

PARENT/STUDENT HANDBOOK
"Bringing Success to All Students"
2015-16



COMMUNITY SCHOOL #53

329 Roehrer Avenue

Buffalo, NY 14208

Phone: 816 - 3330

June Clark - Principal

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TABLE OF CONTENTS

Title Page.....	1
Table of Contents.....	2
Mission Statement.....	3
Introduction from Administration and Our "3 Big Rocks" for School Improvement.....	4 and 5
PBIS and ROAR Expectations.....	6
Community School #53 Roar Pledge.....	6
Important Phone Numbers/ Entrance Procedures/ and Bus Procedures.....	7
Bus Safety.....	7
Daily Dismissal Procedures.....	8
Early Dismissal	8
Attendance Policy.....	8
Absences and Tardiness.....	9
Visitors and Visitors to Rooms.....	9
Money.....	9
Immunizations.....	9
Food Allergies and Medication.....	10
Textbooks/ Library Books.....	10
Supplies.....	10
Homework.....	11
Progress Reports.....	11
Report Cards.....	11
Dress Code.....	11 and 12
Student Information Forms.....	12
Cafeteria Services.....	13
Mandatory State Testing.....	13
Code of Conduct/ Discipline Policy & Procedures.....	13 and 14
Discipline Actions.....	14
Lockers.....	14
Parent Involvement	15 and 16
Student and Family Resource Center.....	16
Student "Voice Level Expectations".....	17
PBIS Matrix of Student Behavior Expectations.....	18

This Parent - Student Handbook has been developed to provide all stakeholders with the policies and procedures at Community School #53. This document contains important information. Please keep and utilize for reference as needed.

MISSION STATEMENT

Our mission is to ensure that every student will have the confidence, knowledge, thinking skills, character and hope to assume responsibility for his/her life and contribute to the lives of others.

To achieve our mission, we will champion excellence and innovative learning experiences in partnership with family and community.

Further, we will hold ourselves accountable for educating our students and for energizing all members of the community to actively participate in the accomplishment of our mission.



Introduction from Administration:

The 2015-16 school year encompasses both school leaders, teachers and all stakeholders in creating a school community and culture that leads to success with high academic outcomes. We will also strongly adhere to recommendations/focus goals generated through action steps derived from our 2015-16 School Comprehensive Educational Plan (SCEP) and Diagnostic Tool for District and School Effectiveness (DTDSE) that focused upon the five areas of practice needed for school improvement:

- Visionary Mission and Focus (Tenet 2):

- Establish SMART (Specific, Measurable, Ambitious, Results-Oriented) goals for the total school improvement including each grade level and subgroups which are clearly communicated and translated into classroom long and short term goals. Ensure that identified target goals are supported, monitored and assess through systems of data collection.

- Curriculum Development (Tenet 3):

- Establish criteria and effective lesson planning based on the APPR rubric, SCEP, SBMT and Leadership Teams that includes the following components:
- Differentiated instruction using Data Driven Instruction (DDI) protocols utilized at *Grade Level Meetings/Common Planning Time* to guide the development and utilization of curricular resources.

- Teacher Practices and Decisions (Tenet 4)

- Instructional strategies including higher-order questioning stems, differentiation, criteria based rubrics, vocabulary strategies and graphic organizers with continuous rigor aligned with CCLS and shift expectations (Digging deeper into Common Core)
- Differentiated instruction using Data Driven Instruction (DDI) protocols to maximize learning potential.

- Professional development for consistent deep implementation of CCLS instructional practices across grade levels and subgroups to increase student learning and achievement. **(Mastery Learning)**

- Student Social and Emotional Development Health: (Tenet 5)

- Operationalize SST roles and responsibilities to provide timely and targeted support for all students.

- Planning and necessary training to all staff to implement RTI Tiered supports

- Family and Community Engagement: (Tenet 6)


- Provide parent communication that empowers families by providing explanation and suggestions for increased responsibility and accountability to support student academic, social and emotional growth and well-being. Emphasis should be directed in establishing an inviting relationship and concern for partnering in their child's education.

We will be here as support, for assistance and working together to make all students reach their potential and success for the upcoming year.

"3 Big Rocks" of Community School #53
For School Improvement:

1.  DATA DRIVEN INSTRUCTION

2.  DIFFERENTIATION -VIA-
DIRECT AND EXPLICIT INSTRUCTION

3.  DIGGING DEEPER (WITH RIGOR) INTO
COMMON CORE STANDARDS

PBIS, And R.O.A.R. Expectations

PBIS (Positive Behavioral Interventions and Supports) is an initiative that has been implemented at Community School #53.

We take pride in using positive reinforcement and incentives to build a supportive school environment.

PBIS is an approach to preventing and responding to school and classroom discipline problems. By reducing behavior problem, PBIS creates and maintains a safe learning environment where teachers can teach and students can learn.

Our school has included a ROAR home matrix that can be used with your children at home. This matrix reinforces Community School #53 ROAR Expectations:

- Be Respectful
- Take Ownership
- Have a Positive Attitude
- Be Responsible

Community School #53 Roar Pledge:

Each and every day, I will **ROAR** in such a way.
I will show respect to everyone.

I will take **OWNERSHIP** for my behavior.

I will come to school with a positive
ATTITUDE.

And I will show **RESPONSIBILITY** for
my actions and the rules.

Here at school #53, We are ready to learn and read to
R O A R!!!!

Important Phone Numbers

District Website: www.buffaloschools.org

Main Office: (716) 816- 3330

Fax: (716) 888- 7099

Transportation (Buses)

Bus numbers and phone numbers:

200's	874-0544
300's and 400's	835-5410
500's	826-4771
600's	896-1171
700's, 800's and 900's	894-4778

Entrance Procedures

All children may enter the building beginning at 9:00 a.m. Students that are dropped off or arriving late to school must enter through the front entrance located on Roehrer Avenue. Students that arrive on the school bus will enter the building through the Wohlers St. entrance.

Students in grades K through 3 should proceed to their classrooms to eat breakfast. Students in grades 4 through 8 will pick up their breakfast in the main cafeteria, and then proceed to their homerooms to eat.

All children must be in their homeroom by 9:15 a.m. After this time, they are tardy. Children who are tardy must report to the main office to receive a late pass before being admitted to class.

Bus Safety

All students should:

- Get on the bus in a single line
- Sit while the bus is in motion, if assigned, students should sit in the designated seat
- Talk quietly
- Obey the directions of the bus driver and aide
- Respect themselves and others
- In order for your child to continue to ride the bus, he/she must obey the rules.

- Not foul language
- Not use electronics
- Wear seat belts

Daily Dismissal Procedures

Students who walk home - will be dismissed from the Main Entrance. Walkers must be signed out from the main office.

Buses - Buses begin to leave at 3:30PM. Children must ride their assigned bus and **MUST** exit at their **ASSIGNED** stop. Bus drivers are instructed **NOT** to allow Pre-K and Kindergarten children to leave the bus if a known adult is **NOT** at the **DROP OFF POINT**. The child will be kept on the bus while the bus driver completes his/her bus run and will then be returned to the assigned bus stop.

Early Dismissal

As school hours are needed for instructional time, all appointments should be made for after school. In the event that this is not possible, a written request to have a child excused from school early must be sent with the child on the morning of the dismissal. The note should state the reason for the early release and the time the child will be picked up. Students can only be picked up by a parent or authorized adult. **This person must report to the main office to sign out the child. The student will remain in class until the parent arrives at the school to pick up the child. Students will not be released to any adult who is not listed on the child information form. Authorization for early release will not be granted over the phone.**

Pick-ups

Children who are assigned to a bus **MUST** have a note stating they will be picked-up. Children must be signed out by parent or designated adult in the Main Office, no later than 3:25 p.m. (I.D. will be requested). The adult must be listed on the Student's Information Form.

Attendance Policy

New York State Law requires student attendance at school. School success is directly related to regular attendance. Adherence to this policy will be strictly followed.

Absence

When a student is absent, a parent/guardian should send in a WRITTEN note to the child's teacher upon the child's return. The note should include: date of note, full name of student, date(s) of absence, reason for absence, parent's full name and parent's home and/or work phone number. Please be aware that a student will be marked illegally absent if an excuse is not provided.

Tardiness

If students are not in homeroom by 9:15 a.m. they are late. After 9:15 a.m. students must report to the office for a pass before admitted to class. An excessive number of tardiness or absences will be reported to the Buffalo Board of Education attendance officers for further investigation.

Visitors: NO ONE IS ALLOWED TO GO TO THE CLASSROOMS WITHOUT PERMISSION.

Please ring the bell for admittance. All visitors **must** report to the main office as soon as they enter the school. Visitors will be given a visitor's pass to travel throughout the building.

Visitors to Rooms

Please call in advance to arrange an appointment with teachers. Home/School communication is a top priority, but teachers need to use classroom time for instruction. If you need to speak with a teacher, a message will be taken and the teacher will contact you.

Money

If you send money with your child for lunch, milk, etc. please put it in a sealed envelope with the child's full name, homeroom, amount and use on the outside. The school is not responsible for any money lost during the transition from home to school. **We recommend that parents bring money to pay for items over \$5.00.**

Immunizations

In order for a student to remain in school, he/she must be fully immunized as required by New York State law.

Food Allergies

If your child has a food allergy or related medical considerations, please contact the school nurse immediately. This information will be forwarded to the cafeteria manager as well as your child's teacher.

Medication

The New York State Department of Education has established clear guidelines for the administration of medication in schools. Parents with children receiving medication during the school day need to adhere to the following guidelines:

- Provide updated documentation (a new prescription and form for the current school year).
- A written request for medication to be administered in school.
- A written statement from the physician, which includes: name of medication, dosage, frequency of administration, beginning and ending dates of medication administration and condition being treated with medication.
- Parents must assume responsibility to have medication delivered to school.
- Medication **MUST** be in the container prepared by the pharmacist and labeled with the child's name and dosage.

Under no circumstances is a child allowed to take over-the-counter medication unless a parent/guardian comes to school to administer it. For students who take daily medication, arrangements will be made for medication administration around the lunch hour. A specific time will be coordinated with the classroom teacher and the school nurse. All medication will be kept in the clinic.

Text/Library Books

Students are provided with required textbooks to use during the school year. Both text and library books are loaned to students and students are responsible for their return. If books are lost or mutilated, the parent/guardian will be billed for the cost of replacements.

Supplies

Please label all items with your child's first and last name. Please check your child's book bag, planner and folder everyday. Remove finished work and important notices. Check for homework in the student planner and make sure your child completes it and places it back in the folder and book bag. Please make sure you have homework supplies, pencils, crayons, scissors, and

glue at home. Your child's school supply list is provided by grade/teacher on www.buffaloschools.org. Please click on **School Supplies 2015-2016**, then Community School #53. All information is listed under school supply lists, and/ or the teacher's page.

Homework

Homework is an essential ingredient in a child's academic success. It is assigned to the student as a reinforcement of newly introduced concepts or as an enrichment activity. These assignments are posted in the classroom and are to be copied into the student planner. It is important that parents establish a nightly structured routine for its completion. Parents should ensure that children work in a quiet, well-lit area. Not only does homework reinforce lessons and concepts taught during the school day, but also it gives students an opportunity to demonstrate what they have learned. Homework assignments are part of a students' quarterly average. Missing or late assignments will be counted against the quarterly average and may result in a failing grade.

Progress Reports

Progress reports will be sent home at the end of the 5th, 15th, and 25th weeks. Parents should use these reports to gauge their child's progress through the marking period. Progress reports should be signed and returned to school. Parents should take every opportunity and effort to keep communication open with their child's teacher. Communication between school and home is an essential part of our student's success.

Report Cards

Report cards will be sent home in:

- November after the 10th week
- February after the 20th week
- April after the 30th week, and
- June at the end of the year (Pre-K -2)

Report cards for grades 3 - 8 will be mailed home at the beginning of July.

Dress Code

Community School #53 at School 4 has a mandated uniform policy. **ALL STUDENTS** are to wear:

- Burgundy collared shirt with the School #53 logo
- Pants, Skirt or Jumper
 - Navy blue for Grades Pre-K through 8

- Black belt (plain, without ornaments or symbols)
- Black shoes or sneakers

All students are to be appropriately dressed for school each day. Jackets, hoodies or overcoats may not be worn during the school day. Students may wear navy blue, tan, or white sweaters with their uniform shirt.

Uniform orders will be placed as needed in the 2015-2016 school year. Payment (**cash or money orders** made out to School #53) must accompany the order form. There will be NO exceptions.

If you have any questions, please contact a member of the Uniform Committee: JoAnne Marshall or Karon Newbern

Buffalo Board of Education Dress Code Policy (*See COC 2015)

- Students' must cover all underwear with outer garments. Students should be able to walk/run without holding on to clothing to keep it in place. Belts must be worn with uniform pants.
- Must include footwear that is secured on the foot at all times. Sandals, flip-flops, clogs, and heeled shoes are not permitted for safety reasons.
- Must not include headgear of any kind (except when required by medical or religious reasons).
- Must not be lewd, vulgar, obscene, libelous or denigrating of others.
- Must not promote and/or induce use of alcohol, tobacco, illegal drugs, or illegal or violent activities.
- Must not include coats, jackets & other outerwear inside of the building.
- Must not include jewelry that may be deemed as a weapon. Large hoop earrings worn are a safety hazard and not permitted.
- Must not include clothing associated with or identifiable as a symbol of a gang or street club.
- Book bags and purses must be kept in lockers.

Student Information Forms

Student Information forms will be distributed at the beginning of the school year. This information will be kept on file in the office. Please notify the office if there is any change in address, telephone number, place of

employment, or emergency contact person so that we may be able to contact you if necessary.

Cafeteria Services

Breakfast and lunch are served daily in from our school cafeteria. The first week of school students are given a meal application. This must be returned as soon as possible to the Cafeteria Manager in order to qualify for free or reduced breakfast or lunch.

In order to maximize state funding allocations to our school, it is vital that **ALL students** (even if ineligible for free/reduced meals) return a completed application and return it back to school immediately.

Mandatory Assessment Testing Students will take a number of tests and assessments throughout the school year. Please watch the monthly calendar and notices for dates of testing days.

CODE OF CONDUCT 2015-16 OVERVIEW:

In accordance with PBIS and Safe Schools against Violence in Education Act (SAVE) the Buffalo Board of Education enforces the following Student Code of Conduct 2015- 16. All persons on school property and at school functions are to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of others and for the care of school facilities and equipment. Students and families are strongly encouraged to review the full length version located on- line at the BPS Website. Students and visitors are prohibited from engaging in:

- **Disorderly conduct**-such as running in hallways; profane, lewd, vulgar or abusive language or gestures.
- **Insubordinate conduct**-failing to comply with valid directions of any school personnel; truancy, class skipping, or leaving school without permission.
- **Disruptive conduct**- shouting out, horseplay substantial interference in class.
- **Violent or threatening conduct**- fighting, hitting, kicking, punching, possessing a weapon, threatening to use a weapon or do harm to another, or damaging property.
- **Conduct which endangers safety, morals, health or welfare of others**-lying, stealing, defaming, discriminating, intimidating,

- harassing, smoking, sharing any forms of drugs, gambling, or verbally threatening another person.
- **Misconduct on school bus-** excessive noise, pushing, shoving, fighting or refusing to remain in a seat.
 - **Academic Misconduct-** cheating, plagiarism, altering records, assisting another in academic misconduct.
 - Instigation or encouragement of another person to violate the Code.
 - **Students are prohibited from having cell phones or pagers in class. These items must be kept turned off and in the student's locker. Any student carrying or operating a pager or cell phone in school will have that item confiscated.** The cell phone or pager will be turned over to the District Safety/Security Office where the item will be retained for 10 days or until any disciplinary charges against the student are satisfied. A parent/guardian must pick up the item from the district Security Office located in City Hall.
 - **The school is not responsible for lost, stolen or missing items such as electronic devices (i.e. iPods, cell phones, PS2, cameras, etc). Students are discouraged to bring these items to school. If they do, it will be at their own risk.**

Disciplinary Actions may include:

- Warning or reprimand
- Written notification to parent
- Parent conference
- Detention after school (no bus provided)
- Exclusion from extra-curricular activities or other activities, e.g. field trip
- Suspension from transportation
- Short Term Suspension - up to 5 days
- Long Term Suspension

Lockers

Locker assignments will be issued the first week of school. All students **MUST** purchase a combination lock. The school is not responsible for loss/theft of student items from lockers.

Students are ONLY allowed to go to lockers upon arrival, before lunch, and at dismissal.

Students are not permitted at lockers at any other time for books, homework, notebooks, etc.

Parent Involvement



Parents are our student's first teachers and are an essential link in enhancing the education of their children. There is a direct link between student achievement, attendance, and parent involvement.

We encourage parents to become active partners in their child's education. Become involved in some of the many activities to support our school.

Parents are always welcomed at Community School #53 and we encourage you to visit our school often. Here are just some of the many ways parents/ guardians can be active in your child's school life:

- Classroom Volunteer
- Library Volunteer
- Attend all school events/ celebrations and activities
- Attend concerts and class performances
- Attend workshops geared to help parents understand State testing and results, homework assistance and study skills, etc.
- Attend **MANDATORY** Open House/Parent Teacher Conference Nights (2 times per year)
- Establish a home reading time-take a few minutes to read to your children or listen to them read. If your children are old enough to read to themselves, have them read for 30 minutes a day.
- Help your children with homework
- Check your child's student planner daily for information and assignments
- Talk to your children about what they are learning in school
- Communicate frequently with teachers

Please check your child's book bag every night for notices and communications from school. Call or visit the school anytime you have questions or concerns.

Your involvement and participation in your child's education is very important throughout the school year.

Student and Family Resource Center

Community School #53 is constantly striving to provide quality services that support students and their families. "Say Yes" and Closing the Gap, through the Student Family Resource Center; is a school-community collaboration that integrates health, human, and social services in the school to enhance conditions for learning. The intended result of these activities is to improve the academic success of the students by addressing their non-academic barriers to learning.

The Student Family Resource Center is located in Room# 106. Opportunities and resource for students and their families include:

How to Use Voices

0

SILENCE!



1

WHISPER!

Talk so only your
Neighbor can hear you!



2

NORMAL VOICE!

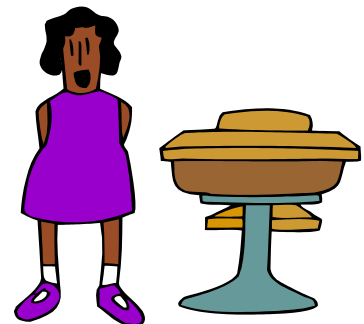
Talk so only your table
Can hear you!



3

LOUD VOICE!

Talk so the whole class
can hear you!





**CAFETERIA/
AUDITORIUM**

**HALLWAY/
STAIRS**



**CLASSROOM/PE
LAB/TECHNOLOGY**



**TRUCK, TRACTOR, AND
OTHER MACHINES**



**BUS STOP & WITHIN
THE COMMUNITY**



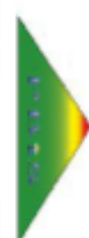
BATHROOMS



**ENTERING/
EXITING SCHOOL**



**COMMUNITY SCHOOL #53
STUDENT BEHAVIOR EXPECTATIONS
8/31/2013 ALIGNED TO STUDENT CODE OF CONDUCT 2013- 16**



In RESPECTFUL TALK

- Announcements and Performances Violator Level 0
- Respect All Adults, Peers, and Self

Speak Kind Words

- Listen and Respond to Teacher's Directions
- Keep Hands Off With, Student Work, & Peers

Follow Teacher's Directions

- Speak when it's Your Turn, in a Voice Level 1 or 2
- Work Cooperatively With Your Peers

Assist Younger Students

- Walk and Wait Your Turn
- The Prolax and First Help
- Help Others who are in Need With Your Peers

Use Violator Level 2

- Throw Trash in Waste-Can
- The Mischief of Actions and Words
- Respect all adults on bus

Honor' Give Privacy

- Keep Bathroom Clean
- Wait Until It's Your Turn
- Cleanse Paper Towels and Tissues

Lower' Exit at Violator Level 1

- Remove Your Hands
- Treat According to Student Code of Conduct
- Speak Kind Words

Take OWNERSHIP and Be Safe

- Tarry & Exit Violator Level 0 or 1
- Walk and Remain in Your Lane
- Violator Level 2 While Talking & Eating

Walk on Right Side

- Violator Level 0 or 1
- Keep Hands and feet to your self as you move forward
- Walk carefully in Halls and on the Stairs

The Equipment Property

- Stay With an Adult
- Know and Follow All Safety Procedures in

Get Help from Adult

- Follow Exit Plan for Fire
- Follow Emergency Plans
- Remain Quiet and Listen for Directions

Tie up your seat belt

- Keep seatbelts out of life
- Go Directly Home School
- Show Good Citizenship at All Times

Walk Your Hands Before Learning

- Report Unsafe or Unclean Conditions
- Give Privacy and practice good hygiene

Walk When Leaving or Exiting the Building

- Travel in a Straight Line
- Be Aware of Stranger Danger All Ways
- Report Problems to Adults

Have a Positive ATTITUDE and Be RESPONSIBLE

- Remain in Seat Until Dismissed
- Clean Your Area
- Report to This Area On- Time
- Be a Good Role Model

Go Directly to Your Scheduled Chair

- Be a Good Role Model
- Treat Liter into Translators
- Assist Others if Needed

Complete All Classroom Neatly

- Help to Keep your Classroom Clean
- Report Bullying
- Work Hard at Your Own Seat

Report Citrus/ Theft

- Report Bullying
- Report Safety Hazards to an Adult
- Follow Directions From Overhead PA System

Report Bullying

- Remain in Seat at All Times
- Get to Bus Stop on Time
- Be on Good Behavior at All Times
- Do Not Lie on Bus
- Show Respect in Bookings and Power Thru Off

Enter and Exit Quickly

- Return directly to class
- Use Violator Level 0 or 1
- Use Cleaner Restroom
- Report Vandalism

Start School On- Time

- Come to School Prepared and Ready to Learn
- Have all materials ready for class
- Make sure that Homework is completed daily