

## **What Every RELC Student and Parent Should Know**

1. School starts at **8:10am SHARP!** Dismissal for students is 2:30pm. All students are to enter the building through the main entrance. **Students will be marked late by 8:15am.** Homeroom teachers will mark a student late if they are not seen in his/her assigned homeroom, therefore, we do encourage students to be at the school ON TIME! The school building open by 7:45am for students to enter and breakfast is available in the lobby.
2. **Students must respect staff and faculty at all times.**
3. **THERE IS A DRESS CODE. PLEASE REVIEW OUR MANDATORY UNIFORM POLICY.** No jeans, shorts, short skirts, Capri pants, spaghetti straps, do-rags, stocking caps or bandanas are to be worn. Boys **CAN NOT** wear shorts or sleeveless shirts. Girls **WILL NOT** be allowed to wear hats or scarves in the building. **There are no “dress-down days” unless authorized by the principal. Birthdays/Special Days are not given to any student for permission to not be in uniform.**
4. **Fighting is not tolerated at RELC for any reason. Both parties will receive an automatic suspension.**
5. Report cards are given out four times a year. There are four (4) parent-teacher conferences during the academic year. Every child is given their report card unless they are failing. If failing, the parent must pick up their child’s report card. Progress reports are given at the midpoint of each marking period.
6. Parents should visit our school website, **[www.relc113bk.org](http://www.relc113bk.org)** to review monthly updates and information. Check your child’s book bag for any additional notices and letters from the school, as well as the monthly calendar. Expect to receive a monthly calendar within the first three days of each month.
7. Remind your child to protect his/her Omni Card as if it were worth real money (the cash value of the card is at least \$500.00). Omni Cards will only be replaced if cards are available. We highly recommend a bus pass holder. If a student transportation pass is lost, stolen or damaged the student must report the pass lost, stolen or damaged to Mr. Winston in the main office. Students will then receive a replacement pass at the **BEGINNING OF THE FOLLOWING MONTH IF AVAILABLE.**
8. Please know your child’s homeroom class and teacher’s name. Copy your child’s daily schedule. Know when your child is involved in any extended day or after school activities; know what the activity is for; who their teacher/supervisor is; when the activity is over and be sure that you have signed a permission slip and/or necessary forms.
9. Parent Conferences will be conducted with Parent – Teacher /Staff first, then Parent – Teacher/Staff – Student.
10. Assume that your child’s teacher will assign homework. Signing assignments is an excellent way to communicate with teachers. Also, get at least two (2) telephone numbers of your child’s classmates in the event your child is sick or absent.
11. Keep the school updated with your family’s latest information. Telephone number, address change etc. Please submit a lease, gas or electric bill only. No other bills for proof will be accepted.
12. Have ALL medical/immunization information up to date, as any discrepancy or lack of proper immunization info will be result in your child being excluded from school. For the health and well-being of all at RELC, please allow your child to stay home if they become ill or are becoming ill.
13. **Please understand that we service 200 students. We are unable to relay messages to students, except in emergencies. Please make all after-school arrangements before school. Establish a back-up plan that can be used for emergencies, that does not require you to involve the school personnel.**
14. Students are not allowed to bring gum, candy, soda or beverages in glass bottles to school. No beverage is allowed on the instructional floor. **ALL FOOD AND DRINK REMAIN IN THE CAFETERIA.**
15. **GYM:** All RELC students must have on a full R.E.L.C physical education uniform in order to receive full credit. Combination locks are a must and should be used only during the assigned Phys Ed period. Pajamas are NOT ALLOWED for gym class, dance, or any other activity within the building. Please provide a combination lock for your child’s gym locker. We will not be responsible if personal items are stolen from a locker without a lock on it. Lockers are shared; any locks left on lockers will be clipped daily.
16. **EARLY DISMISSALS:** The school day is from 8:10am to 2:30pm. If a student needs to be dismissed prior to dismissal, a relative 18 years or older must pick him/her up from the main office. No student will be dismissed via phone call or note; **AN ADULT MUST SIGN THE CHILD OUT. He / She must be listed on the emergency blue card, provide identification as well as sign the student out in our student log book. Note: All student pick-ups must be prior to 2:00pm, any time after must wait for the 2:30pm dismissal. NO EXCEPTIONS!**
17. **VERIFICATION LETTERS:** Parents in need of school letters for any reason should place a request in person or by phone at least 1 day in advance to our Pupil Accounting Secretary ext. 1260.