

**It's
Time To Level UP!**

**LEVEL
UP**



Mary McLeod Bethune School #45

2024-2025 Parent Handbook

1445 Clifford Avenue

Rochester, NY 14621

585-325-6945 (phone)

585-262-8037 (fax)



Who's Who at School 45

Christine Manuele-Turnquist, Principal (GEM Program)

Patti Brockler, Assistant Principal (supervises Gr. 3-5)

Jody Durick , Assistant Principal (supervises PreK-2)

Robin Willis, Parent Liaison Ext. 1333

Kathleen Felton, School Nurse Ext. 1470

Maura Weaver, Psychologist Ext. 1420

Bianca Mele, Psychologist Ext. 1420

Rosanna DeCastro, Senior School Secretary Ext. 1565

April Terrigino, Office Clerk Ext. 1563

Miracalle Taylor, Office Clerk Ext. 1566

Health Office Procedures

Illness in school: if a child is ill, the nurse contacts the parents and arrangements are made to have the child picked up.

Injury in School: In case of serious injury, parents are notified.

Medication: In order for a child to receive medication (whether prescribed or over the counter) in school, you must provide the following:

- Written authorization from the family doctor
- Written permission from the parent
- The medication, labeled with the child's name, dosage, and time it is to be given.
- **Medication is to be brought in by parent, never by a child**

When there are updates on immunizations, medications, etc., please notify the Health Office ASAP: (585) 325-6945 ext. 1470

Physical Education Attire

Students have PE classes every other day. Send them to school prepared to participate with sneakers, shorts, sweatpants or wind pants. Pants that have zippers and buttons are not recommended. Jewelry should not be worn to avoid damage or injury. If students are not prepared for PE, they must sit out, which disrupts their learning and is reflected in their PE grade.

Home Learning (Homework)

Homework helps to reinforce learning, it encourages discipline and responsibility. Reading at night is always a part of Home Learning.

Nightly Reading:

EPK-Gr.2: Adults read to children or iReady, have them read to you for at least 15 minutes.

Gr. K-6: Student reads for at least 30 minutes.

****Engage in a conversation about what they are reading!****

Special Subjects at School 45

- Physical Education
- Art
- Music (K-6)
- Instrumental Lessons
- Choir
- Library

Lost and Found is located near the Main Office

Transportation: 336-4000 main # for parents

April Terrigino 325-6945 ext. 1563 can assist you with any transportation changes related to change of address.

Safe and efficient transportation of our students is imperative. In order to ensure every student's safe arrival to school, and back home, the Rochester City School District has set Transportation Safety as a high priority.

The Transportation Department will use the steps below for processing student discipline on school buses:

Offense: jumping seats, failure to remain seated, eating, drinking, horseplay, profanity, yelling, screaming, name calling, taking others' belongings, inappropriate hand gestures, spitting, throwing items, etc.

1st & 2nd Offense: Warning Letter

3rd Offense: One day suspension

4th Offense: Suspension pending conference w/ transportation

Subsequent Offenses: Termination of Bus Service

Physical assault/ fight, threat of physical assault, harassment, possession or use of ANY weapon (including toy replicas), and act of a sexual nature will result in immediate suspension from transportation privileges for all students Grades K-6.

1st Offense: Immediate Suspension w/conference @ school

2nd Offense: Immediate Suspension w/ conference @ school

3rd Offense: Termination of Bus Service. Recommend Home School.

If you are having trouble with pickup in the morning, please **do not call the school**. Call Transportation at 336-4000. They have direct contact with the buses.

Emergency Procedures

School 45 participates in the district's required number of safety drills, such as fire drills, lockdowns, lock ins and shelter in place.

Emergency School Closing

All information related to school closings is announced by the district on local tv and radio. Also, the district uses the robocall system so it is important that we have updated contact information.

Attendance Expectations

Students should be in school every day from 7:30 until 2:00. Late arrivals and early dismissals (especially frequent ones) compromise their education and can be reflected in their report card grades.

Students will be marked late after 7:45. Absences should be accompanied with a note from the parent or a call to the Attendance Hotline at 325-6945 press 1. If not, they will be marked as illegal absences. Please remember that family vacations, missed bus, etc. are not marked as a legal absence.

Sign In/ Sign Out Procedures

Late sign in occurs in the Main Office or at the SSO desk.

Early release sign out occurs in the Main Office only. The classroom will be called to send your child down. You must wait in the Main Office and be prepared to show ID, that we will keep on file. NO child will be released to a parent or guardian waiting outside in a car. Parents must call BEFORE 1:30pm to have a student held from the bus, and must be here to pick up the student by 2:00pm.

Arrival and Dismissal Procedures

The school day begins at 7:30am at which time students will enter the building as follows:

- EPK & PreK, Kindergarten: Main Entrance on Clifford Avenue
- Gr. 1-6 & walkers: Entrance at the front of the building (Exit 4)
- Bus students: back loop

Parents say goodbye to their children at their school entrance. There are staff members stationed throughout the school to help escort and provide safe passage for all students to their classrooms.

Dismissal begins at 1:50pm. Walkers are dismissed from the front entrance. All parents are expected to be here by 2:00 to pick up their child.

If you do not want your child to ride the bus, YOU MUST call the school before 1:30 so that the office staff can make arrangements with the teacher, and YOU MUST be here by 2:00, when the buses leave. If there is not a parent or guardian here at 2:00 to receive the child, they will be put on the bus.

Early Dismissal Days: Dismissal is at 10:45am on these days

- October 25, 2024
- December 6, 2024
- March 14, 2025
- May 22, 2025

Conduct of our Students

The Rochester City School District Code of Conduct can be found at www.rcsdk12.org/codeofconduct. School 45 uses the Matrix for Guidance Intervention and Disciplinary Responses (pp. 29-39) to influence the consequences it assigns for misbehaviors at school. We use such options as:

- Restorative Practices: mediation, Peace Circles, Repairs etc.
- Individual behavior plans
- In-school detention, loss of privileges, etc.
- Center For Youth staff in our Help Zone

ATS Room is used for students who commit Level 3 & 4 infractions and/or repeated interruption of instruction. It is staffed by Center For Youth with instruction from a Teaching Assistant. Families are notified if a student is assigned to ATS for a day or more.

School Dress Policy

Students must be dressed appropriately at all times at school. Short shorts, half tops, and t-shirts with inappropriate sayings or symbols are not permitted. Hoods, hats, and caps should be worn in school and should be removed upon entering the building. Shoes must be worn at all times.

Cell Phone/Technology Use

While we understand many students have cell phones for safety purposes, while in school their use is prohibited. Phones must be turned off and turned in to the classroom teacher until dismissal. **Recording of in-school occurrences without permission can result in a suspension. Use of phone can result in phone being taken, and a phone call home.** Parents will need to come in and retrieve the phone.

Breakfast, Lunch & Snack procedures

Students either bring or are provided with a free healthy lunch by the school. Snack food does not take the place of a healthy lunch. Ice cream may be available to the students, once they have eaten their lunch at the discretion of the school and must be eaten in the cafeteria. There are no microwaves available for student use. A daily snack is provided to students in their classroom. Lunch is 30 minutes, with an additional 10 minutes of recess provided by the teacher.

Community School & Partnerships

Community School supports available to our families and surrounding community include:

- Foodlink Food Pantry
- Community Clothes Closet
- Community Events
- Center For Youth services
- Call the school if you have a specific need

Center For Youth (CFY)

CFY's focus is on supporting the social-emotional and behavioral needs of our students and their families. Ways we do this are:

- Mediations with Crisis Intervention Staff
- Small group sessions with Child Family Therapist
- Push-In classroom support

Keeping in touch with us:

- April Terrigino ext. 1563 Attendance Clerk
- Kathleen Felton ext. 1470 Health Office Nurse
- Robin Willis ext. 1333 Parent Liaison

Keeping in touch with YOU:

- Digital newsletters via email
- Fliers in back packs
- Monthly Parent Breakfasts
- Facebook: www.facebook/schoolno.45
- Website: www.rcsdk12.org/45
- Robocalls for events and special announcements

Contacting or visiting School 45

To contact a teacher, call the Main Office during school hours. You will be transferred to the teacher's voicemail and the teacher will make every attempt to contact you within 24 hours. If it is an emergency, leave detailed information with the office staff. To visit the school, please make arrangements with the teacher 24 hours in advance. You must sign in, show your photo ID and receive a name tag at the security desk.

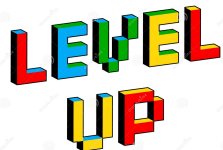
Visitor Policy:

We are excited to welcome you to a new school year. Your child's safety is a top priority, and we want to provide some information on the established procedures for visitors to our school. They are in place to protect students, staff, and visitors. Anyone who does not adhere to these procedures will not be permitted entry.

- The school's main entrance will serve as the single point of entry for visitors (on Clifford Avenue).
Visitors must report immediately to the school's security desk or main office and present photo identification to obtain a visitor's pass.
- When parents and caregivers call the school office to arrange an early pick-up time for their children they will need to present photo identification upon arrival.
- If there is cause for concern about weapons, drugs or other harmful substances, visitors can be subject to a search of their person and belongings.

The District Code of Conduct applies to everyone in our school community, including students, staff, families, and community members. It is our responsibility to conduct ourselves in a way that maintains safety and order, and models civility for our students. We will implement Restorative Practices to resolve conflict and repair harm when necessary.

Everyone has a role to play in the safety and security of our school communities. We ask that you be vigilant and report any suspicious activity on or around school grounds immediately by calling 585-262-8600.



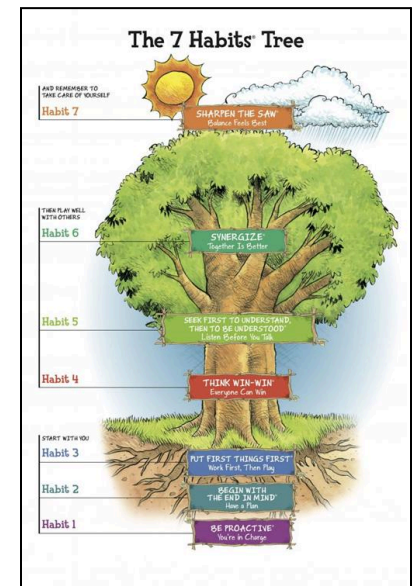
Letter from The Principal:

We are so excited to welcome you to the 2024/25 school year. In alignment with our theme of Level Up Our Leadership and Learning, we will be leveling up our instructional practices to equip your chil(ren) with the critical thinking and reasoning skills necessary to be successful life-long learners. We will be providing timely and effective feedback for children to improve their writing, we will increase the amount of hand-on activities we use in math instruction and facilitate student-to-student discussions about their mathematical thinking, we will provide opportunities for students to reflect on the choices in the framework of Leader In Me.

The 2024/25 school year will be an exciting one filled with engaging learning, leadership opportunities and celebrations. We invite you to be an active part of the excitement by participating in family events, volunteering, and joining our School Based Planning Team. Please reach out if you are interested in these opportunities.

Sincerely,

Christine Turnquist | Proud Principal



SY24-25 Commitment Statements

LITERACY

IF we provide explicit standards based, grade-level instruction to students THEN they will improve their claims, evidence, comprehension, and written response to grade level texts BECAUSE they will have had appropriate feedback and engaged in discourse.

MATH

IF we scaffold support for productive struggle and mathematical thinking and create opportunities to shift the cognitive load to students THEN proficiency in multistep word problems will improve BECAUSE students will have spent time engaging in discussion and self-evaluation of 2 and 3 point rubrics.

ACADEMIC

IF we provide consistent opportunities for students to self-monitor and reflect with peers and staff on use of habits throughout the school day for academics and social-emotional situations THEN students will be empowered to initiate their own leadership development as individuals BECAUSE they will be self-monitoring and goal setting for their academic and personal growth as evidenced in individual leadership portfolios.

FOUNDATIONAL

IF we engage students in fluency instruction and practice at the sound, word, and connected text level THEN students will be able to demonstrate grade-level reading proficiency BECAUSE they will have the opportunity to apply phonics skills to reading grade level decodable texts.