

CHARLOTTE HIGH SCHOOL MISSION

The mission of Charlotte High School is to provide every student with the opportunity to develop the necessary skills that will prepare them for post-secondary success in a competitive global economy. Students will be challenged academically and nurtured emotionally in a supportive environment where high standards are the norm, not the exception. Staff will work with students to make connections between the classroom and the real world through project-based learning experiences. Students will further enhance their educational experience through various work-based learning opportunities with the local business community. Students will graduate from Charlotte High School with a strong foundation of meaningful experiences and relevant skills that will support a seamless transition into college or the workplace.



LOCATION

Charlotte High School is located at 4115 Lake Avenue. The school has been newly renovated, and although it has new features, the school still contains its deep-rooted appearance. The school, located on 22 acres of land, has the most picturesque campus of all the Rochester City Schools. The campus has a football field, track, soccer field, four tennis courts and three baseball diamonds. These facilities are used by other Rochester City Schools as well as many community organizations.

MORNING ARRIVAL

Students may enter the building at 7:15 am. All students are to enter the building through Main Entrance, where they will be scanned and directed into the cafeteria. The first bell will ring at **7:35 am** to signal students to exit the cafeteria and report to their ELT area by **7:45 am**. Students who are arriving late to school will be let in the main entrance, scanned and given a pass to report directly to class.

CHARLOTTE HIGH SCHOOL DAILY SCHEDULE 2013 - 2014

Period	Start Time	End Time
Breakfast	7:15 AM	7:35 AM
ELT	7:45 AM	8:30 AM
1	8:33 AM	9:18 AM
2	9:21 AM	10:06 AM
3	10:09 AM	10:54 AM
4	10:57 AM	11:42 AM
5	11:45 AM	12:30 PM
6	12:33 PM	1:18 PM
7	1:21 PM	2:06 PM
8	2:09 PM	2:54 PM
Dismissal	2:54 PM	3:00 PM

Lunch Periods

4th Period

5th Period

ACADEMIC STANDARDS & ASSESSMENT

Parents please read and discuss these with your child.



Student progress is reported on the report card using the following grading system: A+, A, B+, B, C+, C, D and F. Charlotte High School has six report card periods (see below). Report Cards are mailed out from the Rochester City School District approximately two weeks after the close of each marking period. Daily school and class attendance will be a factor in obtaining passing grades each marking period. (See Attendance)

There are three levels of Honor Roll at the High School level.

Honor Roll with Distinction: The Student must have a minimum 4.0 average and no grade below an A.

High Honor Roll: The student must have a minimum 3.2 average and no grade below a B.

Honor Roll: The student must have a minimum 3.0 average and no grade below a C.

If a student is failing any courses, he/she should be involved in some type of academic support program. This will be determined by the student, parent and appropriate school personnel such as a counselor. Be sure to stay in constant communication with your child's teachers.

MARKING PERIOD	START DATE	END DATE	REPORT CARDS MAILED
<i>1</i>	<i>September 4, 2013</i>	<i>October 18, 2013</i>	<i>Week of October 28, 2013</i>
<i>2</i>	<i>October 21, 2013</i>	<i>December 6, 2013</i>	<i>Week of December 16, 2013</i>
<i>3</i>	<i>December 9, 2013</i>	<i>January 31, 2014</i>	<i>Week of February 10, 2014</i>
<i>4</i>	<i>February 3, 2014</i>	<i>March 21, 2014</i>	<i>Week of March 31, 2014</i>
<i>5</i>	<i>March 24, 2014</i>	<i>May 9, 2014</i>	<i>Week of May 19, 2014</i>
<i>6</i>	<i>May 12, 2014</i>	<i>June 26, 2014</i>	<i>Week of June 30, 2014</i>

Homework assignments will be used as a means to reinforce, enhance, and/or build upon academic skills that have been taught or introduced in the classroom. Students should have out-of-school assignments each night that provide extra practice from the day's lessons. In addition to written assignments, homework also includes reading, study time, and work on long-range assignments such as research or creative writing projects. It is the student's responsibility to complete homework assignments.

If a student needs help with class work or homework, it is his/her responsibility to let the teacher, counselor, administrator, or parents know. It is our responsibility to provide additional help and assistance for students as needed. Other RCSD resources available to students include:

- **Dial-A-Teacher** (262-5000) provides a free service sponsored by the Rochester Teachers Association. Help is offered from 4 p.m.-7:00 p.m. Monday through Thursday. Special free tutoring (by appointment) is also provided to children with chronic illness.
- **Homework Hotline** (621-0288) provides students and parents with information regarding homework assignments.

ATTENDANCE

Daily attendance plays a critical role in each student's academic success. When students are absent they miss lectures, class discussions, project team collaboration time and many other class activities. Most class instruction cannot be replicated by makeup assignments or homework. Therefore, whenever possible, medical appointments, vacations, and family business should be scheduled outside of school hours.

The Rochester City School District's Attendance/Participation Policy requires students to have at least 93% attendance in each class, each marking period, to be eligible for a passing grade. Students with attendance below 93% in any class will be in danger of failing that class for that marking period.

The following are some key points of the policy:

- ◆ All absences will be counted against the 93% attendance requirement, regardless of whether a parent or guardian has notified the school of the absence.
- ◆ Students are required to make up all missed work within 10 school days after returning to school, and that work must be of an acceptable quality. Teachers will work with students to ensure that students understand the make-up work, are aware of deadlines and will provide support as needed.
- ◆ Every day of school is important. We expect students to be in school, on time, daily. **Should a student be ill or an emergency arises, parents must call the grade level office (663-7070) that day and send a written note for the student's Administrator on the day they return to school.**

STUDENT EXPECTATIONS

Our main goal is to provide students with a high quality education in a safe environment while encouraging students to become life-long learners. In order to accomplish this goal, students, staff, and parents must work together to ensure that students are held to high academic and behavioral standards. Charlotte High School students are expected to:

- ◆ Come to school on time every day.
- ◆ Arrive to class on time every day.
- ◆ Use appropriate language at all times.
- ◆ Use non-violent ways to resolve conflict.
- ◆ Keep hands and feet to self (no horseplay).
- ◆ Seek adult assistance whenever in need.
- ◆ Complete all classwork and homework assignments.
- ◆ Take school communication/notes home.
- ◆ Organize materials for each class.
- ◆ Keep noise level down while in hallways.
- ◆ Place garbage in its appropriate place.
- ◆ Be prepared for class by bringing necessary materials.

General Classroom Supply List

- ◆ 4- 2"-3 Ring Binders or Trapper Keeper
- ◆ 2 Composition Books
- ◆ #2 Pencils
- ◆ Organizer/Planner
- ◆ Black & Blue Pens
- ◆ Loose Leaf College Rule Paper
- ◆ Flash Drive
- ◆ Highlighters
- ◆ Library Card
- ◆ TI-84 Plus Calculator (can be found @ Target – \$95)



** Please be advised individual teachers may request additional supplies.*



Electronic Devices

All electronic devices are not allowed in school during the school hours. Students will turn in any electronic devices upon entry into school (daily) and will have the items returned to them at the conclusion of their school day.

The school will not be responsible for lost items, including hats, electronic devices and/or cell phones

Students are expected to follow the RCSD Code of Conduct and the CHS Dress Code



STUDENT DRESS CODE

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

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Please be prepared to removal **any** metal objects including **all** belts being worn or carried in pockets at the time of security scanning.
- Skirts and shorts must be no shorter than 5” up the knee.
- Extremely brief garments such as tube tops, net tops, halter tops, tank tops, plunging necklines (front and/or back) and see-through tops are unacceptable. Shoulder straps should be no less than two finger widths wide.
- Underwear must be completely covered and not worn as an outer garment. Pants should be worn at waist level.
- All outer garments, such as coats and jackets are to be placed in their locker. Hoods are not to be worn on students’ heads while in the school.
- Wear footwear at all times. Footwear that is a safety hazard will not be allowed. **NO SLIPPERS.**
- Do not wear clothing that is vulgar, obscene, and libelous or denigrates others on account of race, color, religion, creed, national origin, gender, sexual orientation, and disability.
- Do not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent/gang related activities.
- Do not wear dark tinted glasses or sunglasses.

VIOLATION OF THE STUDENT DRESS CODE

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending dress item. Students who repeatedly fail to comply shall be subject to further discipline at administrator’s discretion.

STUDENT SUPPORT

All students will be assigned to a specific counselor according to grade level and last name. Your school counselor is here to talk to you about either school or personal matters. Visit your school counselor when:

- You are having problems in any of your classes.
- You need help talking to one of your teachers.
- You need help working on a problem with family or friends.
- Your school subjects are too easy or too hard.
- You need help making up your mind about something.
- You are not sure where to find help for a serious problem.
- You need someone to talk to your parents.
- You want to review your school records.
- You want to learn more about your own interests and abilities.
- You just need to talk to someone who understands.

Please contact the school counselor if:

- Your child's course of study appears to be too easy or too difficult.
- Your child is having emotional or social problems.
- You wish to review your child's cumulative file.
- You wish to ask questions about standardized testing or high school courses.

The **Student & Family Support Center (SFSC)** is a collaborative venture between RCSD and partnering agencies (listed below) designed to increase accessibility of human services to students and their families.

- Hillside Children's Center individual and group counseling
- Hillside Children's Center Work Scholarship connection (mentoring relationships to increase graduation and job readiness)
- Rochester Mental Health Center (mental health counseling)
- Monroe County Office of Probation (for students on Probation or in Diversion programs)
- Young Woman's Christian Association (YWCA) provides services for female students.

Students or parents can seek help from the Student and Family Support Center for services. All services are confidential but providers work in coordination with school staff to provide the greatest amount of support possible for the student and his/her family. The SFSC offers individual and group counseling with trained mental health providers in addition to groups on topics such as anger management and conflict resolution. After school programming is also available.

Students can see a counselor for a one time only crisis or for regular counseling appointments. All appointments occur in school during the day and all attempts are made to schedule students during special subject periods and to rotate these periods.

PARENT ENGAGEMENT

Parent involvement tends to decrease dramatically as children move from grade level to grade level. In high school, this is actually where parent involvement is needed most. This is the time when children are making choices that may impact the rest of their lives. We realize the importance of parental involvement and will continue to provide parents with various opportunities to be a part of the education of their children.

PARENT ACADEMY

The academy will offer a series of workshops that will enhance our parents' understanding of district and school based policies. We will also help parents develop strategies to support their child academically and emotionally. More information about the workshops will be sent home soon.

PTO

We will be launching our Parent Teacher Organization (PTO) this year. Our PTO will further support Charlotte's collaborative effort in providing the best for our students.

PARENT CONNECT

This allows you to see your child's attendance, grades, and homework assignments online. You can also e-mail your child's teacher. To sign up, go to www.rcsdk12.org/ParentCONNECT

SCHOOL BASED PLANNING TEAM

The School Based Planning Team (SBPT) is comprised of teachers, parents, administrators, student reps. and representatives from both BENTE and RAP. These groups, closely associate with the everyday operations of the school, address the important school issues and attempt to move the school in the direction they believe would benefit the students and provide a quality education. The work of the SBPT is very important. When the school, the home and our students work together, the possibilities of success is unlimited. Any parent who would like to be a member of the SBPT should submit his/her name to the principal.

GENERAL SCHOOL INFORMATION

Address and phone number changes will be processed in the students' Administrator's office. ALL address changes must be verified by providing one of the following forms of proof: rent receipt, renters lease, mortgage statement, utility bill, driver's license or official business mailed to that address (window envelopes will not be excepted).

Breakfast and Lunch: Students who received free or reduced lunches last year will again be eligible for free or reduced lunches during the first few weeks of September. **However, you must reapply before the end of September in order to continue to receive free or reduced lunch.** Applications will be mailed home within the first two weeks of school. Students must have their ID cards for meals and must eat lunch during their assigned lunch period. Students are to remain at CHS during their lunch. **We are a closed campus, which means students may not leave the building during the day at any time.**

Extra-curricular Activities: Charlotte offers many extracurricular activities such as clubs, academic teams and sports. Please encourage your child to participate as they expand the dimensions of the high school experience.

Fire Drills: Fire drills are held throughout the school year. These drills are to practice the safe exit of the building in case of an emergency. Upon the signaling of a fire drill, students are to follow the correct exit route for the classroom and go to the designated site with their teacher. For safety reason, it is important that noise level is kept at a minimum. Upon reaching their assigned site, the teacher will take attendance and notify the principal that all students are present. It is essential that all students stay with their teacher at all times.

ID Card: Within the month of November, every student will receive a photo student identification card. This photo ID card is used to board buses, check out library books, for admission to after-school activities and for the cafeteria checkout line. Each student will be entitled to one replacement card per year at no cost. The lost pass must be immediately reported to the Transportation Department (336-4000). If the pass is lost again, a parent must go to apply for a new one to 835 Hudson Ave, Bldg 1. **There is a replacement fee of \$2.00**



Library: Students will have the privilege of borrowing materials with the proper ID. The CHS Library also has a website containing information on bibliography guides, research organizers, reading lists, library policy, book clubs and college and career information. Students will have access to the use of the computer lab only after an "Internet Acceptable Use Agreement" form is on file and signed by the parent/guardian. The computer lab can only be used for school research projects. Students must be respectful of other students and staff in the library by using a quiet voice and behaving appropriately. Library/Internet privileges will be revoked if students fail to meet these expectations. Lost or damaged library materials are the responsibility of the student. If your child owes any books, you will receive a letter at the end of the year listing books owed and prices.

GENERAL SCHOOL INFORMATION



Lockers: For security reasons, only school locks may be used on lockers. All school locks must remain at school. Do not put items in your lockers that are not allowed on school grounds. The lockers are small and for this reason along with security concerns, they may **NOT** be shared. In order to keep your property safe, **do not give your locker combination to anyone!** There will be a \$5.00 charge to replace lost locks. Locker assignments will be received along with the Student Identification cards.

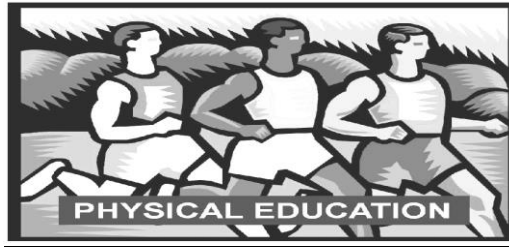
Lock Downs/Lock Outs/Shelter and Place: Lock down and lock out drills are held during the school year. These drills are to practice safe procedures during a building and/or community emergency. Upon the signal, students are to follow the directions of their teacher. The students will remain in their class until the “all clear” is given. If the event of a real emergency, you will receive an automated call informing you of the situation.

School Accidents and Insurance: First aid treatment is given to students with minor injuries when an accident occurs in school. For injuries requiring treatment at a hospital or doctor’s office, claims must first be processed against the student’s family policy. If the family does not have medical insurance or for items not covered by individual policies, claims may be submitted to Blue Cross/Blue Shield School Accident Department by completing the *School Accident Report* (mailed to the parent from school). **It is important that the school have emergency contact information for your child!**



Transportation: Transportation will be provided by RTS. Students will need their School ID in order to board the bus and in the morning, should board the RTS bus at the nearest RTS stop to your home. This “Express” route will bring the students directly to school and will not stop Downtown. **Students should not get off of the bus prior to arriving at the school.** In the afternoon, RTS buses will load in front of school and drop students off at the nearest RTS bus stop to your home and will not stop downtown. Expectations for student behavior on the bus are the same as the expectations in school. Students who fail to meet these expectations will be in jeopardy of losing their privilege to ride the bus.

Physical Education & Athletics



Physical Education is mandated by the state. In order to graduate all students must complete four years of physical education. All students must attend in proper attire and participate. Students are required to wear T-Shirts, shorts and sneakers (shoes with rubber soles and sneakers with heels are **not** acceptable) for participation in physical education class. Each student is assigned a locker in the locker room in which his/her shorts and shirts are to be kept. Students are not to store wet bathing suits and towels in their lockers.

SCHOOL TEAM SPORTS 2013-2014

Fall Sports

Boys Varsity/JV Football**
Boys Varsity Volleyball*
Girls Varsity/JV Volleyball
Boys Varsity Soccer*
X-Country*
Cheerleading**

Winter Sports

Boys Freshman Basketball
Boys Varsity/JV Basketball
Girls Varsity/JV Basketball**
Boys/Girls Varsity Indoor Track
Boys/Girls Varsity Bowling *
Boys Varsity Swimming*
Varsity Wrestling***
Cheerleading

Spring Sports

Boys Varsity/JV Baseball**
Girls Varsity/JV Softball
Girls Varsity Track & Field**
Boys Varsity Track & Field
Boys Varsity Tennis**

Combined w/ LAFYM ** Combined w/ Marshall/Dr. F.T. * Combined w/ Wilson Commencement*

Students must meet the following district requirements to play on a sports team.

- A physical exam every year
- A "C" average and 93% attendance
- Good citizenship

FREQUENTLY ASKED QUESTIONS

How do I arrange a Parent/Teacher Conference?

Contact the individual teacher if you need to meet with only that teacher. If you need to meet with two or more teachers, contact the counselor or the administrator.

Where can I park when I visit Charlotte High School?

Parking is available for visitors in the front of the school between 9:15 a.m. and 2:00 p.m. Additional parking is available in the school parking lot located off Atwell Street.

My child needs prescription medication during the day. What arrangements do I need to make?

New York State allows children to receive medication at school when the following are provided to the nurse:

- Written doctor's order indicating the name of the medication, amount to be taken, time to be taken at school and the reason for the medication.
- Permission form signed by the parent.
- Medication in its original container (you may request the drug store give you a second bottle for home.)

When is the best time to call school?

Phone calls will not be put through to classrooms during the instructional day. School staff check their voice mailboxes for messages several times a day. Call as early in the school day as possible and leave a detailed message in the voice mailbox of the appropriate staff member. Tell what time during the day and or evening you can be reached. If you do not have a phone, notes may be delivered by your child or mailed to the school.

How can we keep in touch?

From teacher to parents:

- √ Teacher/parent phone conferences
- √ Notes to parents
- √ In-person teacher/parent conference
- √ School newsletters
- √ Six-week report cards
- √ Open House
- √ E-mail

From parents to teacher:

- √ Notes to the Administrator
- √ Notes to the subject teacher
- √ Phone calls to school personnel
- √ In-person conferences
- √ Participation in school functions
- √ Become a member of the PTO
- √ Volunteer
- √ E-mail

FREQUENTLY DIALED NUMBERS

We strongly believe in a positive family-school relationship. For your convenience, we have provided you with contact information of school personnel you may want to contact throughout the school year. You can reach any of the individuals listed below by calling the main number (663-7070) followed by the corresponding extension. If you are unable to reach the individual, feel free to leave a message and your call will be returned as soon as possible. You may also contact any Charlotte High School staff member via e-mail. E-mail addresses are as follows: firstname.lastname@rcsdk12.org

NAME	TITLE	EXTENSION
Michael A. Allen, II	Principal	1012
Carmen Martinez	Senior School Secretary	1012
Tim Graziano	Assistant Principal of Cohorts 2012 & 2013	3210
Carla Roberts	Assistant Principal of Cohort 2011	4013
Donna Groff-McNulty	Assistant Principal of Cohorts 2010 and below	1300
Mark Learo	Counselor: Attendance	1032
Tom Dyer	Counselor: Grades 9 – 12; letter A - K	3011
Barbara Neary	Counselor: Grades 9 – 12; letters L- Z	3012
Rob Thomas	Coordinator of P.E. & Athletics	1370
Kathy Garcia	Coordinator of Special Education	1021
Donnah Jordan	Nurse	2301
Dana Michaud	Attendance Assistant	1031
Jeanette Gonzalez	Home-School Assistant	1039
Kelly Davis	Social Worker	6151
Nick Taranko	Librarian	2020
Hillside		6190
Urban League		6171
YWCA		6172