

### **ATTENDANCE/LATENESS**

- Regular attendance and punctuality is a key factor to success in school.
- A parent must send a written explanation when a student is absent or late.
- Students are responsible for the work missed due to absences.

### **BATHROOM PROCEDURES**

- Students are to use student designated bathrooms only.
- Students must have a pass to use the bathroom.
- Bathrooms are open during periods 2, 3 & 7 on the first floor and during lunch periods in the cafeteria.

### **BOOK BAGS**

- Book bags should not be left unattended in classrooms, the playground, schoolyard or cafeteria.
- Students with back problems may want to use bags with wheels.
- Please label your book bag inside with name and official class.

### **BREAKFAST/LUNCH PROGRAM**

- We have an automated school food system which provides several benefits:
  - Keeps track of all meal purchases and payments made by the student.
  - Cashless lines allow faster service by automatically deducting purchases from pre-paid account.
- Students use a six digit PIN number in the cafeteria.
- Letters with PIN numbers will be distributed to parents. We encourage students to memorize these assigned numbers to help speed up the serving lines.
- Money will be deposited in special “My Pal” **pre-paid kiosks** located in the cafeteria.
  - Money is accepted at each kiosk (Quarters, \$1, \$5, \$10, \$20) and

immediately adds to balance. **NO CHANGE IS GIVEN!**

### **DAILY SUPPLIES**

- All students must come to school each day prepared and ready to learn. We recommend students have the following supplies daily:
  - Pens & Pencils
  - Notebook or binder with paper
  - Textbooks (if needed)
  - Completed homework assignments
  - Agenda
  - Any supplies requested by individual teachers
  - Gym uniforms on appropriate days.

### **ELECTRONICS**

- *No cell phones, iPods, or any other type of electronic devices are permitted in the school building as per Chancellor’s Regulations.*
- If a student needs to contact a parent/guardian, they may request to use a phone from their grade Dean, Assistant Principal or Guidance Counselor.

### **DISCIPLINE/DETENTION POLICY**

- The staff at Roy H. Mann believes that a safe, orderly, and respectful environment is necessary for student success. The school has “**Zero Tolerance**” for violence and blatant disrespect of authority. We will maintain the highest standards for student behavior. The administration will uphold the NYC Dept. of Education Discipline Code, as well as the school’s Discipline Plan. Both policies will be distributed to parents and reviewed with students.

**Seniors who receive conduct grades of N or U and/or consistently break school rules may be excluded from senior activities.**

## **DRESS CODE**

- Attire of all students is carefully monitored to ensure safety and proper decorum. Please work with us to ensure that students follow the NYC Dept. of Education Discipline Code. They cannot wear hats or clothing that is unsafe or disruptive to the educational process. Pants **MUST** be worn at the waist.
- All students will receive classroom lessons on the NYC Discipline Code and Bill of Student Rights and Responsibilities. It is a good habit to review this booklet.

## **EMERGENCY HOME CONTACTS**

- In order for the school to be prepared for emergencies, it is essential that we have correct and updated **Blue Emergency Contact Cards** in order to:
  - Contact a parent/guardian (make sure all names and phone numbers are correct)
  - Please notify the school of any changes throughout the school year.
  - Without prior notice, a student **WILL NOT** be released to anyone not on the Blue Card.

***\*All emergency contacts MUST be at least 18 years of age and present proper photo identification.***

## **FIRE& LOCKDOWN DRILLS**

- Drills are held regularly to ensure the safe evacuation of the building in the event of an actual emergency. These drills are serious procedures.
- During drills, there is absolutely no talking or playing.
- Students are required to follow the directions of their teachers or adults in authority.

## **GRADING SYSTEM**

- Grades are determined based on:
  - Test Scores
  - Class work
  - Homework
  - Reports
  - Projects
  - Class Participation
- Students in danger of failing a subject will receive notice prior to the end of the marking period.
- Homework is given on a daily basis and is part of the grading criteria.
- Excessive absence from class could result in a failing grade.

## **HALL PASSES**

- A standard hall pass, with the teachers' name, is required by all students who are out of a classroom.
- If a teacher keeps a student late for his/her next class, it is the students responsibility to get a pass to show to the next teacher.
- Students in the hall without a proper pass are considered cutting.

## **HALL PASSING**

- Students are to walk through the halls quickly and quietly. There is no running, playing, or loitering in the halls.
- Students are to carry their book bags to each class.
- A program card must be presented upon request.
- When travelling from each class, students should walk along the right side of the halls and stairs.
- Students should use doors that are labeled with the green "ENTER" sign.

## **HEALTH**

- All children entering school in September are required by NYS Law to show proof of having the following immunizations:

*(Number of doses required depends on grade level)*

- Chickenpox (Varicella)
  - Diphtheria- Tetanus
  - Tdap
  - Hepatitis B
  - Polio-Sabin (Oral)
  - Measles
  - Rubella
  - Mumps
  - Tine Test (T.B.)
- There will be a review of student health records, including vision/hearing screening.
  - The school **MUST** be advised of any existing, chronic health problems your child has.
  - **Students must have a pass to visit the nurse's office**
  - The nurse will:
    - Diagnose the extent of the illness
    - Apply first aid when needed
    - Notify the parent/guardian if necessary
    - If an ambulance is needed, one will be called. If a parent/guardian is unavailable, a staff member will accompany the child to the hospital.

## **INJURIES**

- Any child who reports that he/she is sick or injured will be escorted to the nurse's office where the nurse will assess the extent of the injury.
- An injury report will be filed if needed.
- If emergency treatment is deemed necessary, the child will have a staff member escort them to the hospital if the parent/guardian cannot be reached.

## **PROMOTIONAL REQUIREMENTS**

- All students must meet the promotional requirements outlined by the New York City Department of Education

## **REPORT CARDS**

- There are four marking periods.
- Report cards will be distributed in November, February, April & June.  
*Parents/guardians must pick up the first and second report card in person*

## **SCHOOL SAFETY PLAN**

- The Roy H. Mann School Safety Plan contains information regarding emergency procedures.
- Our evacuation sites are as follows:
  - **Grade 6** P.S. 236- 6302 Avenue U
  - **Grade 7** P.S. 312- 7103 Avenue T
  - **Grade 8** IS 14 – 2424 Batchelder Street
- In the event that it is necessary to pick up your child from school during an emergency situation, the procedure will be as follows:
  - The parent or designated adult (*as per the Emergency Blue Card*) will enter the school building through the Main Entrance on East 68<sup>th</sup> Street.
  - The parent/designated adult will sign the student out in the designated sign out area.

### **TESTING DATES**

- The complete testing schedule is available at [www.nycdoe.net](http://www.nycdoe.net)

### **TRIPS**

- Students must have signed consent forms three days in advance.
- **PHONE CONSENT WILL NOT BE ACCEPTED! NO EXCEPTIONS!**
- Students can be denied participation for poor behavior, even after money has been submitted. A refund will be given when possible.
- Any monies over \$10 must be in the form of a money order. **No personal checks will be accepted.**

### **VISITING PROCEDURES**

- Although we welcome parents/guardians to be vital parts of our school community, we ask everyone to follow the below regulations upon entering the building:
  - All visitors are required to show proper photo identification at the safety desk. (This is required especially when picking up a student.
  - No child can leave the school building before the end of the day without a parent/guardian or Blue Card designee signing him/her out.

### **SCHOOL CLOSINGS**

- In the event of a severe storm, delayed opening or any other event that warrant school closing, listen to **1010 WINS AM, Cable News 1, or local news stations.**

### **WEBSITES**

- Roy H Mann  
[www.RoyHMann.com](http://www.RoyHMann.com)
- NYC Department of Education:  
[www.nycboe.net](http://www.nycboe.net)
- NYS Education Department:  
[www.nysed.gov](http://www.nysed.gov)
- NYC Website:  
[www.nyc.gov](http://www.nyc.gov)
- ARIS:  
[www.arisparentlink.org](http://www.arisparentlink.org)

*If you have any questions, you can contact the Parent Coordinator, Mrs. D'Aleo, at (718) 763-4701 Ext. 1260*