

Student & Family Handbook 2023-2024

Francis Parker School 23



Francis Parker School No. 23
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Principal: Kathryn Yarlett-Fenti
Assistant Principal: Carla Roberts

Dear Parents & Students:

Welcome to the 2023-2024 school year at Francis Parker School No. 23! This handbook should provide you with answers to many of your questions regarding school procedures and expectations.

Your child's safety is our priority, and we look forward to working with you in order to do what is best for him or her. Please keep the handbook with you throughout the entire school year and familiarize yourself with it.

On behalf of all of the staff members here at Francis Parker School No. 23, we hope you have a magical school year! We look forward to working with you to provide all of our students with a safe and productive learning environment.

Sincerely,

Principal Kathryn Yarlett-Fenti
Assistant Principal Carla Roberts

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OUR MISSION STATEMENT

*Francis Parker School No. 23 is an incredible place where every student is **valued, loved, and nurtured** for who they are. They are empowered as they grow to become responsible adults through a focus on rigorous academics, engaging learning opportunities, social excellence, and building authentic relationships.*

OUR VISION

The vision at Francis Parker School No. 23 is to prepare and motivate our students for success in a rapidly changing world by instilling in them critical thinking skills, a global perspective, and a respect for core values of honesty, loyalty, perseverance, and compassion.

OUR MOTTO

Excellence Is Happening!

OUR POWERFUL PLEDGE

*As members of the Francis Parker Community
We will be at the top of our game
We will show **compassion** to those who need it
We will go for the best and not settle for less
We will be **kind** in what we say and do
We will show **respect** because we deserve respect
We will take **responsibility** for our actions
And be a positive force in our community
Because we **are** the definition of Excellence!*

PROTOCOLS AND PROCEDURES

INSTRUCTIONAL PROGRAM

- Learning happens best with emotion, challenge and the requisite support. People discover their abilities, values, passions, and responsibilities in situations that offer adventure and the unexpected. In our school, students undertake tasks that require perseverance, fitness, craftsmanship, imagination, self-discipline, and significant achievement. A teacher's primary task is to help students overcome their fears and discover that they can do more than they think they can.

HOMEWORK PROTOCOL

- Homework is recognized and encouraged as an extremely valuable activity and as an extension of your child's learning day. Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of students.

Recommended Minimum Daily Time Guidelines for Homework

Kindergarten: 15 minutes

Grades 1 - 3: 20-30 minutes

Grades 4 - 6: 40-60 minutes

ARRIVAL PROCEDURES

Start Time

- *Preschool student arrival is at 8:15am. (Breakfast will be served.)*
- *K-6th Grade student arrival is at 7:15 a.m. (Breakfast will be served.)*
- *K-6th Grade instruction begins at 7:30 a.m.*
- Students will be marked tardy after 7:45 a.m. (K-6) and 8:30 a.m. (Pre-K)
- Students arriving to school after 7:45 a.m. (K-6) or 8:30 a.m. (Pre-K) must enter the school through Door #1, the Main Entrance.

Entrances for Each Grade Level (Doors are Clearly Labeled and Staff Will Hold Up Signs)

- Door #2 (Side facing Park Avenue/Small Playground): Kindergarten, 1st Grade and 6th Grade Students.
- Door #5 (Milburn Street): 4th Grade, 5th Grade, Mrs. Howland's Class, and Pre-K.
- Door #1 (Main Entrance): 2nd Grade, 3rd Grade, and all late students.

Walkers/Car Riders

- Students should be dropped off on Milburn Street. Cars can pull up to the curb where students can safely and speedily exit the vehicles and go through their assigned grade level doors.
- Please do **NOT** pull up or park in the Bus Loop to drop off your child as it is for **Bus Drop-Off ONLY**.
- Please do not park along Milburn Street in order to keep traffic flowing.

Bus Riders

- Students arriving to school on a bus will be dropped off in the Bus Loop on Barrington Street and go through their assigned grade level doors.

Parking Lot

- Please do not park in the school parking lot, as staff members are arriving at the same time and need a space to park.

DISMISSAL PROCEDURES

End Time

- Kindergarten – 6th Grade student dismissal is at 2:00 p.m.
- Preschool student dismissal is at 2:15 p.m.

Bus Riders

- Students will walk to their buses with teacher supervision at 1:55 p.m.
- Students will leave the building through Exit 1 (Main Entrance) and walk to their buses in the Bus Loop.

Walkers/Car Riders

- Parents/Approved People should pick up students at **Exit 5 (Milburn Street)** and tell the staff member at the door who they are picking up.
- Please do **NOT** pull up or park in the Bus Loop to pick up students as it is for Bus Pick-Up **ONLY**.
- Please do **NOT** park along Milburn Street as buses will be parking there while they wait for students.
- Parents/Approved People **MUST** show a Photo ID and be on the approved list of people who can pick up a student. Parents should contact the Main Office at 585-473-5099 if they need to update this information.
- Parents **MUST** call the Main Office by 1:00p.m. if they need to change how their child is getting home on any given day, and/or who will be picking them up. The person designated to pick up their child **MUST** be on the approved list of people and show their Photo ID.

ATTENDANCE GUIDELINES

Absences

- **Attendance at school everyday matters!**
- If your child is absent, a note from a parent/guardian or doctor with an explanation as to why your child was absent must be provided to the Main Office when returning to school in order for the absence to be considered legally excused. If your child will be absent due to religious holidays, please contact the Main Office as soon possible.

- Please note that automated attendance calls are made in the event that a student is not marked present prior to 8:30 am. Please call the Main Office at 585-473-5099 immediately if you have any concerns regarding your child's attendance.

Tardiness:

- ***Being on-time to school every day matters!***
- A K-6 student is tardy when they enter the school after 7:45am. Pre-K is tardy after 8:30am.
- Tardy students are required to sign in at the Main Office upon arrival and cannot be admitted to class without a completed late slip.
- If an excessive pattern of tardiness is identified by the principal or his/her designee, the school shall investigate the reasons for tardiness. If the tardiness is found to be unexcused, the student's attendance shall be marked accordingly and the parent/legal guardian shall be notified.
- The designated school staff will submit information in the comment field on the student attendance or student note in the PowerSchool on-line system.

ANNOUNCEMENTS

- The "salute to the flag" and announcements will be led by administration and/or a student each morning. Daily announcements will begin at 7:45am. Adults will model appropriate attention to the announcements for students. Students are expected to be quiet and attentive during this time. All students are encouraged to stand for the Pledge of Allegiance (students may abstain for religious reasons).

ADDRESS CHANGES/TRANSPORTATION

- All student change of addresses and phone numbers must be given to the Main Office as soon as the change is known. **Proof is required. Please consult Main Office staff with any questions.**

VISITOR PROCEDURES

- The safety of students and staff is the District's and School's top priority. We want to make visits to our school building pleasant and welcoming experiences in a safe environment for everyone.
- The school's main entrance will serve as the single point of entry for visitors.
- Visitors must report immediately to the Main Office to sign in and present photo identification to obtain a visitor's pass.
- Any and all classroom visits must be pre-approved by the Principal.
- Visitors are subject to search of their person and belongings. Anyone refusing will not be allowed to remain on District property.

- Parents/caregivers must call the school office to arrange an early pick up time for their children prior to 1:00pm and present photo identification upon arrival.
- ***Any person asked to leave school property must do so immediately. Refusal to leave will result in police intervention.***
- Family members picking up students will be asked to wait outside (weather permitting) or in the foyer.
- Our school uses the “Raptor Visitor Management System”, which is an online tool that enhances school security by screening and registering every campus visitor. The system works by reading a visitor’s driver’s license (or other approved government-issued ID) and comparing it to a database that contains registered sex offenders in all 50 states. Once cleared through the system, a visitor badge is produced that includes a photo, name of the visitor, date, time, and destination in the building. This system replaces the traditional paper sign in and is especially useful during emergencies to know exactly who is on campus.

VOLUNTEERS

- If you are interested in volunteering at our school, please visit the District’s website at <https://www.rcsdk12.org/Page/28007>. You will find information regarding the steps to becoming a volunteer and a link to the application form.

BUILDING SECURITY

- Building doors are always locked. Students and staff are not to open the doors during the school day for anyone. All visitors to the school should enter through Door #1 and sign-in at the Main Office.

BUILDING GROUNDS

- It is our collective responsibility to make our campus beautiful and to keep it clean. We will continuously showcase student work, achievements, awards and important information. Please report any areas that need attention to the Main Office.

RESPECT FOR OUR SCHOOL BUILDING

Hallways:

- Students and staff are expected to “own’ the hallways by keeping them clean, safe, and respectful of the learning environment. We are all responsible for the beautiful spaces at School No. 23. Teachers and staff will be in the hallways during transition times and students are expected to adhere to our PAWS positive behavior traits (Kindness, Respect, Responsibility, and Compassion). Students and staff are expected to be quiet in the hallways as students and staff have the right to teach, work, and learn without interruption from noise in the hallways.

Appropriate Language:

- All members of the Francis Parker community are expected to adhere to the highest levels of respect for one another and to use language that reflects this. Language that demeans, insults, harasses, or humiliates another member of the community will not be tolerated. The following guidelines should be used in choosing the forms of communication that accurately capture our thoughts and feelings without violating another person's sense of identity or self:
 - No swearing.
 - Refer to body parts by their proper name.
 - Do not refer to someone's race, gender, sexual orientation or religious beliefs with contempt or disapproval.
 - Be aware that in public spaces (hallways, classrooms, etc...) your language affects more than just the people with whom you are talking.

Gum:

- Children are not permitted to chew gum in school.

DRESS CODE**Francis Parker School No. 23 Dress Code Philosophy:**

- School No. 23's scholar dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes.
- To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

We at Francis Parker School No. 23 Believe That:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- We should be trained and able to use student/body-positive language to explain the dress code and to address dress code violations.
- We should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to:

- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs, or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar, or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others. Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

In accordance with the RCSD Code of Conduct, all students must adhere to the following guidelines:

- No inappropriate labels, designs, letters, or numbers on any clothing.
- No clothing that exposes buttocks, stomach/midriff, breasts, underwear, and/or bras.
- No clothing, headgear or jewelry that is associated with or identifiable as a symbol of gang membership.
- No abusive, suggestive or profane language; symbols of illegal substances; or any other words, symbols or slogans that disrupt the learning environment or deny dignity or respect to others.
- No exposed layering undershirts, except turtlenecks and long sleeves in winter.
- All underwear must be completely covered by outer clothing and pants should be held up with a belt of appropriate size for students' waists.
- Students who violate the dress code, including school-level standards, will be required to modify their appearance by covering or removing the offending item, and if necessary and/or practicable, replacing it with an acceptable item.
- Any student who refuses to do so shall be subject to restorative discipline.
- Guidelines for Wearing Hoods or Hats:
 - Hoods and hats cannot be worn unless a special pass is provided by an administrator.
 - If an adult requests that a student remove his/her hood or hat, the student must comply.

- All students must follow the District's Dress Code. The Dress Code includes expectations and consequences if it is not followed.
- Click here for access to information regarding the RCSD's Dress Code Policy and Disciplinary Actions: https://drive.google.com/file/d/1NzW3sTs43kGxW_zDgPk_2Tan02-MQHRR/view?usp=sharing

CODE OF CONDUCT

- The purpose of the RCSD Code of Conduct is to set standards for student behaviors that promote an environment conducive to learning, safety and order in school. It is our goal to provide students with a safe and secure learning environment at School No. 23. In order to do that, we need to have rules for all members of our community. Your cooperation and support are greatly appreciated.

Code of Conduct Rules for School No. 23

- Possession of any weapon (real or toy) or incendiary device (firecracker, matches, etc.) could result in an automatic long-term suspension.
- No fighting (real or play) or hitting on school grounds.
- Speak respectfully to others (no swearing, threatening or insulting).
- Stay where adults are in charge.
- Follow the directions of all staff in the school.
- Respect things that belong to others (no stealing, extorting or destroying).
- Follow all safety rules.
- Alcoholic beverages, drugs or cigarettes are not permitted on school grounds.
- All non-instructional items (iPads, electronic games, cell phones, SMART watches, sports equipment and toys) must be left at home. School is not responsible for the loss of any of these items.
- Students who violate these areas or procedures will be given consequences. Please support the school by meeting with administrators/teachers when asked to resolve discipline issues. The rules of the Code of Conduct focus on areas of safety and respect.

Code of Conduct Potential Consequences for School No. 23

Students who are found to be in violation of the Code of Conduct could face any of the following consequences:

- Verbal and written warning along with home contact
- Removal from classroom for up to 1.5 hours
- After School Detention
- In school suspension
- Out of school suspension (short term 5 days or less)
- Out of school long-term suspension (more than 5 days)
- Alternative to Suspension Room (for up to 5 days)

If you would like further details please see the RSCD Code of Conduct at www.rcsdk12.org or speak to an administrator or the Parent Liaison about this.

CELL PHONE AND ELECTRONIC DEVICE PROTOCOL FOR STUDENTS

*****First and foremost, we are asking that students leave these items at home.*****

Cell Phones:

- Cell phones **cannot** be used during the instructional school day. This includes lunch and recess.
- Cell phones cannot be stored on a student's person (body).
- Cell phones must be turned off and stored away in a student's backpack or jacket/coat.
- Students are responsible for the location and usage of their own cell phones.
- If a cell phone is visible during the instructional day, the following steps will be taken:
 - **First Infraction:** Verbal warning to the student.
 - **Second Infraction:** The cell phone will be confiscated (parent notification will occur) and returned to the student at the end of the school day.
 - **Third Infraction:** The cell phone will be confiscated and returned during a parent meeting with administration.

Electronic Devices:

- The Rochester City School District prohibits the use of electronic devices by students in our schools that violate the Code of Conduct. These devices include, but are not limited to: cell phones, i-pods, smartwatches, mp3 players, and video games (*Code of Conduct - Section 5300.03*).
- In the event that a student brings one of these banned items to school,
 - The items must be turned in to the teacher upon entering the classroom.
 - The item will be locked away securely in the classroom.
 - The item will be returned to the student at the end of the day.
 - The student will be reminded to keep these items at home.
- If a student does not turn in their electronic device, an administrator will address the situation. Parents will be notified to come to the school and pick the device up.

VOCAL AND INSTRUMENTAL ENSEMBLE PARTICIPATION PROTOCOLS

- In an effort to create equitable opportunities for artistic expression and exploration while supporting academic success for all students, the following protocols were put in place at School No. 23:
 - Ensemble music opportunities (e.g.; choir, band, strings, etc.) are open to students in Grades 3-6.
 - Students in Grade 3 may choose to participate in either Choir *or* Strings. Due to district-level protocols, band is not available to students in Grade 3.
 - Students in Grades 4-6 may choose to participate in a maximum of two ensemble music opportunities available each school year.

- Per district-level protocols, students cannot participate in both Band *and* Strings. However, students in Grades 4-6 can participate in an instrumental ensemble (band or strings) and a vocal music ensemble (choir, guitar, ukulele, recorder club, etc.) if available.
- Students are expected to bring their instruments and materials to every lesson and/or rehearsal. Students who are absent for 4 or more lessons in a quarter, or are consistently unprepared for learning (i.e., forgetting to bring their instrument to 4 or more lessons in a quarter) may be removed from the ensemble at the music teacher's and/or administration's discretion to give other students an opportunity to participate.
- Students who participate in ensemble music opportunities must make up any work missed while attending their lessons and/or rehearsals. If participation in ensembles negatively impacts a student's academic success (average in any course drops below a "C" or 75%), the following will occur:
 - The student's music teacher will reach out to the caregiver to develop a plan to support the students' academic success.
 - If a student is participating in more than one ensemble, the student may be asked to reduce the number of ensembles in which they are participating in consultation with their caregiver.
 - If a student is significantly or persistently struggling in their academic classes, they may be temporarily removed from ensembles in consultation with their caregiver and administration.

SCHOOL SAFETIES

Description:

- Being a school safety is a privilege afforded to a few select students each school year. These students exemplify what it means to be a "Parker Kid" by following our Code of Conduct Rules for School No. 23 at a high level.
- We expect our school safeties to be responsible, respectful, and safe both in and out of school.
- We hold our school safeties to the highest standards as both role models and leaders for all of the Francis Parker student community.

Accountability Policy:

- School safeties must wear their yellow safety belts at all times while in school; this is to help the community easily identify them.
- School safeties must maintain at least a "C" average. If academic struggles persist, they will be removed from their safety duties in order to focus on academic intervention, with the goal of returning to their role.

Behavior Policy:

- Warning - If a Safety chooses to behave inappropriately, he/she will receive a verbal warning by a School No. 23 adult. That adult will communicate to the classroom teacher that a warning has been given. The classroom teacher must then log this as a behavior “warning.”
- Suspension from Safety Duties – If a Safety chooses to continue with inappropriate behavior after they have been provided a warning, he/she will be suspended from the Safety position for an unspecified amount of time; this time will be determined by an administrator based on the behavior.
- Withdrawal from Safety Duties – if a Safety continues to behave inappropriately after their suspension, he/she will be permanently removed from the Safety position for the remainder of the school year.

EMERGENCY DRILLS

Fire Drills:

- Fire Drills are scheduled at various times throughout the school year to help prepare for an actual emergency. Section 807 of the Education Law directs school officials to instruct and train students by means of drills so that, in a sudden emergency, they are able to exit the school building in the shortest time possible without confusion and panic.
- **During an emergency evacuation all students must:**
 - Follow the directions posted on the Fire Alarm Card in their room.
 - Not gather their personal items.
 - Proceed in an orderly fashion as they follow their teacher out of the appropriate exit.
 - Proceed in an orderly fashion out to the sidewalk along the perimeter of the school grounds.
 - Remain with their teacher and group while standing quietly during the entire drill.
 - Remain with their teacher and group as they return to the building.

Lockdown Drills:

- In the event that an emergency occurs which places students and staff in grave danger, the Administrator in charge of Safety and Security will declare a “Lockdown.” The Administrator or his/her designee will inform others of the “Lockdown” in one or more of the following ways:
 - Broadcast over school radios.
 - Broadcast over the public address system.
 - Written or electronic notice through the fan-out system

- **Students must:**

- Move away from all doors and windows.
- Not allow anyone in or out of the room, with the exception of the Principal/Principal Designee or a Uniformed Officer (no passes, no movement).
- Not use the telephone unless they need immediate medical assistance.
- Remain calm.
- Follow teachers' directions and be helpful.

CAFETERIA

- While in the cafeteria each student is expected to:
 - Remain seated
 - Behave appropriately
 - Throw away his/her trash
 - Remain in the cafeteria until dismissed
 - Leave all drinks and food items in the cafeteria
- Students: If you are given a pass to leave the cafeteria, you are expected to finish eating beforehand or should be picked-up and escorted by a staff member.

RECESS

- All students are scheduled for a recess period. Please talk to your child about acceptable, safe behavior on the playground daily. Teachers will practice Active Supervision at all times. All attempts will be made to have outdoor recess on a daily basis. In the event that the "Feels Like" temperature dips below 20° Fahrenheit, outdoor recess will not occur, but alternative indoor activities will.

PARENT TEACHER ASSOCIATION (PTA)

- Francis Parker School No. 23 is very fortunate to have an active Parent-Teacher Association (PTA). All parents and staff are invited to join the PTA. The parents that lead the PTA are very friendly and helpful, so please don't hesitate to reach out to them with any questions you might have.
- PTA meetings are held regularly. Everyone is invited to attend (you do not need to be a member to come to the meetings). Check the School No. 23 website calendar for upcoming PTA events and come be part of the fun! The PTA email address is: school23.pta@gmail.com

****Remember:** By getting involved in your child's school, you help make it a wonderful place for them to be.**

PARENT CONNECT

- Please visit <https://www.rcsdk12.org/Page/54155> to sign up for Parent Connect which allows you to view your child's grades and other important school information.

REPORT CARDS

- Report cards are sent home in November, February, April, and the last day of school in June. Please see the school calendar for specific dates.

EMERGENCY SCHOOL CLOSING INFORMATION

- If school must be closed due to poor weather conditions or other emergencies, the District will make the decision as early as possible. Local television and radio stations will be contacted to relay the information and a robo-call will go out.

THE HOUSE SYSTEM OF FRANCIS PARKER NO. 23

- In the House System, students and staff are sorted into 1 of 4 multi-age/grade Houses when they first arrive at our school. Each house represents an important character quality that we emphasize at School No. 23. They remain in that House throughout their time at School No. 23. In a House, students are able to interact with peers from other grade levels. With this, the older students become mentors to younger students who are struggling or need advice — and they in turn grow as leaders themselves. This creates a positive climate and culture of belonging for students and staff. It also helps to build character, relationships, and school spirit.
- All students and staff are randomly sorted into one of four different Houses. The four Houses are Kuaminika, Heshima, Ubuntu, and Beneficus.
 - Kumanika - means Responsibility
 - Heshima - means Respect
 - Ubuntu - means Compassion
 - Beneficus - means Kindness
- Students remain in their same House throughout their years at School No. 23.
- Students will earn points for their House by following the Code of Conduct for School No. 23, as well as showing teamwork and citizenship to those around them.
- Once a month on House Days, students will be challenged to grow their relationships with their Francis Parker Family by participating in team events.
- The House with the most points at the end of the school year will win the HOUSE CUP!

FINAL THOUGHTS

- We know that in order to truly have an impact on your child's education we need you walking along side of us. Please do not hesitate to contact the school Principal or Assistant Principal if you are ever made to feel unwelcome in our school. We are here to work with you and do all that we can to make sure we are growing citizens.

COMMUNICATION: SOCIAL MEDIA

- Please Visit Our Website at: <https://www.rcsdk12.org/23>. You will see an Interactive Open House on the main webpage that allows you to visit each teacher's Bitmoji

classroom or staff member's office to view important information. Click on the double doors and have fun exploring!

- The Calendar on our website has dates for all school events.
- Stay connected with us on Social Media:
 - Facebook Public Page: <https://www.facebook.com/RCSDFP23/>
 - Facebook Private (Closed Page – please request access when clicking on the group on Facebook): <https://www.facebook.com/groups/francisparker/>
 - Twitter: @RCSDFP23 (Please use the hashtag: **#ParkerMagic** for posts)

