minor problem behaviors that do not fall within the above categories.	Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.